



Ordinary Council *Hui a te Kaunihera*

Thursday, 20 March 2025
Tāite, 20 Poutūterangi 2025

Tōtara Room, Whakatāne District Council
14 Commerce Street, Whakatāne
Commencing at 9:00 am



Chief Executive: Steven Perdia | Publication Date: 17 March 2025

whakatane.govt.nz



Live Streaming the Meeting - *Ka whakapāho mataora te hui***Live Streaming the Meeting - *Ka whakapāho mataora te hui*****PLEASE NOTE**

The **public section** of this meeting will be Live Streamed via YouTube in real time.
The live stream link will be available via Council's website.

All care will be taken to maintain your privacy however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is understood your consent is given if your image is inadvertently broadcast.

The opinions or statements expressed during a meeting by individuals are their own, and they do not necessarily reflect the views of the Whakatāne District Council. Council thus disclaims any liability with regard to said opinions or statements.

A Membership - *Mematanga*

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Mayor Dr Victor Luca

Deputy Mayor Lesley Immink

Councillor Toni Boynton

Councillor Gavin Dennis

Councillor Andrew Iles

Councillor Wilson James

Councillor Julie Jukes

Councillor Tu O'Brien

Councillor John Pullar

Councillor Ngapera Rangiaho

Councillor Nandor Tánczos

B Powers of the Council - *Te mana o te Kaunihera***B Powers of the Council - *Te mana o te Kaunihera***

The Council will meet Eight weekly 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. Extraordinary Council meetings will be called when required in between the Eight weekly cycle for specific purposes such as hearing the Annual Plan submissions.

The powers that cannot be delegated by the Council are:

- a. the power to make a rate
- b. the power to make a bylaw
- c. the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
- d. the power to adopt a Long-term plan, Annual plan or Annual report
- e. the power to appoint a Chief executive
- f. the power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long-term plan or developed for the purpose of the Local Governance Statement
- g. the power to adopt a remuneration and employment policy

The powers that can be delegated but which the Council retains:

- a. Approve the Council's recommendation to the Remuneration Authority for the remuneration of additional positions of responsibility for elected members and elected members expenses rules
- b. Approve the Local Governance Statement (called "A Guide to the Whakatāne District Council") produced following the triennial election of members
- c. Resolve those decisions required to be made by a local authority under the Local Electoral Act 2001 including the appointment of electoral officer.
- d. Determine whether or how to fill any extraordinary Council vacancies within 12 months of an election
- e. Review and make decisions on Council membership and the basis for elections through representation reviews
- f. Set the direction for the Long-Term Plan
- g. Hearing of submissions on the Long-Term Plan and, if required, the Annual Plan
- h. Appoint and discharge trustees, directors or office holders to Council's Council-Controlled organisations and to other external bodies
- i. Agree the final Statement of Intent for Council's Council-Controlled organisations
- j. Adopt the Half Yearly and Full Year Annual Report of the Whakatāne Airport
- k. Approve the purchase, sale and disposal of Council property
- l. Approve a proposed plan or a change to a District Plan under Clause 17 of the First Schedule of Resource Management Act 1991 (RMA); A1827586 April 2021 Page 14 of 37.
- m. Approve changes to the status or revoke the status of a reserve as defined in the Reserves Act 1977
- n. Authority to name or rename a reserve in accordance with the Reserves Management Plan;

B Powers of the Council - *Te mana o te Kaunihera* (Cont.)

- o. Authorise any unbudgeted expenditure that exceeds the delegation levels provided to officers, committees or other subordinate decision-making bodies of Council
- p. Approve recommendations from relevant Committees for new fees and charges for services provided, outside of the Annual Plan or Long Term Plan process.

Procedural matters exercised by Council:

- a. Receive minutes and recommendations, and make decisions on any recommendations from:
 - Standing Committees, Joint Committees and Joint Forums
 - Iwi Chairs Forum
 - Commercial Advisory Board
 - Toi Economic Development Agency
 - Any other Council appointed advisory board or forum with Council as the parent committee
- b. Consider any matters referred to it from any of the Committees, the Mayor, or Chief Executive.

TABLE OF CONTENTS

1	Prayer - <i>Karakia</i>	9
2	Meeting Notices - <i>Ngā Pānui o te hui</i>	9
3	Apologies - <i>Te hunga kāore i tae</i>	9
4	Acknowledgements / Tributes - <i>Ngā mihi mihi</i>	9
5	Conflicts of Interest - <i>Ngākau kōnatunatu</i>	10
6	Public Participation - <i>Wānanga Tūmatanui</i>	11
6.1	Public Forum - <i>Wānanga Tūmatanui</i>	11
6.2	Deputations - <i>Ngā Whakapuaki Whaitake</i>	11
7	Confirmation of Minutes - <i>Te whakaaetanga o ngā meneti o te hui</i>	11
8	Standing and Joint Committee Recommendations to Council - <i>Te tohutohu a te Komiti</i>	12
9	Mayoral and Chief Executive Reports - <i>Ngā Pūrongo a te Koromatua me te Toihautū</i>	13
9.1	Chief Executive's Report – March 2025	13
9.2	Mayor's Report – March 2025	16
9.3	WDC Response to Health System Crisis	26
	9.3.1 Appendix A - Brief History of New Zealand Healthcare System	33
	9.3.2 Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference	35
10	Reports - <i>Ngā Pūrongo</i>	39
10.1	Whakatāne District Council Standing Orders 2025	39
	10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025	44
	10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024	150
10.2	Adoption of the Whakatāne District Council Annual Report 2023/24	191
	10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024	194

10.2.2	Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024	391
10.3	Approval of the draft annual plan budget for 2025/26	424
10.3.1	Appendix 1 - Funding impact statements – Whole of Council and by Activity	434
10.4	Solar Panel Business Case Report	455
10.4.1	Appendix A - Whakatāne District Council Solar Panel Business case	461
10.5	Change of Recovery Manager	470
10.6	Matatā Cemetery Trustee Appointment	475
11	Resolution to Exclude the Public - <i>Whakataunga kia aware te marea</i>	479
11.1	Resolution to Exclude the Public	479
1	Confirmation of Minutes - <i>Te whakaaetanga o ngā meneti o te hui</i>	8
1.1	Public Excluded Minutes Ordinary Council Meeting 12 December 2024	8
1.2	Public Excluded Minutes Emergency Council Meeting 10 February 2025	8
2	Standing and Joint Committee Recommendations and Minutes - <i>Ngā tuhinga hui a te Komiti Ngātahi</i>	8
2.1	Public Excluded Minutes Living Together Committee – 14 November 2024	8
2.2	Public Excluded Minutes Risk and Assurance Committee - 29 November 2024	8
2.3	Public Excluded Minutes Iwi Chairs Forum - 3 December 2024	8
2.4	Public Excluded Minutes Environment, Energy and Resilience Committee - 13 February 2025	8
2.5	Public Excluded Minutes Living Together Committee - 6 March 2025	8
3	Reports - <i>Ngā Pūrongo</i>	8
3.1	Advisory Group	8
3.1.1	Appendix A - Terms of Reference for Strategic Property Advisory Board	8
3.2	Project Future Proof (Floodwall) Update	8
3.2.1	Appendix 1 - WDC Response Activities to Date	8

1 Prayer - *Karakia*

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2 Meeting Notices - *Ngā Pānui o te hui*

1. Live Streaming

The Whakatāne District Council livestreams Council and Standing Committee meetings held in Tōtara Room, within the Council building. The webcast will live stream directly to Council's YouTube channel in real time. The purpose of streaming meetings live is to encourage transparency of Council meetings.

Welcome to members of the public who have joined online and to those within the public gallery.

By remaining in the public gallery, it is understood your consent has been given if your presence is inadvertently broadcast. Please be aware the microphones in Totara Room are sensitive to noise, so please remain quiet throughout the meeting unless asked to speak.

2. Health and Safety

In case of an emergency, please follow the building wardens or make your way to the nearest exit. The meeting point is located at Peace Park on Boon Street.

Bathroom facilities are located opposite the Chambers Foyer entrance (the entrance off Margaret Mahy Court).

3. Other

3 Apologies - *Te hunga kāore i tae*

No apologies were recorded at the time of compiling the agenda.

4 Acknowledgements / Tributes - *Ngā mihimihi*

An opportunity for members to recognise achievements, to notify of events, or to pay tribute to an occasion of importance.

5 Conflicts of Interest - *Ngākau kōnatunatu***5 Conflicts of Interest - *Ngākau kōnatunatu***

Members are reminded of the need to stand aside from decision making when a conflict arises between their role as an elected member and any private or other external interests they might have. Elected Members are also reminded to update their register of interests when changes occur.

The [register of interest](#) can be viewed on the Council website.

1. Financial Conflict

- Members present must declare any direct or indirect financial interest that they hold in any matter being discussed at the meeting, other than an interest that they hold in common with the public.
- Members cannot take part in the discussion, nor can they vote on any matter in which they have a direct or indirect financial interest, unless with an approved exception.
- Members with a financial interest should physically withdraw themselves from the table. If the meeting is public excluded, members should leave the room.

2. Non-Financial Conflict

- If a member considers that they have a non-financial conflict of interest in a matter they must not take part in the discussions about that matter or any subsequent vote.
- Members with a non-financial interest must leave the table when the matter is considered but are not required to leave the room.

6 Public Participation - *Wānanga Tūmatanui***6 Public Participation - *Wānanga Tūmatanui*****6.1 Public Forum - *Wānanga Tūmatanui***

The Council has set aside time for members of the public to speak in the public forum at the commencement of each meeting. Each speaker during the forum may speak for five minutes. Permission of the Chairperson is required for any person wishing to speak during the public forum.

With the permission of the Chairperson, Elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

6.2 Deputations - *Ngā Whakapuaki Whaitake*

A deputation enables a person, group or organisation to make a presentation to Community Board on a matter or matters covered by their terms of reference. Deputations should be approved by the Chairperson, or an official with delegated authority, five working days before the meeting. Deputations may be heard at the commencement of the meeting or at the time that the relevant agenda item is being considered. No more than two speakers can speak on behalf of an organisation's deputation. Speakers can speak for up to 5 minutes, or with the permission of the Chairperson, a longer timeframe may be allocated.

With the permission of the Chairperson, Elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

7 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui***Confirmation of Council Meeting Minutes**

The minutes from the listed Council meetings can be viewed via the Council website.

Click on the corresponding link below in order to view the 'unconfirmed minutes'.

- [Unconfirmed Council Meeting Minutes - 12 December 2024](#)
- [Unconfirmed Extraordinary Council Meeting Minutes - 19 December 2024](#)
- [Unconfirmed Emergency Council Meeting Minutes - 10 February 2025](#)

8 Standing and Joint Committee Recommendations to Council - *Te tohutohu a te Komiti*

8 Standing and Joint Committee Recommendations to Council - *Te tohutohu a te Komiti*

The minutes from the Whakatane District Council 'Standing Committee' meetings can be viewed via the Council website.

Click on the appropriate link below in order to view the 'unconfirmed minutes'.

Recommendation

THAT the minutes from the following Whakatane District Council Standing Committees be received:

- [Infrastructure and Planning Committee Meeting - 14 November 2024](#)
- [Living Together Committee Meeting - 14 November 2024](#)
- [Finance and Performance Committee Meeting - 28 November 2024](#)
- [Risk and Assurance Committee Meeting - 29 November 2024](#)
- [Living Together Committee Meeting - 5 December 2024](#)
- [Environment, Energy and Resilience Committee Meeting - 13 February 2025](#)
- [Finance and Performance Committee Meeting - 27 February 2025](#)
- [Living Together Committee Meeting - 6 March 2025](#)

9 Mayoral and Chief Executive Reports - Ngā Pūrongo a te Koromatua me te Toihautū

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9.1 Chief Executive's Report – March 2025



To: **Whakatāne District Council**

Meeting Date: **Thursday, 20 March 2025**

Author: **S Perdia / Chief Executive**

Reference: **A2849207**

1. Reason for the report – Te Take mō tēnei rīpoata

The purpose of the report is to provide updated information and advice on relevant Council related matters.

2. Recommendation – Tohutohu akiaki

THAT the Chief Executive's Report – March 2025 report be **received**.

3. Subjects – Kaupapa

Please note – I have tried not to repeat information updates that have been provided through other Council and Committee reports. But in some cases, I have included the topic if there is a further update to provide.

3.1. Airport Annual Report

The team is working through the required changes to address issues unresolved since 2019.

The previous CFO started work on this before his departure, however, we now understand that there is a fundamental difference in Audit New Zealand's approach to how we should be reflecting the equity of the joint venture arrangement.

The expectation is that because Whakatāne airport is a 50:50 Joint Venture (JV), both Council's and the Ministry of Transport's equity balances should be the same. Unfortunately, this does not reflect the reality of the partnership arrangement as the Ministry does not contribute towards all expenditure relating to the airport. An example of this is the purchase of the section of land for development, where Council funded 100% of the cost. Council contributions over and above the JV arrangement should be reflected as a difference in equity.

There are other airport JVs with the Ministry where the equity balances between the Council and the Ministry are quite different. They also have different auditors to us.

The Finance team is working with the auditors on a solution that meets everyone's needs but it is taking time. The Ministry is aware of the problem and the work underway to resolve it.

9.1 Chief Executive's Report – March 2025(Cont.)**3.2. Annual Plan 2024/25**

I am very proud of the work we have undertaken over the last few months to find 2.2% of savings in the Annual Plan draft budget given the volume of additional costs the Council has had to absorb.

All staff involved in the budgeting process got behind this direction of travel. Notwithstanding we had some lucky breaks with mandatory reductions in transport funding, changes to requirements for waste collection from central government and lower than forecast interest rates. It was the stance on zero additional FTE in Year 2, and line by line reductions of non-essential opex that enabled us to reduce our required rates increase even further.

The Executive team is delighted that we can provide Council with options on how to apply those savings across rates and reducing our operating deficit quicker.

3.3. Executive Recruitment

I am pleased to announce that all of the Executive team reorganisation and recruitment is complete.

We achieved our goal of reducing the Executive by one FTE and restructuring the functions across five General Managers rather than six.

The final two appointments in the Executive Team were made over the last six weeks, being Alexandra Pickles as General Manager Community Experience and Hone Patrick joining us as Kaihautū/Director Māori Relationships.

3.4. Regional Deals

Our Regional Deal Expression of Interest with Kawerau and Ōpōtiki Districts was submitted (along with the draft Spatial Plan and draft Regional Economic Development Strategy appended) to the Department of Internal Affairs (DIA) on Friday 28 February 2025.

DIA has requested that the Expressions of Interest from all regions remain confidential at this stage, so I have not included a copy with this public report.

It was reassuring to hear Mayors recently describe the Regional Deal as an accurate reflection of what was needed to be successful and true to our goals as a sub-region, rather than a wish-list that was geared towards chasing government funding. There was a sense that irrespective of our progress with government, the Regional Deal narrative was still a strategic roadmap for our sub-region to pursue.

I would like to acknowledge the Bay of Plenty Regional Council for allocating resource to facilitate the process and to write and submit the Regional Deal Expression of Interest on behalf of the Eastern Bay. Without that support it is unlikely we would have been able to meet the very tight timeframe.

3.5. Department of Internal Affairs Benchmarking Report

A reminder that the DIA will be publishing a report on the performance of local councils in New Zealand ahead of the local government elections so that voters and candidates can benchmark the performance metrics of their council against other councils.

All Councils in New Zealand are fundamentally the same but are also very different. I am interested to see how the DIA account for differences such as where councils contract out services against those that retain inhouse delivery; districts that have large rural areas with dispersed populations and

9.1 Chief Executive's Report – March 2025(Cont.)

services against those that are more condensed; costs of procurement as you get more remote; the impact of time bound events such as emergency events on data; and demographic, health and education differences, as examples.

Various benchmarking attempts have occurred in the past and they tend to fall over because it is expensive for councils, only valuable if you have longitudinal data, requiring a long-term commitment, and are often unable to unravel the complexity of the differences between councils.

The good news is that central government is funding the report, but I hope I haven't spoken too soon.

3.6. Local Waters Done Well

We are on track with this project to meet the central government compliance dates. Soon Council will receive a briefing on progress towards developing a Consultation Document that will assess the advantages and disadvantages of keeping water services inhouse, having a standalone Council Controlled Organisation (CCO) to manage it, or enter into a multi-council CCO.

The community can expect Council to receive a draft consultation pack to approve in early April and public consultation to occur during April and May 2025. Once a decision is made on the delivery options an implementation plan must be prepared and adopted by Council ahead of the September 2025 deadline.

9.2 Mayor's Report – March 2025**9.2 Mayor's Report – March 2025**To: **Whakatāne District Council**Meeting Date: **Thursday, 20 March 2025**Author: **Victor Luca, Mayor / Koromatua**Reference: **A2849209****1. Reason for the report - *Te Take mō tēnei rīpoata***

The purpose of the report is to provide updated information on the Mayor's activities together with any advice and strategic insights thought to be relevant to Council matters. The report covers the period 11 December 2024 to 13 March 2025.

2. Recommendation - *Tohutohu akiaki*

THAT the Council **receives** the Mayoral Report – March 2025.

3. Background - *He tirohanga whakamuri*

In this background section I comment on the present state of the economy, geopolitics, and the climate and energy crisis.

3.1. Economic climate

After clocking negative Gross Domestic Product (GDP) growth in quarters two and three of 2024 it is expected that the last quarter (December) may just make it into positive territory. Regardless, the New Zealand economy continues its lack-lustre performance with anaemic if any growth. Banks are reducing interest rates which seems to be boosting housing sales somewhat. However, the flip-side of this is that housing affordability is likely to suffer. Although nationally business confidence seems to be rising very slightly, locally anecdotal evidence suggests things are relatively flat. The building sector is slow with few new builds. Many builders appear to be pivoting to renovations. There appears to be some optimism in the retail sector.

3.2. Geopolitics

President Donald Trump was inaugurated on 20 January 2025 and wasted no time in turbo-charging trade barriers. In the first 100 days of his first term Trump signed 33 executive orders (a total of 220 throughout the term). In the first few weeks of this term he has already signed around 72. Whilst his opponents maintain that this exceeds his constitutional mandate, he seems to be continuing unabated.

Among the actions he has so far taken, the US President has applied tariffs (import taxes) to Mexico, Canada and China. A trade war with China was already well under way from the start of his first term and was continued under the Biden administration. Trump looks set to continue with the trade war and tariffs against China. This will undoubtedly prompt retaliatory actions on the part of China which

9.2 Mayor's Report – March 2025(Cont.)

is the top destination for New Zealand exports and twice that of the second-place destination, Australia. The first retaliatory salvos by China have been fired with new restrictions on tungsten supply.

[Tungsten miner says clients in shock as China chokes supply](#) . [Bloomberg News](#) 6 February 2025

Arguably on the positive side, the Trump administration, which he has been packed with neoconservatives, is backing out of the Ukraine proxy war and is trying to do a deal with Russia. While Ukraine has few cards to play against the US, the US has few to play against Russia. The Europeans have been excluded from these negotiations.

Meanwhile ruling elites in Europe and the UK are trying to marshal resources to continue the war in the Ukraine.

The Trump administration seems well underway to sabotage any attempts to avert the climate crisis. The administration, together with the DOGE (Department of Government Efficiency), headed, unelected, by the world's richest man, Elon Musk, has withdrawn support from any scientific research that mentions 'climate' in the title (see [here](#)). We are not off to a good start in 2025.

The situation in the middle-east continues to deteriorate and may yet turn into a full blown conflict. If that happens then consequence on oil supplies could be significant and the impact on the global economy catastrophic.

3.3. Climate crisis

Evidence is mounting that global warming is accelerating. Warming at the poles is four times the rate at mid-latitudes. This is not good news from the point of view of triggering tipping points.

Readers are referred to a very recent article by James Hansen and his team that paints a grim picture. Hansen is one of the world's most pre-eminent climate scientists.

If things are as Hansen says, then many of the Intergovernmental Panel on Climate Change (IPCC) climate scenarios will need to be revised. It is to be noted that the IPCC is a very conservative body.

Hansen, J. E., Kharecha, P., Sato, M., Tselioudis, G., Kelly, J., Bauer, S. E., ... Pokela, A. (2025).

[Global Warming Has Accelerated: Are the United Nations and the Public Well-Informed?](#)
Environment: Science and Policy for Sustainable Development, 67(1), 6-44.

3.4. Energy security crisis

The Government review of the electricity market is due this year (see [here](#)) and it will be interesting to see where it lands. Due to electricity market failure, in 2024 we saw increases in wholesale electricity prices that have made certain industrial activities unsustainable such as pulp and paper production. The net result of this is a loss of livelihoods and increased hardship.

Although there has been relatively little impact on domestic consumers thus far, residential electricity prices are expected to increase by around 10% from April of this year. This will not help households already experiencing energy hardship.

I suspect that a relatively dry summer will exacerbate winter energy shortages due to falling river and lake levels and help push prices up.

9.2 Mayor's Report – March 2025(Cont.)

Artificial Intelligence and data centre build-out will probably add to future demand. It is worth noting that an AI-assisted Google search requires 10x the energy as a standard Google search.

In the meantime demand is set to escalate as Government pushes its growth agenda.

While Fonterra has decided to move its milk processing to electricity rather than wood pellets, Genesis Energy appears to move in the opposite direction in contemplating replacing coal with biomass in order to reduce dependency on coal.

[Fonterra](#) has announced that it is converting two of its North Island gas boilers to electricity, lowering its total fossil gas use by about 38%. Until now, the [dairy](#) giant's focus has been [converting coal boilers](#) to wood pellets or electricity.

[Genesis Energy inches towards burning biomass at Huntly in plan to reduce coal dependency](#) .

[Jamie Gray](#) , Business Reporter, NZ Herald, 10-Feb-25

[Fonterra to cut fossil gas use by 38% with North Island boiler conversions](#)

Eloise Gibson, Climate Change Correspondent·RNZ, 30 Jan, 2025.

4. Subjects – *Kaupapa*

4.1. Meeting with Health New Zealand (Friday, 20 December 2024)

This was a virtual meeting with Pauline McGrath who is the Group Director of Operations, Te Whatu Ora Hauora a Toi Bay of Plenty and Dr Kate Grimwade an Infectious Diseases and General Physician and Chief Medical Officer, Te Whatu Ora Hauora a Toi Bay of Plenty. Also present were Dana Kirkpatrick MP for East Coast and the Mayors of Ōpōtiki and Kawerau.

The meeting was called to provide some background on the abrupt closure of the secondary Obstetrics and Gynaecology (O&G) service at Whakatāne Hospital that had been announced a few days prior.

There were 640 births at our hospital in 2024 and 120 of those were by Caesarean section. That averages out to two births per day, >75% of which are mid-wife assisted deliveries.

The O&G service originally had five positions of which one position was never able to be filled. The four O&G specialists work on a two-on two-off roster. This number of O&G specialists available would have allowed for sufficient redundancy. i.e. the departure of two would not have resulted in closure.

The meeting was informed that the closure was provoked by the abrupt and unanticipated resignation of three of the four resident O&G specialists at the hospital.

The meeting was assured that HNZ would return Whakatāne Hospital to full secondary birthing unit status as soon as replacement O&G specialists could be recruited. I had no reason to doubt the sincerity of McGrath and Grimwade.

Apparently, recruitment processes were underway internationally and nationally to fill these positions. My understanding was that two staff had already been recruited from overseas but that they would need to be accredited to work in NZ.

9.2 Mayor's Report – March 2025(Cont.)

In order for an overseas qualified doctor to practise medicine in New Zealand they need to gain registration with the Medical Council of New Zealand. The applicant must show that they are qualified, competent and fit for registration. Depending on the applicant, the process can quite onerous and lengthy.

In the meantime HNZ reported that they were working with Emergency Department staff, St John's and the Bay of Plenty rescue helicopter to ensure they are available and able to assist. This requires changes to transportation funding contracts and dispatch parameters to upscale. Travel and accommodation assistance would be available for partners/support people. Various other measures were also being put in place to ensure safety.

It was emphatically stated that the issue is not one of funding.

I left the meeting feeling comforted that matters were under control.

However, I have grave reservations about the general state of our health system. It is important to emphasise that O&G is but one of 41 health specialties many of which are under severe pressure across the country due to workforce shortages across the sector. There is evidence to suggest that medical workforce shortages are global.

4.2. Meeting with Cath Cronin Health New Zealand: Te Whatu Ora (Thursday, 30 January 2025)

Cath Cronin is the Regional Deputy Chief Executive, Midland:
Te Manawa Taki, Health New Zealand – Te Whatu Ora.

The meeting was requested by HNZ to explain the situation resulting in the loss of secondary O&G services at Whakatāne Hospital that was first brought to the community attention just prior to Christmas. It was clarified that HNZ had in fact not successfully recruited any doctor at that point. They simply had several interested overseas doctors.

Following the meeting with Cath Cronin, I attended the public meeting organised by HNZ in Acacia House to address public concern about the situation with O&G services. The venue was not able to accommodate the large gathering of concerned people, with numbers spilling into the foyer and out the door.

I attended the follow-up community meeting on Tuesday, 11 March 2025 which was attended by about 50 people. Cronin presented with a team of about 11 including McGrath and Grimwade. Similar assurances were given to the first meeting by Cronin and her team that the secondary O&G service would be restored. The Q&A session was lively and respectful with many good points being made.

4.3. Sunair launch event (Monday, 3 February 2025)

The first scheduled Sunair flight into Whakatāne arrived and was greeted with a whakatau, karakia and blessing of the aircraft by representatives of Ngai Taiwhakaea.

Brief speeches were made by Stan Ratahi (Ngai Taiwhakaea) followed by Sunair Flight Operations Manager Dan Power and me.

Sunair provides Monday to Friday services to Gisborne, Napier and Hamilton. The Whakatane to Hamilton leg can connect to other airlines' flights to Brisbane, which sounds like a terrific prospect.

Council in conjunction with the Eastern Bay Chamber of Commerce co-hosted the first Business After 5 event for 2025 to mark the Sunair launch.

9.2 Mayor's Report – March 2025(Cont.)**4.4. Meeting with Water Service Delivery Plan – Department of Internal Affairs (DIA) team (Wednesday, 5 February 2025)**

I met with a team from DIA comprising:

- **David Hawkins** - Mayor of Papakura (1992-2000) & former Chief Corporate Affairs Officer, Watercare.
- **Jaron Shaw** – Chief Advisor Water Reform, DIA
- **John Forster** – background in banking, LGFA conduit.

The meeting focused on exploring collaborative opportunities for local water services, the need for flexible, science-based solutions, and addressing financial and regulatory challenges in the water sector.

Discussions were wide-ranging covering topics such as challenges and regional collaborations, the state of our water infrastructure, Government and Local Authority involvement, regulatory and compliance issues and where to next.

In the compliance space I emphasised a pet subject of mine. The caution that being over-zealous in the regulatory space could have disastrous consequences as far as affordability for communities was concerned. I was reassured that Government was aware of this. At the time of meeting we were still awaiting the critical wastewater standards that have very recently been released and which I am still digesting. I touched on the potential benefits of the Mayor's Taskforce for Water, offering free expertise and engineering support. I suggested arranging a discussion with the chair of Taumata Arowai (TA). Shaw is coming back to me on this.

Shaw was aware of the *Martin Jenkins Report* on the state of our water assets and the challenges we might face going forward.

I expressed the concern that in multi-CCO model small councils might be disadvantaged in terms of setting priorities.

I raised my preference for a central funding model that was dismissed as part of the 3-waters model evaluation exercise. It was clear that DIA has a preference for multi-CCO arrangements.

There were discussions concerning potential collaboration with Western Bay of Plenty and Tauranga City and I expressed the view that Council remained open to exploring such avenues.

David Hawkins attempted to explain the concept of cross-subsidisation in water services, referencing past models used by Watercare which he obviously considered successful.

The DIA team emphasised that councils together could ease investment burdens and smooth out financial pressures.

The possibility of a blanket two-year extension on consents was also mentioned, with the Water Services Bill submissions closing on 23 February. The extension is likely to be a bit of a life-line.

4.5. Meeting Conrad Properties Group (Tuesday, 18 February 2025)

I had a virtual meeting with Rob Holden and Dennis Cooney. Mr Cooney is a lawyer by training and founding partner and director of [Conrad Properties Group](#) (CPG). Holden is a New Zealander but works out of Australia.

9.2 Mayor's Report – March 2025(Cont.)

<https://www.conradhydrogen.co.nz/>

CPG develops Renewable Energy Parks and Green Hydrogen Manufacturing, Storage and Distribution Hubs.

CPG require land and access to green electricity. They appear to want to develop a process for electrolyzing water to form oxygen and hydrogen. The hydrogen is then converted to ammonia for export.

To convert hydrogen to ammonia requires reaction with nitrogen gas (N_2) in the presence of a catalyst (Haber-Bosch process). The ammonia is produced according to the balanced equation: $N_2 + 3H_2 \rightarrow 2NH_3$.

CPG intends to export the ammonia presumably for fertiliser production and as a feedstock for fine chemicals. The company is seeking at least 25 - 35 Ha of land.

The district is poorly endowed with industrial-zoned land which clearly puts us at a disadvantage for the development of industry and hence jobs.

<https://www.energy.gov/eere/fuelcells/articles/potential-roles-ammonia-hydrogen-economy>

4.6. Peace run (Tuesday, 18 February 2025)

[The Sri Chinmoy Oneness-Home Peace Run](#) is a global relay seeking to inspire the creation of a more peaceful world. As a symbol of peace and harmony, runners carry a flaming torch, passing it from hand to hand, heart to heart.

About a dozen of the runners dropped into Council late afternoon and I had a chance to speak with each participant. The runners were from many different countries.

They even sang me a couple of songs.

4.7. Virtual conference and round table – Spotlight on NZ Health Crisis (Wednesday, 26 February 2025)

This event was inspired by Whakatāne District Grey Power Association and hosted by WDC. The event itself ran smoothly with some excellent speakers. In-person attendance was less than expected which may have to do with the fact that the conference was live-streamed and recorded for subsequent viewing. So far, the recording has been viewed over 320 times. I thank my EA Heather Murphy, and Principal Advisor, Kay Boreham, for their support and the other staff that assisted with pulling this together.

9.2 Mayor's Report – March 2025(Cont.)**4.8. Citizenship ceremony (Friday, 28 February 2025)**

Whakatāne District Council hosts up to six citizenship ceremonies a year to formally present residents from overseas with their New Zealand citizenship. About 30 new citizens were welcomed at the February ceremony. Councillor Julie Jukes was the supporting Councillor.

4.9. Meeting on Sister City Relationships (Monday, 3 March 2025)

At the final EBOP Joint Committee meeting of 2024 the committee deliberated over the virtues of maintaining such relationships. My arguments for remaining engaged centred around the fact that China is New Zealand's largest export partner by a significant margin.

China is the third most important source of tourists to New Zealand (230,990), the highest numbers coming from Australia (1,299,970) and the United States (378,040) (see [here](#)).

Perhaps even more important is the fact that China has become a major global player in Science and Technology, manufacturing and infrastructure development. The Chinese language and culture are therefore gaining in importance. The ability to speak Chinese could be considered important for job prospects.

During the current triennium a low-level delegation of three visited WDC and caught up with Joint Committee Chair Malcolm Campbell and WDC CE Steve Perdia.

I hosted a Civic welcome to a school group of about 50 students at negligible cost. The group went on to visit our local schools. A smaller study group of 8-10 students also visited Whakatāne at no cost to WDC. Finally, as part of a Volunteer programme we provided opportunities for eight students to spend three months in China, again at no cost to WDC.

The 3 March meeting brought together the Mayors of Ōpōtiki and Kawerau and the Chair of the Global Cities Whakatāne District Committee, Councillor Andrew Iles.

The Global Cities activity was quite active prior to COVID-19 and then fell into abeyance. During this current triennium we have struggled to maintain activity.

The councils of both Opotiki and Kawerau were not in a position to prioritise the Jianxing-EBOP relationship, choosing to focus on local issues and opting to maintain a watching brief.

4.10. Mayoral Forum (Thursday, 6 March 2025)

There were two presentations at the Mayoral Forum, the first was the BOP Climate Change Update and was presented by Nic Newman (BOPRC).

I drew attendee attention to new science indicating that the rate of warming has been underestimated. I read out the title of James Hansen's latest paper. I suggested that the status resilience might need to be re-considered if estimates of warming turn out to be seriously underestimated as suggested.

I emphasised the need for community education especially in light of what is going on in the United States which will likely set climate action back.

The second report was on the Cross-regional waste strategy. The presenters were Dean Howie (BOPRC) and Cayley McLean, Tauranga City Council (TCC).

9.2 Mayor's Report – March 2025(Cont.)

Kawerau District Mayor Tunui was first to raise pending action on a project on Tyre Pyrolysis for which I sought and received an Expression of Interest at the Mayoral Forum in 2023. The undertaking from the forum was that the development of a business case would be pursued as part of the regional waste management strategy, currently underway, and that this would be relayed to the relevant TCC staff.

Despite numerous reminders that a commitment was made the matter appears to have stalled. It was explained that one reason was that the TCC project had been delayed. Also, a changing of the guard at TCC from commissioners, who gave the original undertaking, to elected members has not helped.

After the Public section of the meeting a public excluded session was held to discuss the regional Local Waters Done Well situation.

5. Conclusion - *Whakarāpopototanga*

Although the reporting period has been short due to the holiday recess, there has been plenty going on. The big issues going forward are the completion of the Annual and Spatial Plans, and the Annual Report.

Regarding the Spatial Plan a governance group meeting was held on the 26 February that I was unable to attend. However, I have prepared some feedback after-the-fact in which I have once again expressed frustration at how long the plan development has taken and a preference for infill development in preference to green-fields. I also have highlighted that little progress has been made on including a health dimension.

A constant message I am getting from the community is frustration over the time taken for consenting. People struggle to understand why these processes take so long. I recommend council invest some effort in reviewing its processes to ascertain if there is scope for improved efficiency and also invest some effort in communicating to the public what is involved in consenting processes and where the road blocks and speed humps are. Related to this of course are the changes that Government is making to RMA legislation.

In the next few months we expect to receive the cost escalation report from the Te Rāhui Herenga Waka Whakatāne Boat Harbour project which will be pivotal for future decision making. I remain anxious to also see a revised business case that gives confidence that this project will not negatively impact council finances for years to come. I am aware that this and the issue of contamination are of significant concern to our stakeholders.

6. Meetings Attended by Mayor or Nominated Representative

Date	Details	Location
13/12/2024	Bay of Plenty Civil Defence Emergency Management Group Joint Committee Meeting	Western Bay of Plenty District Council Office, Tauranga
14/12/2024	Whakatāne Christmas Parade	The Strand, Whakatāne

9.2 Mayor's Report – March 2025(Cont.)

Date	Details	Location
16/12/2024	WDC Leadership / Air Chathams meeting	Whakatāne District Council Offices
16/12/2024	Elected Members and Exec dinner	Whakatāne District Council Offices
17/12/2024	WDC Mayor Luca / Phil Wardale Te Rahui Herenga Waka	Whakatāne District Council Offices
17/12/2024	EBOP Joint Committee Meeting - New Date	Kawerau District Council Offices
18/12/2024	WDC Leadership / BOPRC General Manager Regulatory Services	Whakatāne District Council Offices
19/12/2024	Whakatāne Hospital	Microsoft Teams Meeting
20/12/2024	O&G at Whakatāne BOP	Microsoft Teams Meeting
20/12/2024	Opening of Stage 1 of Project Future Proof, CBD floor wall upgrade	Whakatāne Yacht Club carpark, Kakahoroa Drive
14/01/2025	WDC Leadership Elena Trout	Whakatāne District Council Offices
22/01/2025	Developments in Whakatāne District - discussion on housing	Whakatāne District Council Offices
28/01/2025	1XX Live interview	1XX Offices, Whakatāne
30/01/2025	Meeting with Cath Cronin Deputy CE Te Whatu Ora / Dr Luca Whakatāne Mayor	Whakatāne District Council Offices
30/01/2025	Public meeting on O & G	Acacia House, Whakatāne
1/02/2025	Molly Morpeth Canaday awards	Te Koputu a te whanga a Toi - Whakatāne Library and Exhibition Centre
3/02/2025	Sunair Launch Event	Whakatāne Airport (Whakatāne Bay of Plenty)
3/02/2025	BA5 Event: Celebrating the Launch of Sunair	Whakatāne District Council Offices
14/02/2025	Tarawera Awa Restoration Strategy Group	Bay of Plenty Regional Council Offices, Whakatāne
15/02/2025	Hikoi for Health	Mitchell Park, Whakatāne

9.2 Mayor's Report – March 2025(Cont.)

Date	Details	Location
18/02/2025	Whakatāne Astronomical Society - Norm Izett	Whakatāne District Council Offices
18/02/2025	Host Peace Run contingent	Whakatāne District Council Offices
24/02/2025	1XX Newsroom Interview	1XX Offices, Whakatāne
26/02/2025	Virtual Conference - Spotlight on NZ health system crisis	Whakatāne District Council Offices
28/02/2025	Citizenship Ceremony	Whakatāne District Council Offices
3/03/2025	Meeting with EBOP Mayors and EasternBridge	Whakatāne District Council Offices
4/03/2025	1XX Newsroom Interview	Radio 1XX, Whakatāne
6/03/2025	Bay of Plenty Mayoral Forum	Rotorua Lakes Council Offices, Rotorua
7/03/2025	Meeting with representatives of Whakatāne Amateur Radio Club	Whakatāne District Council Offices
11/03/2025	Public meeting on O & G	Whakatāne Little Theatre, Short Street, Whakatāne
12/03/2025	Essity Kawerau Geothermal Upgrade Celebration	Essity Mill, Fletcher Ave Kawerau
13/03/2025	Meeting with Cath Cronin Deputy CE Te Whatu Ora / Dr Luca Whakatāne Mayor	Whakatāne District Council Offices

9.3 WDC Response to Health System Crisis**9.3 WDC Response to Health System Crisis**

To: Whakatāne District Council**Date: Thursday, 20 March 2025****Author: Mayor Dr Victor Luca****Reference: A2849412**

1. Reason for the report - *Te Take mō tēnei rīpoata*

The purpose of the report is to provide some background on New Zealand's Healthcare System and more specifically to present a proposal that Council investigates the establishment of a Health Advisory Group similar to that of Kapiti Coast Council (KCC).

2. Executive summary – *Whakarāpopototanga*

New Zealand's healthcare system is classified as single-payer universal. This means that central government essentially funds all healthcare which is available to all citizens regardless of their income or employment status. The system is centrally-funded and regionally administered, or at least it was until District Health Boards were eliminated. Patients owe co-payments on some services and products, but no excess. However, 35% of New Zealanders currently have private health insurance and so it is impossible to argue that the system is anything other than two-tiered and class-based. Private insurance can help pay for non-covered services and co-payments.

As life expectancy has increased and technology evolved over the past century, per capita costs have increased linearly. In other words modern healthcare has become a victim of its own success. The question that most Governments in developed countries grapple with is how to pay for the increasing costs.

It is generally acknowledged by medical professionals and others that New Zealand's health care system has been in decline for decades, with international evaluations putting us in the bottom third of OECD countries at best.

In recent times a crisis of unprecedented proportions has developed. Major indicators of crisis are the ever-increasing waiting times for GP, specialist services, surgeries and Emergency Departments. In some areas there has been loss of services. Many reviews and reforms over the decades have not significantly altered the downward trajectory. Major causes of the crisis that are related include chronic underfunding and the lack of medical workforce. According to Health New Zealand – Te Whatu Ora (HNZ) NZ is short of 1,700 doctors, 4,800 nurses, 1,050 midwives and others in the health workforce.

We have become accustomed to importing human capital but that is no longer working because since the COVID-19 pandemic there have been shortages of health workforce globally. It is important to note that human capital takes time to develop. For instance a doctor takes 10-12 years to train, a specialist longer.

9.3 WDC Response to Health System Crisis(Cont.)

The costliest healthcare system in the world is that of the United States which is also the most privatised. Aside from Medicare for those over 65 years of age and Medicaid for low income people the rest of the system is provided for by private insurers. The US spends 20% of its Gross Domestic Product (GDP) on healthcare, more than twice what is spent in NZ and Australia, and outcomes are inferior. Private is therefore not more economically efficient or better for the average patient.

Councils have a statutory duty to '*improve, promote, and protect public health within its district*'. The development and maintenance of sanitary services including drinking, wastewater and stormwater services and other services such as food safety regulation are certainly within Council's scope. It is debatable whether the scope extends to direct involvement in primary health care. As a political body councils have a wide mandate to look after the wellbeing of our communities.

It is posited that whilst healthcare is not council core business it is also, most certainly, not none of our business. Activities that are primarily of an advocacy nature costing next-to- nothing and involving little staff time would seem to be within scope and I would argue, represent the right thing to do.

Kāpiti District Council (KDC) has a [Kāpiti Health Advisory Group](#) (KHAG) that works with council to improve access to health services for its residents. The group was established in 2017 to give advice to the Mayor and was led by Councillor Kathy Spiers for almost five years. Since 2023 they have been an advisory group to Council's Social Sustainability Committee, under their [Terms of Reference](#) (Appendix 2). The group gives KDC advice on health and wellbeing issues, especially related to its Health Strategy. KHAG also suggests ways KDC can work with others to make health services better for the community. The work of KHAG helps to provide data to KDC in its advocacy role for better health services for its community. I believe there is a role for such an advisory group in Whakatāne.

3. Recommendations - *Tohutohu akiaki*

1. THAT the Council **receives** the report entitled 'WDC Response to Health System Crisis'; and
2. That the Mayor **writes** a letter to the Minister of Health and Health New Zealand - Te Whatu Ora - expressing general concern regarding the health system crisis and in particular the loss of secondary obstetrics and gynaecology service in Whakatāne and the effects that on-going funding cuts will have in sub-regions like ours; and
3. That Council **investigates** the establishment of a Health Advisory Group modelled on that of Kapiti Coast District Council as a response to the current health crisis and to contribute to the ongoing advocacy for equitable and quality health care for all New Zealanders and more specifically service provision at Whakatāne Hospital.

4. Background - *He tirohanga whakamuri*

Modern health systems are multifaceted with complex supply chains and human capital needs.

The initial foundations of the NZ health system could be considered to have been laid by the **1938 Social Security Act (SSA)**. Since coming into being the NZ health system has been subjected to many overhauls/reforms (See Appendix 1 for history).

The SSA of 1938 was supposed to ensure the following:

- Universal availability and healthcare as a fundamental right without barriers to access;
- Equal access to the same standard of treatment;

9.3 WDC Response to Health System Crisis(Cont.)

- Preventive rather than curative focus;
- Integrated not fragmented services between primary and hospital-based care;

None of the above has ever been realised. General practice has always been essentially 100% private and there is good evidence that other specialties are currently being privatised.

In fact, with 35% of New Zealanders having private health insurance it cannot be argued that our current system is anything other than two-tiered and highly inequitable. Post code dependencies are widely acknowledged. Despite taking money from 35% of New Zealanders, private insurance only funds 4 - 6% of health care costs ([Scott, 1994](#) ; [Ashton, 1996](#)).

Many commentators and pundits have declared that New Zealand is experiencing a health system crisis. There is a plethora of reporting in major media on the crisis.

The most visible signs of crisis are the burgeoning waiting lists for specialist, surgical and GP appointments which are significantly longer than most OECD countries and are getting longer.

Analysis by HNZ indicates that we are experiencing severe workforce shortages including 4,800 nurses, 1700 GPs, 1050 midwives. This is a result of relying on offshore medical labour market which has been very tight since COVID-19.

Since October 2017 New Zealand has had six health ministers, four Labour and two National (see [here](#)). No Minister has lasted more than 28 months.

On 24 July 2024 the then Minister of Health Shane Reti (N), dismissed the board of Health New Zealand and appointed a commissioner, Prof. Lester Levy, and various deputies.

After completing 24 months in the role Reti himself was replaced by Simeon Brown (N) who formerly had the portfolios of energy, transport, local government and Auckland.

Since Brown's appointment [Margie Apa](#) (CEO, Health NZ, Dec21 – 7Feb25), [Dr Nicholas Jones](#) (Director of Public Health, 15Aug22 – 28Feb25) and [Dr Diana Sarfati](#) (Director-General of Health 30Nov22 – 21Feb25) have all resigned. Most recently the CE of Pharmac, Sarah Fitt, has also resigned (see [here](#)).

This sort of leadership churn is an overt indicator of crisis and can hardly be considered a recipe for stability.

4.1. The Role of Local Authorities in Health

In the Strategy & Policy Committee Agenda, 7-Jul-22 (page 200) then General Manager Georgina Fletcher summarised the main legal underpinnings of councils' role in safeguarding public health.

Local councils have wide-ranging duties and powers to improve, promote and protect public health. Section 11 of the Local Government Act 2002 mandates Territorial Authorities to promote the social, economic, environment, and cultural wellbeing of communities in the present and for the future; and to improve, promote, and protect public health within its district as stated in section 23 of the Health Act 1956.

In my opinion this is a fair summary of the council mandate in the health space.

9.3 WDC Response to Health System Crisis(Cont.)

The role of councils in public health has traditionally related to the provision of sanitary services including potable water, wastewater services and food safety regulation. In general New Zealand councils have not played a major and direct role in primary or secondary healthcare services. However, there have been some notable exceptions which can be considered precedents.

Waitaki District Council owns the land for Oamaru Hospital, and Waitaki District Health Services Limited (WDHSL), a council owned company, previously operated the hospital. However, HNZ took over management of the hospital on 1 July 2024. WDHSL is the property manager for the hospital, leasing the buildings to HNZ.

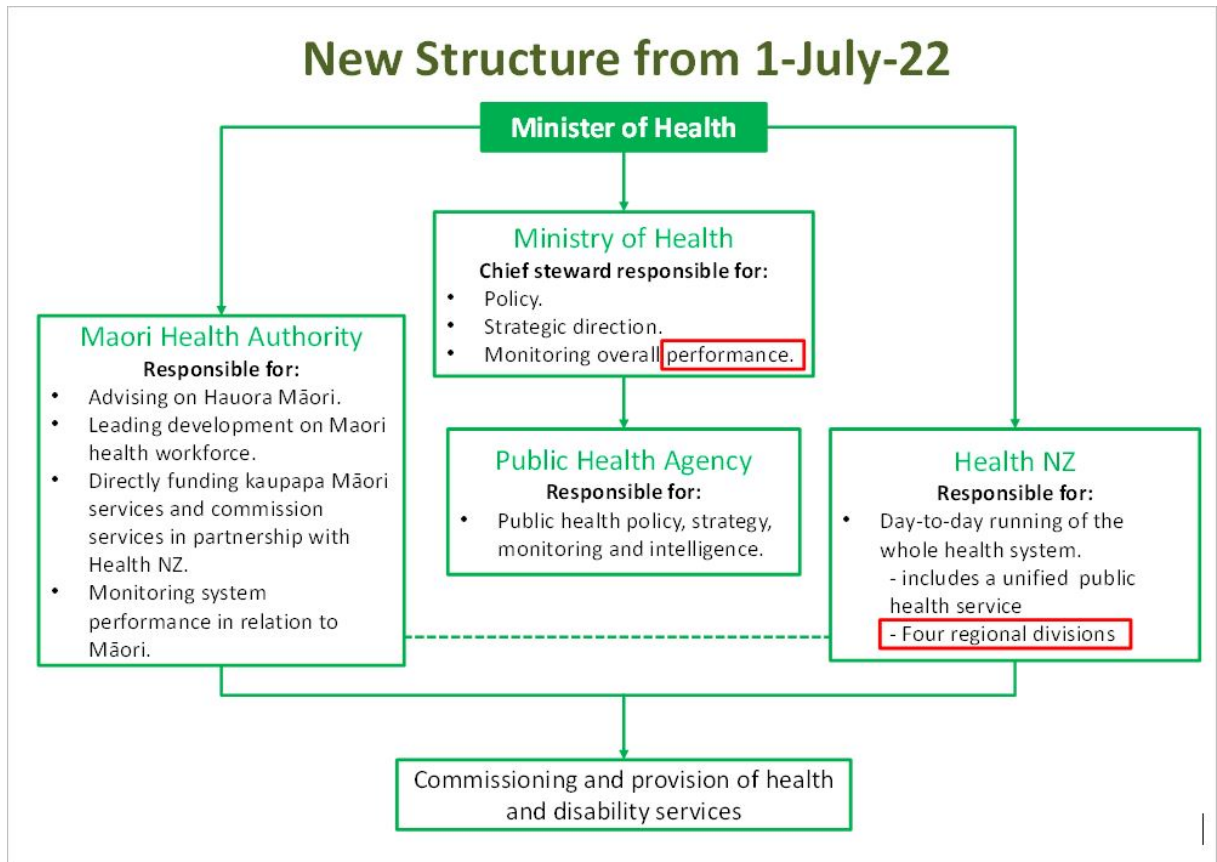
The Selwyn Health Hub opened on 30 May 2022 and included Waitaki Oromairaki Maternity Unit. The Health Hub was a collaboration between Canterbury DHB and Selwyn District Council (see [here](#)).

The Selwyn Health Hub was built by the council to provide increased capacity for health services as the district grows. Spaces are leased to the health service providers. It was completed in May 2021, ready for tenants to begin fit outs of their areas (see [here](#)). Other tenants include Pacific Radiology and Evexias physiotherapy.

Kāpiti District Council (KDC) has a [Kāpiti Health Advisory Group](#) (KHAG) that works with council to improve access to health services for its residents. The group was established in 2017 to give advice to the Mayor and was led by Councillor Kathy Spiers for almost five years. Since 2023 they have been an advisory group to Council's Social Sustainability Committee, under their [Terms of Reference](#) . The group gives KDC advice on health and wellbeing issues, especially related to its Health Strategy. KHAG also suggests ways KDC can work with others to make health services better for the community.

4.2. Government Requirements for Local Authority Involvement in Health

The previous Labour Government commenced a major restructure of the health system in its second term in office but never succeeded in seeing it to completion before the October 2023 election changed the government. The high level structure is shown below. The current Government claims to have updated the high-level structure and eliminated the Māori Health Authority. However, the structure that can be downloaded from the HNZ website currently is not substantially different (refer [National Operating Model and Structure](#)).

9.3 WDC Response to Health System Crisis(Cont.)

As part of this structure entities denoted ‘Localities’ were supposed to be setup.

A locality is a geographical area that is home to a community with their own specific health and social needs and aspirations that the system will plan and arrange services to meet.

Localities enable different health and wellbeing organisations to work together better to improve people’s health and wellbeing.

The localities approach recognises that if better connections are created across health and social care agencies, then health and wellbeing can be better promoted and the health outcomes of entire communities can be improved. About 12 localities were to be set up.

Localities were to have a greater focus on wellness and more to say in local service design and delivery.

In a presentation by Teei Kaiaruna (General Manager Iwi Māori Relationships – Te Aka Whai Ora) Sharlaine Che (National Change Lead, National Localities, Te Whatu Ora) and Endine Dixon-Harris (Senior Advisor, National Localities, Te Whatu Ora) at the 2023 Local Government New Zealand SuperLocal Conference it was stated that Te Whatu Ora & Te Aka Whai Ora were to support Localities by engaging national and local government agencies to direct investments toward the priorities identified in locality plans.

This was an explicit statement of the roles of councils in the delivery of primary health services.

In fact the Pae Ora (Healthy Futures) Act 2022 recognised the role of Iwi Māori Partnership Boards (IMPBs) and Local Authorities in supporting the success of these localities.

9.3 WDC Response to Health System Crisis(Cont.)

S54(2) Before determining a locality, Health New Zealand must consult relevant local authorities and iwi-Māori partnership boards.

S55(3) Entrenches the roles of Local Authorities in setting up localities plans.

At the very least therefore it would seem clear that a Local Authority may have some, possibly peripheral, role in supporting the delivery of health services (primary and secondary) although most LAs do little if anything in this area.

Over the past four years I have become a strong advocate for the maintenance of an equitable public health system. In other words, an adherent to what the SSA of 1938 promised New Zealanders.

Given that 35% of New Zealanders have private health insurance, the system can hardly be described as being equitable. It is clearly two-tiered and in fact class-based in that how well you do in the system is determined to a large extent by how wealthy you are. Those with private insurance get prompt and premium service and the rest get the waiting list.

4.3. Diagnosis of the Problem

Academic and professional associations are in agreement that chronic underfunding is a key component of the problems faced by our health system. Pundits have also implicated privatisation and mismanagement as causes of dysfunction and inequity. Workforce shortages have become serious and employing more healthcare professionals requires money.

In an editorial in the *New Zealand Medical Journal* The Association of Salaried Medical Specialists has stated 'Official data and documents suggest **New Zealand's health system has been systemically under-funded**, and our analysis of the 2024–2025 health budget suggests funding for this financial year is also inadequate. It is unlikely that cost overruns are solely due to financial mismanagement.'

Chronic underfunding and inequity are well recognised problems by health academics up and down the Motu.

[NZ already spends less on health than Australia or Canada – we need proper funding, not 'crisis' management.](#) *The Conversation*, 14 August 2024

[Esther Willing](#) (Associate Professor of Hauora Māori, University of Otago), [Jaime King](#) (Professor of Law, John and Marylyn Mayo Chair in Health Law, University of Auckland, Waipapa Taumata Rau), [Paula Lorgelly](#) , (Professor of Health Economics, University of Auckland, Waipapa Taumata Rau), [Peter Crampton](#) (Professor of Public Health, University of Otago), [Robin Gauld](#) , (Professor; Co-Director, Centre for Health Systems and Technology, University of Otago), [Tim Tenbense](#) (Professor, Health Policy, University of Auckland, Waipapa Taumata Rau).

5. Loss of Secondary Obstetrics & Gynaecology at Whakatāne Hospital

The Whakatāne hospital is the only hospital in the Eastern BOP (Whakatāne, Kawerau and Ōpōtiki) and services a population of about 60,000 spread over a very large geographic area (7,564 km²). For comparison Western BOP District and Tauranga City have a combined population of 215,000 in an area of 2050 km² which less than a third that of the EBOP.

Toward the end of 2024 an announcement was made that Whakatāne Hospital could no longer sustain a secondary birthing service. This was due to the resignation of the three resident O&G specialists leaving a single specialist rendering the secondary service unsustainable.

9.3 WDC Response to Health System Crisis(Cont.)

Whakatāne hospital is the largest employer in the EBOP with about 800 staff. Considering that our Economic Development Strategies portray Whakatāne as a residential centre, the Hospital has to be considered a core of critical infrastructure.

This loss of secondary service has brought the crisis to our doorstep and generated considerable public concern and angst.

The current trajectory our health system is on does not bode well. I believe that waiting lists in the public system are likely to continue to grow as the workforce shortages worsen.

It needs to be emphasised that O&G is only one of 41 medical specialties and others are clearly also at breaking point.

If ever there were a time for Council to advocate in the health sphere, now is it.

Given that Whakatāne has the only hospital in the EBOP, it seems appropriate that WDC set up a Health Advisory Group comprising representatives from the EBOP who work in health and related areas with similar terms of reference to the [Kāpiti Health Advisory Group](#).

It is expected that a Whakatāne Health Advisory Group would be populated by members of the local community and would require minimal support and negligible resourcing as per the KHAG. The Kapiti Coast Mayor, Janet Holborow, has stated that '*the group costs next to nothing and does its own thing*'. She has also stated that a 3rd or 4th tier staff member occasionally assists with meetings.

Having members from within the Whakatāne Hospital System would be advantageous and strengthen the nexus between the local health system and the community that is being served.

5.1. Potential Solutions

If the major problem currently facing our health system is as has been suggested, funding, then there are a number of options.

One option is that Government increases appropriations to the health system and ensures the money is well spent. The money can come from deficit spending and/or can be directly created by the Reserve Bank of NZ as is suggested by [Positive Money NZ](#).

Positive Money

So many of our biggest problems are caused or made worse by the way our financial system works — unaffordable housing, lack of investment, high levels of personal and household debt, and rising inequality, to name a few. We can't fix these problems without tackling the common cause running through them: our [deeply-flawed approach to banking and money](#) that is no longer fit for purpose. (see [here](#))

Another popular option that was promoted by several speakers at the February 26 2025 virtual conference and round table '*Spotlight in NZ health Crisis*' was the social insurance model similar to how the Netherlands and many other countries with highly regarded health systems are funded.

9.3.1 Appendix A - Brief History of New Zealand Healthcare System**6. Conclusion - *Kupu whakamutunga***

Over the decades the notion that councils contribute to community well-being has been emphasised and de-emphasised by various governments. Regardless of the degree of emphasis there will always be some role for councils in looking after their communities. Councils are generally not providers of health services but it is hard to imagine how they could not be there to safeguard the health and safety of the communities they serve.

Council has direct responsibilities in the public health area by ensuring adequate sanitation and safe drinking water. Ensuring that such services meet standards is critical in preventing disease and preserving public health.

Public health is *'the science and art of preventing disease, prolonging life and promoting health through the organized efforts and informed choices of society, organizations, public and private, communities and individuals'*.

Although delivery of medical services (GP clinics, hospitals etc) is not core business for councils, ensuring that such services are delivered to communities in an equitable fashion is not none of council's business either. As a political body council will always have a role to advocate for communities.

When things go wrong in systems and services that are critical to life, such as has occurred in Whakatāne recently, communities look to their leaders and their leaders should not be found wanting. In such circumstances it should be a case of *'all hands to the pumps'*.

I believe further investigation of the merits of establishing a Health Advisory Group is an action Council should support.

Attached to this report:

- Appendix 1 - Brief History of New Zealand Healthcare System
- Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference

9.3.1 Appendix A - Brief History of New Zealand Healthcare System

9.3.1 Appendix A - Brief History of New Zealand Healthcare System(Cont.)**Appendix 1****Brief History of New Zealand Healthcare System**

The New Zealand Healthcare system has been under constant reform since almost its inception.

- (a) 1840 - Treaty of Waitangi 1840, New Zealand becomes a nation.
- (b) 1840 - First case of Smallpox.
- (c) 1841 - First colonial surgeon appointed.
- (d) 1842 - Harbor act to provide regulation of harbors for quarantine.
- (e) 1845 - NZ land wars.
- (f) 1847 - First public hospital.
- (g) 1848 - Maori begin to use hospitals.
- (h) 1849 - Release of a pamphlet on smallpox in Māori.
- (i) 1851 - First census.
- (j) 1854 - Scarlet fever and measles outbreaks.
- (k) 1857 - Appointment of qualified doctors solely as Native Medical Attendants.
- (l) ...
- (m) **1938 - Social security act of 1938** lays the foundations for NZ's **public health system**.
- (n) **1983 - Area Health Boards Act** passed. 70% of expenditure was allocated by these boards. Dual system of public-private provision developed.
- (o) **1983-1993**: 14 Area Health Boards. Population based formula.
- (p) **1991**: Upton health review. Market oriented approach.
- (q) **1993**: Four regional health authorities (RHA) were established (Health and Disability Services Act 1993). The 14 AHBs were reconfigured into 23 Crown Health Enterprises (CHEs) structured as **for-profit** organizations subject to ordinary company law.
- (r) **1997**: National-New Zealand First Coalition Government, through the Coalition Agreement on health, reformed the structure of the health system.
- (s) **1998**: 4 RHAs were combined into one national purchasing agency, the Health Funding Authority (HFA). The 23 CHEs were reconfigured as 24 not-for-profit Crown-owned companies and renamed Hospital and Health Services (HHSs). Health and Disability Services Amendment Act 1998.
- (t) **2000**: The Labour-Alliance Coalition Government initiated a health system reform. In 2001, 21 District Health Boards (DHBs) were formed. Primary Health Organisation (PHOs) were developed in 2002 to manage primary care, including general practitioners and their services. New Zealand Public Health and Disability Act 2000.

9.3.2 Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference**9.3.2 Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference****1. Appendix 2 - [Kāpiti Health Advisory Group](#)**

The Kāpiti Health Advisory Group (KHAG) works with Council to make health services easier to get for everyone in Kāpiti. Having access to healthcare is important, as it helps keep our community healthy. Local councils help make sure everyone can get the healthcare they need.

KHAG started in 2017 to give advice to the Mayor and was led by Councillor Kathy Spiers for almost five years. Since 2023 they have been an advisory group to Council's Social Sustainability Committee, under their [Terms of Reference](#) [PDF 194 KB].

The group gives Council advice on health and wellbeing issues, especially related to Council's Health Strategy. They also suggest ways Council can work with others to make health services better for the community.

2. Kāpiti Health Advisory Group – Terms of Reference**2.1. Purpose**

These Terms of Reference (TOR) set out the role, responsibilities and requirements of the Kāpiti Health Advisory Group (KHAG). They will be reviewed periodically to ensure they represent the changing requirements of the Kāpiti Coast District Council (the Council) and the wider stakeholders of the Kāpiti District. A review will occur at the publication of the Council's Health Strategy.

For the purposes of defining the KHAG scope of work, 'health' includes consideration of related matters that contribute to the direction of the Health Strategy.

2.2. Background

Health is one of ten Council priorities set for the 2023/24 – 2026/27 period, and a key area of focus in the Annual Plan 2023/24. The key purpose of KHAG is to provide experience and evidence-based advice to the Council primarily through its Social Sustainability Subcommittee (the Subcommittee) to support and pro-actively contribute to its health-related work, including work relating to disability services. This includes a key focus on supporting the development of Council's Health Strategy and Vision 2060 work for Health.

2.3. Scope

The scope of the KHAG work is to:

1. Understand and provide a joined-up view and advice to Council on:
 - the health services provided within the Kāpiti District.
 - who the providers of those services are
 - the health requirements of the Kāpiti community and their health services experiences.
 - health needs and service trends and projections in the short, medium and long terms.
2. Analyse the responses of health service organisations to Kāpiti community requirements

9.3.2 Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference(Cont.)

and determine how and where needs are being met and where gaps exist now and in the future.

3. Determine and then present to the Council an assessment of the Kāpiti community health status and opportunities for gaps to be addressed.
4. Research the effectiveness of Council supported health initiatives and report back on any required changes.
5. Provide input into the Health Strategy being developed by Council.
6. Provide advice on other health related matters as agreed with the Subcommittee.

KHAG work will not include:

1. provision of health and wellbeing services.
2. implementation of changes to health services.
3. advice on matters that are not health or health related.

KHAG will not bypass the Council when collaborating with stakeholders.

KHAG will have regard to the role of Council and its elected members in engagement with the community and other organisations and authorities. It will seek Council's agreement and desire to be involved in proactive engagement undertaken in relation to Council business. This may be via an agreed work plan, or on a case-by-case basis.

KHAG will work within the parameters outlined in legislation set for Te Whatu Ora and Te Aka Whai Ora regarding the establishment of locality boundaries and plans, and for health work more generally.

KHAG advice will be based on:

1. the wellbeing roles and responsibilities of the Local Government Act 2002.
2. the Pae Ora Act 2022, including but not confined to engagement over localities and locality planning.
3. engagement with Te Whatu Ora (Health New Zealand) and Te Aka Whai Ora (Māori Health Authority) to promote and advance the design, establishment and funding of healthcare and wellbeing services for Kāpiti. Such engagement to be noted in the Annual Work Programme or discussed with the Council as appropriate.
4. engagement with health organisations and other non-government organisations (including providers) on healthcare and wellbeing issues and on opportunities to improve access to healthcare and wellbeing services for the Kāpiti population as outlined in the Annual Work Programme and as required to maintain good relations with groups.
5. interaction with the Kāpiti population and Kāpiti organisations to determine their assessments of health status and needs as indicated in the Annual Work Programme.
6. information on the impact and outcomes of the Council's strategies, plans and initiatives for the potential improvement of Kāpiti health outcomes.
7. assessment of the resource requirements, including funding, workforce and facilities, to support health initiatives.

9.3.2 Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference(Cont.)**2.4. Plan and Deliverables**

- KHAG will develop a work plan, including engagements and deliverables, each year for review and approval by the Subcommittee.
- The KHAG Chair will provide a brief written report on progress against plan at the six weekly meetings of the Subcommittee as appropriate to keep the Subcommittee up to date with progress against the work plan and representatives of KHAG will report in person to the Subcommittee at least quarterly.

2.5. Funding and administrative support

KHAG may submit to Council for approval an annual proposal for specific funding to enable KHAG to undertake its agreed work. This will be discussed at the time of consideration of the work plan for the upcoming year.

Kāpiti Coast District Council will provide administrative support to the running of KHAG meetings.

Council staff will be available to support the functioning of KHAG, including providing information regarding work on the Health Strategy and Vision 2060 Health work for KHAG to advise on. The Group Manager, Strategy & Growth, or a delegate, will attend monthly meetings to support the work.

2.6. Membership

KHAG will comprise:

- Up to 12 members from the Kāpiti Community (one of whom will be Chair and one Deputy Chair)
- 5 of these members plus the Chair and Deputy Chair will form the Executive Committee
- The Chair of the Subcommittee will maintain a relationship with KHAG and may be supported by other representatives with an interest in the work of KHAG (to be agreed between the Chair of the Subcommittee and the Chair of KHAG).
- Working groups comprising other individuals and representatives of Kāpiti organisations will be set up to work on specific issues, each led by a member of the Executive Committee. Working Groups have no membership limitation.
- Membership is voluntary and positions are not remunerated, consistent with other advisory groups to Council.
- The Chair and Deputy Chair will be appointed by the Chair of the Subcommittee.
- Membership will be for three years aligned with the local authority triennium. Replacements for people who leave will be recommended to the Subcommittee by the Chair of KHAG.
- Members may also be designated as a Finance Committee for KHAG to assist in the management of any funds received to support its work.
- Initial membership under these ToR will comprise members currently actively involved in the work of KHAG as outlined below:

9.3.2 Appendix 2 - Kāpiti Health Advisory Group – Terms of Reference(Cont.)**2.7. Governance**

KHAG reports to the Social Sustainability Subcommittee of the Council. It is expected that an update will be provided to the Subcommittee at least quarterly, noting progress against each work plan item with a brief written supplementary report to be provided to other six weekly Subcommittee meetings as required to keep the Subcommittee updated on progress.

KHAG may consider other relevant matters providing they are consistent with these terms of reference and not inconsistent with positions of the Subcommittee. It will ensure Council is aware of this activity and discuss with the Subcommittee as required.

2.8. Operating Model

- KHAG will meet monthly and operate a monthly planning and implementation cycle.
- Working groups will also meet separately to progress their parts of the work plan. Each Working Group will report progress on their work to the KHAG monthly meeting through its lead.
- KHAG will seek to establish sound relationships with Kāpiti mana whenua as may be required above the Council's existing relationship and responsibility to engage with mana whenua.

10 Reports - Ngā Pūrongo**10 Reports - Ngā Pūrongo****10.1 Whakatāne District Council Standing Orders 2025**To: **Whakatāne District Council**Date: **Thursday, 20 March 2025**Author: **C Viljoen / Manager Governance Services**Authoriser: **E Hatch / GM People and Partnerships****1. Reason for the report - *Te Take mō tēnei rīpoata***

To present Council with a new and revised Standing Orders 2025 document for adoption, reflecting the legislative changes enacted by Central Government in 2023 and other relevant developments.

2. Recommendations - *Tohutohu akiaki*

1. THAT the Whakatāne District Council Standing Orders 2025 report be **received**; and
2. THAT the Whakatāne District Council **agree** that the updated Standing Orders document should enable members to join hui by audio visual link; and
3. THAT the Whakatāne District Council **note** that Standing Order 19.3 Chairperson has a casting vote, remains unchanged; and
4. THAT the Whakatāne District Council **agree** to retain Option B as the default option for speaking and moving motions; and
5. THAT Whakatāne District Council **agree** to retain Standing Order 6.7 Delegation to Chief Executive during Election Interregnum Period; and
6. THAT the Whakatāne District Council **adopt** the updated Standing Orders 2025 document as appended to this report and **delegate authority** to the Chief Executive to make any final minor changes to the document as agreed by the Whakatāne District Council.

3. Background - He tirohanga whakamuri**3.1. Standing Orders and their importance**

Standing Orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and local and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner, which contributes to greater public confidence of local governance.

Standing Orders are also a means of recording the Council's agreed principles of behaviour within meetings. Using Standing Orders as a guide to the way that the Council conducts its meetings helps to promote teamwork by:

10.1 Whakatāne District Council Standing Orders 2025(Cont.)

1. allowing structured discussion of topics;
2. ensuring respect for the opinions of others;
3. ensuring tact and appropriate language is used in resolving conflict;
4. promoting the use of persuasion and influencing skills to gain a team outcome.

All Councils are required by Clause 27, Schedule 7 of the Local Government Act 2002 to adopt a set of Standing Orders that control the way the Council's meetings are conducted. The Standing Orders must not contravene the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987 (LGOIMA), or any other Act.

All Members of a local authority must abide by Standing Orders.

3.2. Process for adoption

Local Authorities, local boards and community boards must adopt Standing Orders for orderly conduct of their meetings. The approval of at least 75% of members present at the meeting is required to adopt Standing Orders.

3.3. Current Whakatāne District Council Standing Orders 2019-2022

In 2015, Local Government New Zealand (LGNZ) developed a Standing Orders template specifically for the use of local authorities. Each triennium LGNZ review their template to ensure compliance with legislation and best practice in the conduct of meetings.

The Council's Standing Orders, based on the LGNZ template, were last adopted in March 2020 and they reflect the practice of the previous Council (2019-2022 triennium). They remain in place until a new set is adopted, and any change requires agreement of not less than 75% of the Members present (LGA Schedule 7 (27)(3)).

Aligning with an earlier LGNZ Standing Orders template, the Council's Standing Orders are structured in three parts plus appendices as shown below:

- Part 1 deals with general matters
- Part 2 deals with pre-meeting procedures
- Part 3 deals with meeting procedures
- Appendices

The Appendices provide templates and additional guidance; however, these are not part of the Standing Orders themselves and can be amended without an agreement of 75% of the Members present.

3.4. Community Boards Standing Orders

Community Boards adopt their own Standing Orders based on the LGNZ template. Given the unlikely scenario of Board Members frequently attending meetings online and considering the level of decisions required and the assigned delegation power, it is recommended that Community Boards consider and adopt the changes in accordance with LGNZ's advice and guidance at the start of the next triennium (2025-2028).

10.1 Whakatāne District Council Standing Orders 2025(Cont.)**4. Discussion – Kōrerorero**

In 2024, the Taituarā Democracy and Participation Reference Group conducted a review of Standing Orders. The reference group included Mike Reid from LGNZ and a legal representative from Simpson Grierson. The final template was released in January 2025 following the sector review for local councils' consideration. The new template incorporates best practices and addresses feedback from various councils to ensure more effective governance.

To ensure that standing orders assist the governing body to meet its objectives in an open and transparent manner while also enabling the full participation of members, any governing body or local or community board intending to adopt the LGNZ template, must decide from the following items and ensure the standing orders template is updated to reflect the following decisions:

4.1. Items for Consideration**4.1.1. *Item 1 - Should members have a right to attend by audio or audio-visual link?***

The LGA 2002 allows members to participate in meetings if they are not physically present, via audio or audio-visual means, if enabled by standing orders. Should a governing body, local or community board decide they do not wish to allow members to do this, then this section of the standing orders (SO 13.7 Right to attend by audio or audio-visual link) must be deleted from the template before it is adopted. (see Part 3: Meeting Procedures for more information).

Please note, that from October 1, 2024, members who join meetings by audio/audio-visual means will be counted as part of the quorum. This only applies where a council has adopted SO 13.7 or an equivalent provision that allows members to attend meetings by audio visual means.

Option 1 in Section 5.1 below allows members to participate in meetings if they are not physically present, via audio or audio-visual means.

4.1.2. *Item 2 - Should mayors/chairs have a casting vote?*

The LGA 2002 allows a chairperson (chair) to use a casting vote if this is specified in standing orders. The vote can be used when there is a 50/50 split in voting. The LGNZ standing orders template includes the casting vote option. Should a governing body, local or community board decide that it does not wish for its chairs to have a casting vote, then SO 19.3 Chairperson has a casting vote, will need to be deleted before the template is adopted.

Option 1 in Section 5.1 below allows a chairperson (chair) to use a casting vote.

4.1.3. *Item 3 - Speaking and moving options*

The LGNZ template offers Council a choice of three frameworks (A, B and C below) for speaking to and moving motions and amendments. Refer to the discussion on SO 22.1 within Appendix 2 Guide to the LGNZ standing orders template Feb 2024, page 28 for more information.

- Option A (SO 22.2) is the most formal of the three and limits the number of times members can speak and move amendments. For example, members who have moved and seconded a motion cannot then move and second an amendment to the same motion and only members who have not spoken to a motion or substituted motion may move or second an amendment to it. This is the framework used in the 2003 Standards New Zealand Model Standing Orders.

10.1 Whakatāne District Council Standing Orders 2025(Cont.)

- Option B (SO 22.3) is less formal. While limiting the ability of movers and seconders of motions to move amendments, this option allows any other member, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment. Option 1 in Section 5.1 below contains this option.
- Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking which exist in the other two options.

4.2. Other matters

Several minor changes were also incorporated during the review of the Standing Orders template, such as:

- The Standing Orders have been redrafted into plain English and reformatted with greater use of white space to remove barriers to understanding the rules for both staff and elected members. The previous quasi-legalese drafting created a barrier to accessing the content.
- The principles underpinning the rules have been strengthened to provide a clearer understanding of their purpose. This section is for Mayors and Chairs to refer to when ruling on points of order.
- The introduction of the Te Reo Māori translation for headings and subheadings.
- Changes to two definitions. The first to constitute for quorum when attending online and the second to include Matariki as a national Public Holiday.
- Guidance references to help staff understand, or know how to assist elected members, when specific standing orders are invoked.

The Guide to the LGNZ standing orders templates has also been updated to reflect the 2023 legislative changes and other developments such as:

- Providing advice on how to operate committees with co-chairs (SO. 5) within the existing framework of rules; and
- Guidance on how to apply the Ombudsman New Zealand advice on workshops as set out in his report, 'Open For Business' (October 2023).

5. Options Analysis - *Ngā Kōwhiringa***5.1. Option 1 Adopt the updated Standing Orders 2025 document – Recommended option**

Advantages	Disadvantages
<ul style="list-style-type: none"> • Ensures compliance with the updated legislative requirements enacted by Central Government in 2023 • Facilitates remote participation, enhancing accessibility and flexibility for members • Incorporates best practices and addresses feedback from various councils to ensure more effective governance • Reflects the latest developments and provides clearer guidance for staff and elected members 	<ul style="list-style-type: none"> • Potential initial resistance to change from members accustomed to the previous Standing Orders

10.1 Whakatāne District Council Standing Orders 2025(Cont.)**5.2. Option 2 Continue to operate using the current Standing Orders 2019-2022 document**

Advantages	Disadvantages
<ul style="list-style-type: none"> Maintains the status quo, avoiding immediate changes and potential disruptions 	<ul style="list-style-type: none"> The risk of not adopting updated Standing Orders is that the existing Standing Orders do not reflect relevant legislation changes since 2020 when the document was last updated and adopted. Does not reflect the latest best practices and feedback from various councils

6. Significance and Engagement Assessment - Aromatawai Pāhekoheko**6.1. Assessment of Significance**

The decisions and matters of this report are assessed to be of low significance, in accordance with the Council's Significance and Engagement Policy.

6.2. Engagement and Community Views

Engagement on this matter is not being undertaken in accordance with Section 6.0 of the Council's Significance and Engagement Policy. This states that the Council will not consult when the matter is not of a nature or significance that requires public engagement.

7. Considerations - *Whai Whakaaro***7.1. Strategic Alignment**

No inconsistencies with any of the Council's policies or plans have been identified in relation to this report.

7.2. Legal

No implications have been identified.

7.3. Financial/Budget Considerations

There is no budget considerations associated with the recommendations of this report.

7.4. Climate Change Assessment

There are no significant or notable impacts associated with the matters of this report.

7.5. Risks

There are no significant or notable risks associated with the matters of this report.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025

8. Next Steps – E whai ake nei

Once adopted, the updated Whakatāne District Council Standing Orders 2025 document will be made publicly available on the Council website and electronically provided to the Mayor and Councillors.

Attached to this Report:

- Appendix 1 – Whakatāne District Council Standing Orders 2025
- Appendix 2 – Guide to the LGNZ standing orders template Feb 2024

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)



Standing Orders 2025
Ngā ture o ngā hui 2025

Adopted:

whakatane.govt.nz



10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Preface / *Kupu whakapuaki***

Standing orders help council meetings run smoothly, supporting efficient decision-making and helping communities trust councils. LGNZ and Taituarā have together reviewed the standing orders and developed new templates.

Our review aimed to:

- Put the standing orders into plain English, so that everyone can understand them.
- Incorporate recent legislative changes,
- Make the design more user friendly,
- Strengthen the principles underpinning the standing orders and give them more prominence,
- Make it easier to navigate the templates by shifting non-essential matters to the Standing Orders' Guide,
- Provide guidance, through the updated Guide, on frequently asked questions (such as whether committee chairs can stand aside to allow others to gain chairing experience, and how to have co-chairs of committees).

There are three templates, for city and district councils, regional councils, and community boards. These are free for all councils to use and adapt. We have also updated the Guide to standing orders to address questions you've raised over the past three years.

These templates enable councils to exercise their decision-making responsibilities in a transparent, inclusive, lawful and efficient manner. Used well, they help build confidence in our decision-making processes. We hope you find them useful.

Susan Freeman Greene

Suzanne Boyd



Chief Executive

Chief Executive

LGNZ

Taituarā

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Introduction¹ / *Kupu whakataki***

These standing orders contain rules for the conduct of meetings of councils, committees, subcommittees, and subordinate decision-making bodies. They meet the requirements of the Local Government Act 2002 (LGA 2002) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in relation to the conduct of meetings.

The application of standing orders contributes to greater public confidence in the quality of local governance and democracy in general. Different standing order versions are available for regional councils, community boards and local boards. These standing orders can also be adapted for use by other local authorities that are subject to the requirements in Part 7 of LGOIMA.

Although it is mandatory that councils adopt standing orders for the conduct of their meetings, it is not necessary that they are adopted every triennium. However, we recommend that standing orders are reviewed within the first six months after an election. This is to ensure that they meet the needs of relevant bodies for running effective and inclusive meetings (see LGA 2002, sch 7, cl 27).

Whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter is not directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

¹ LGNZ has made every reasonable effort to provide accurate information in this document, however it is not legal advice, although it has been legally reviewed, and we do not accept any responsibility for actions taken that may be based on reading it.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Principles / *Ngā mātāpono***

The LGNZ Standing Orders provide rules for local authorities to use when making decisions. Underpinning the standing orders are several principles, the most important being that councils and their members:

- Conduct their business in a transparent manner through public notice of meetings, provision of access to information, publicly open discussions, and meetings that are open to the public.
- Respect confidentiality, in accordance with relevant legislation, when making decisions that contain sensitive information.
- Represent their community when making decisions by taking account of the diversity of its communities, their views and interests, and the interests of communities in the future.
- Acknowledge, and, as appropriate, make provision for Te Ao Māori and local tikanga in meeting processes.
- Ensure that decision-making procedures and practices meet the standards of natural justice, in particular, that decision-makers are seen to have open minds.
- Have a high standard of behaviour which fosters the participation of all members, including the expression of their views and opinions, without intimidation, bullying, or personal criticism.
- Act with professionalism by ensuring their conduct is consistent with the principles of good governance and the behaviours outlined in the Council's Code of Conduct.

In addition, application of these standing orders must comply, as appropriate, with the decision-making provisions of Part 6, LGA 2002, and be consistent with section 39, LGA 2002, that "governance structures and processes are effective, open, and transparent" (LGA 2002, s 39).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Contents / Ihirangi**

Introduction / Kupu whakataki	2
Principles / Ngā mātāpono	3
1. Introduction	12
1.1 Statutory references	12
1.2 Acronyms	12
1.3 Application	13
2. Definitions	13
General Matters / Ngā take arowhānui	20
3. Standing orders	20
Ngā tikanga whakahaere hui	20
3.1 Obligation to adopt standing orders	20
3.2 Process for adoption and alteration of standing orders	20
3.3 Members must comply with standing orders	20
3.4 Application of standing orders	20
3.5 Temporary suspension of standing orders	21
3.6 Quasi-judicial proceedings	21
3.7 Physical address of members	21
4. Meetings	22
Ngā hui	22
4.1 Legal requirement to hold meetings	22
4.2 Meeting duration	22
4.3 Language	22
4.4 Webcasting meetings	23
4.5 First meeting (inaugural)	23
4.6 Requirements for the first meeting	23
5. Appointments and elections	24
Ngā kopounga me ngā pōtītanga	24
5.1 Mayoral appointment of deputy Mayor, committee chairs, and members	24
5.2 Council Discharge of a Mayoral Appointment	25
5.3 Establishment of committees by the Mayor	25
5.4 Elections of Deputy Mayors and deputy chairpersons	25
5.5 Removal of a Deputy Mayor	26
5.6 Voting system for Deputy Mayors and committee chairs	26
6. Delegations	27
Te tuku mana	27
6.1 Only the holder of a delegated authority can rescind or amend a previous decision	27

Ordinary Council - AGENDA

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

6.2	Duty to consider delegations to community boards	27
6.3	Limits on delegations	28
6.4	Committees may delegate	28
6.5	Use of delegated powers	28
6.6	Bodies are subject to the direction of the council	29
7.	Committees	29
	<i>Ngā komiti</i>	29
7.1	Appointment of committees and subcommittees	29
7.2	Discharge or reconstitution of committees and subcommittees	29
7.3	Appointment or discharge of committee members and subcommittee members	30
7.4	Membership of committees and subcommittees	30
7.5	Council may replace members if committee not discharged	30
7.6	Membership of the Mayor	31
7.7	Decision not invalid despite irregularity in membership	31
7.8	Appointment of joint committees	31
7.9	Status of joint committees	32
7.10	Power to appoint or discharge individual members of a joint committee	32
	PRE-MEETING / Hui tōmua	33
8.	Giving notice	33
	<i>Te tuku pānui</i>	33
8.1	Public notice – ordinary meetings	33
8.2	Public notice/publicly notified means:	33
8.3	Notice to members - ordinary meetings	34
8.4	Extraordinary meeting may be called	34
8.5	Notice to members - extraordinary meetings	34
8.6	Emergency meetings may be called	35
8.7	Process for calling an emergency meeting	35
8.8	Public notice – emergency and extraordinary meetings	35
8.9	An urgent meeting may be called	36
8.10	Process for calling an urgent meeting	36
8.11	Public notice – urgent meetings	36
8.12	Conduct of urgent meetings	37
8.13	Meetings not invalid	38
8.14	Resolutions passed at an extraordinary meeting	38
8.15	Meeting schedules	38
8.16	Non-receipt of notice to members	39
8.17	Meeting cancellations	39

Ordinary Council - AGENDA

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

9. Meeting agenda	39
<i>Rārangi take o te hui</i>	39
9.1 Preparation of the agenda – for members	39
9.2 Process for raising items for a decision	40
9.3 Chief executive may delay or refuse request	40
9.4 Order of business	40
9.5 Chairperson’s recommendation	40
9.6 Chairperson may prepare report	41
9.7 Public availability of the agenda	41
9.8 Public inspection of agenda	41
9.9 Withdrawal of agenda items	42
9.10 Distribution of the agenda to members	42
9.11 Status of agenda	42
9.12 Items not on the agenda – decision cannot be delayed	42
9.13 Items not on the agenda – minor issues for discussion only	43
9.14 Public excluded business on the agenda	43
9.15 Qualified privilege relating to agenda and minutes	43
Meeting Procedures / <i>Ngā tikanga o ngā hui</i>	45
10. Opening and closing	45
<i>Te whakatuwhera me te whakakapi</i>	45
11. Quorum	45
<i>Kōrama</i>	45
11.1 Council meetings	45
11.2 Committee and subcommittee meetings	45
11.3 Joint Committees	46
11.4 Mayor as member of a joint committee	46
11.5 Meeting lapses where no quorum	46
11.6 Business from lapsed meetings	47
12. Public access and recording	47
<i>Te āheinga a te hunga tūmatanui me ngā hopunga</i>	47
12.1 Meetings open to the public	47
12.2 Grounds for removing the public	47
12.3 Council may record meetings	47
12.4 Public may record meetings	47
13. Attendance	48
<i>Taetaenga</i>	48
13.1 Members right to attend meetings	48

Ordinary Council - AGENDA

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

13.2 Attendance when a committee is performing judicial or quasi-judicial functions	48
13.3 Leave of absence	48
13.4 Apologies	49
13.5 Recording apologies	49
13.6 Absent without leave	49
13.7 Right to attend by audio or audiovisual link	49
13.8 Member's status: quorum	50
13.9 Member's status: voting	50
13.10 Chairperson's duties	50
13.11 Conditions for attending by audio or audiovisual link	50
13.12 Request to attend by audio or audiovisual link	51
13.13 Chairperson may terminate link	51
13.14 Giving or showing a document	51
13.15 Link failure	52
13.16 Confidentiality	52
14. Chairperson's role in meetings	52
<i>Te mahi a te Upoko i ngā hui</i>	52
14.1 Council meetings	52
14.2 Other meetings	52
14.3 Addressing the chairperson	53
14.4 Chairperson's rulings	53
14.5 Chairperson standing	53
14.6 Member's right to speak	53
14.7 Chairperson may prioritise speakers	53
15. Public Forums	54
<i>Ngā Wānanga Tūmatanui</i>	54
15.1 Time limits	54
15.2 Restrictions	54
15.3 Questions at public forums	55
15.4 No resolutions	55
16. Deputations	55
<i>Ngā whakaaturanga ōkawa</i>	55
16.1 Time limits	56
16.2 Restrictions	56
16.3 Questions of a deputation	56
16.4 Resolutions	57
17. Petitions	57
<i>Ngā petihana</i>	57

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

17.1	Form of petitions	57
17.2	Petition presented by petitioner	57
17.3	Petition presented by member	58
18.	Exclusion of public	58
	<i>Te aukati i te hunga tūmatanui</i>	58
18.1	Motions and resolutions to exclude the public	58
18.2	Specified individuals may remain	59
18.3	Public excluded items	59
18.4	Non-disclosure of information	59
18.5	Release of information from public excluded session	59
19.	Voting	60
	<i>Te pōti</i>	60
19.1	Decisions by majority vote	60
19.2	Open voting	60
19.3	Chairperson has a casting vote	60
19.4	Method of voting	60
19.5	Calling for a division	61
19.6	Request to have votes recorded	61
19.7	Members may abstain	61
20.	Conduct	61
	<i>Whanonga</i>	61
20.1	Calling to order	61
20.2	Behaviour consistent with Code of Conduct	62
20.3	Retractions and apologies	62
20.4	Disorderly conduct – members and public	62
20.5	Contempt	63
20.6	Removal from meeting	63
20.7	Financial conflicts of interests	63
20.8	Non-financial conflicts of interests	64
20.9	Qualified privilege for meeting proceedings	64
20.10	Qualified privilege additional to any other provisions	64
20.11	Electronic devices at meetings	64
21.	General rules of debate	65
	<i>Ngā tikanga ahuwānui o te tautohetohe</i>	65
21.1	Chairperson may exercise discretion	65
21.2	Time limits on speakers	65
21.3	Questions to staff	65
21.4	Questions of clarification during debate	65

Ordinary Council - AGENDA

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

21.5	Members may speak only once	66
21.6	Limits on number of speakers	66
21.7	Mover and seconder may reserve speech	66
21.8	Speaking only to relevant items	66
21.9	Restating motions	66
21.10	Criticism of resolutions	67
21.11	Objecting to words	67
21.12	Right of reply	67
21.13	No other member may speak	67
21.14	Adjournment motions	68
21.15	Chairperson's acceptance of closure motions	68
22.	General procedures for speaking and moving motions	68
	<i>Ngā tukanga mō te kōrero me te whakatau mōtini</i>	68
22.1	Options for speaking and moving	68
22.2	Option A	69
22.3	Option B	69
22.4	Option C	70
23.	Motions and amendments	70
	<i>Ngā mōtini me ngā menemana</i>	70
23.1	Proposing and seconding motions	70
23.2	Motions in writing	70
23.3	Motions expressed in parts	70
23.4	Substituted motion	71
23.5	Amendments to motions	71
23.6	Amendments must be relevant and not direct negatives	71
23.7	Foreshadowed amendments	72
23.8	Lost amendments	72
23.9	Carried amendments	72
23.10	Where a motion is lost	72
23.11	Withdrawal of motions and amendments	72
23.12	No speakers after reply or motion has been put	73
24.	Revocation or alteration of resolutions	73
	<i>Te whakakore, te whakarerekē rānei i ngā tatunga</i>	73
24.1	Member may move revocation of a decision by notice of motion	73
24.2	Revocation must be made by the body responsible for the decision	73
24.3	Requirement to give notice	74
24.4	Restrictions on actions under the affected resolution	74
24.5	Revocation or alteration by resolution at same meeting	74

Ordinary Council - AGENDA

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

24.6	Revocation or alteration by recommendation in report	75
25.	Procedural motions	75
	<i>Ngā mōtini ā-hātepe</i>	75
25.1	Procedural motions must be taken immediately	75
25.2	Procedural motions to close or adjourn a debate	75
25.3	Voting on procedural motions	76
25.4	Debate on adjourned items	76
25.5	Remaining business at adjourned meetings	76
25.6	Business referred to the council, committee or local or community board	76
25.7	Other types of procedural motions	76
26.	Points of order	76
	<i>Ngā ui tikanga</i>	77
26.1	Members may raise points of order	77
26.2	Subjects for points of order	77
26.3	Contradictions	77
26.4	Point of order during division	77
26.5	Chairperson's decision on points of order	77
27.	Notice of motion	78
	<i>Te pānui mōtini</i>	78
27.1	Notice of intended motion to be in writing	78
27.2	Refusal of notice of motion	78
27.3	Mover of notice of motion	79
27.4	Alteration of notice of motion	79
27.5	When notices of motion lapse	79
27.6	Referral of notices of motion	79
27.7	Repeat notices of motion	80
28.	Minutes	80
	<i>Meneti</i>	80
28.1	Minutes to be evidence of proceedings	80
28.2	Items recorded in minutes	80
28.3	No discussion on minutes	81
28.4	Minutes of last meeting before election	81
29.	Keeping a record	81
	<i>Te pupuri mauhanga</i>	82
29.1	Maintaining accurate records	82
29.2	Method for maintaining records	82
29.3	Inspection	82
29.4	Inspection of public excluded items	82

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Referenced documents / <i>Ngā tuhinga i kōrerotia</i>	83
Appendix 1: Grounds to exclude the public	84
Appendix 2: Sample resolution to exclude the public	86
Appendix 3: Motions and amendments (Option A)	89
Appendix 4: Motions and amendments (Option B)	90
Appendix 5: Motions and amendments (Option C)	91
Appendix 6: Table of procedural motions	92
Appendix 7: Powers of a Chairperson	94
Appendix 8: Webcasting protocols <i>Translation pending</i>	98
Appendix 9: Mayor's power to appoint under s.41(a)	99
Appendix 10: Process for removing a Chairperson or Deputy Mayor from office	100
Appendix 11: Sample order of business	101
Appendix 12: Process for raising matters for decisions	102

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**1. Introduction***Kupu whakataki*

These standing orders have been prepared to enable the orderly conduct of council meetings. They incorporate both legislative provisions relating to meetings, decision making, and transparency. The standing orders also provide practical guidance on the operation of meetings to ensure compliance with statutory provisions and meet the spirit of the legislation.

To assist elected members and officials the document is structured in three parts:

- Part 1 general items.
- Part 2 pre-meeting procedures.
- Part 3 meeting procedures.

The Appendices, which follow Part 3, provide templates and additional guidance for implementing provisions within the Standing Orders. The Appendices are an attachment to the Standing Orders and not part of the Standing Orders themselves. Amendments to the Appendices do not require the agreement of 75 per cent of those present.

The 'Guide to Standing Orders' provides additional advice on the application of the Standing Orders and is not part of the Standing Orders.

1.1 Statutory references*Ngā tohutoro ā-ture*

These Standing Orders include statutory and non-statutory meeting provisions and provide guidance on how those provisions should be applied in practice.

These standing orders have been rewritten in plain English. Where a statutory provision applies a statutory reference is provided in the standing order.

Statutory references apply throughout the period of the meeting whether or not Standing Orders have been suspended.

Use of the word 'must' in a standing order implies a mandatory legislative requirement.

1.2 Acronyms*Ngā kupu rāpoto*

LGA 2002 Local Government Act 2002

LGOIMA Local Government Official Information and Meetings Act 1987

LAMIA Local Authorities (Members' Interests) Act 1968

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**1.3 Application***Te whakamahinga*

These Standing Orders do not apply to briefings or meetings of working parties and advisory groups, unless specifically included in their terms of reference.

2. Definitions*Ngā whakamārama***Adjournment**

A break in the proceedings of a meeting. A meeting, or discussion on a particular item, may be adjourned for a brief period, or to another date and time.

Advisory group

A group of people convened by a council for the purpose of providing advice or information that is not a committee or subcommittee. These Standing Orders do not apply to such groups. This definition also applies to briefings, working parties, working groups, panels, forums, portfolio groups, briefings, and other similar bodies.

Agenda

A document listing the items for consideration at a meeting, together with associated reports and other attachments relating to those items, in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment

Any change or proposed change to an original or substantive motion.

Appointed member

A member of a committee, subcommittee, or subordinate decision-making body of a council who is not elected.

Audio link

Technology that enables audio communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Audiovisual link

Technology that enables audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Casting vote

A second vote exercised by a chairperson to break a tied vote.

Chairperson

The person with authority to lead a meeting or other gathering.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Chief executive**

The chief executive of a city or district council appointed under s 42 of the LGA 2002. For the purposes of these Standing Orders, references to chief executive includes any other officer authorised to act as the chief executive.

Clear working days

The number of working days (business hours) prescribed in these Standing Orders for giving notice. A calculation of clear working day excludes the date of the meeting and date on which the notice is given.

Committee

Includes, in relation to a council:

- a) A committee comprising all the members of that authority;
- b) A standing committee or special committee appointed by that authority;
- c) A joint committee appointed under cl 30A of sch 7 of the LGA 2002; and
- d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.

Community board

A community board established under s 49 of the LGA 2002.

Conflict of Interest

Includes:

- a) Any pecuniary (financial) interest;
- b) Any interest arising because of a person's position as a trustee, director, officer, employee, or member of another body; and
- c) Any personal non-pecuniary interest, such as pre-determination or bias.

Contempt

Being disobedient to, or disrespectful of, the meeting chairperson, members, officers, or the public, or otherwise not complying with these standing orders

Council

In the context of these Standing Orders, the governing body of a city or district council.

Debate

Discussion by members that occurs once a motion has been moved and seconded.

Deliberative vote

The ordinary vote of a member (as compared to the casting vote of a chairperson).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Deputation**

A request from any person or group to make a presentation to the council which is approved by the chairperson. A deputation may be made in English, te reo Māori or New Zealand Sign Language.

Division

A formal vote at a meeting where the names of those members present, including the chairperson, are formally recorded as voting either for or against. This includes a vote where the names and votes are recorded electronically.

Electronic link

Both an audio and audiovisual link.

Emergency meeting

Has the same meaning as defined in cl 22A of sch 7 of the LGA 2002.

Extraordinary meeting

Has the same meaning as defined in cl 22 of sch 7 of the LGA 2002.

Foreshadowed motion

A motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Internet site

In relation to a council or other person or entity, an Internet site that is maintained by, or on behalf of, the council, person, or entity and to which the public has free access.

Joint committee

A committee in which the members are appointed by more than one council in accordance with cl 30A of sch 7 of the LGA 2002.

Karakia timatanga

An opening prayer or blessing.

Karakia whakamutunga

A closing prayer or blessing.

Lawfully excluded

A member of a local authority who has been removed from a meeting due to behaviour that a chairperson has ruled to be contempt.

Leave of absence

A pre-approved absence for a specified period of time consistent with any council policy.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Local authority**

The territorial authority named in these Standing Orders, and, if the context requires, any community boards, local boards, committees or subordinate decision-making bodies established by the territorial authority.

Mayor

The Mayor of a city or district council elected under the Local Electoral Act 2001.

Meeting

Any first, inaugural, ordinary, extraordinary, emergency or urgent meeting of a local authority convened under the provisions of LGOIMA.

Member

Any person elected or appointed to the local authority.

Member of the Police

Means a Constable of the New Zealand Police within the definition of s 4 of the Policing Act 2008.

Mihi whakatau

A brief welcome typically delivered by one person without any further formalities.

Minutes

The record of the proceedings of any meeting.

Motion

A formal proposal to a meeting.

Mover

The member who initiates a motion.

Newspaper

A periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Non-elected member

See Appointed Member.

Notice of motion

A motion given in writing by a member in advance of a meeting in accordance with these Standing Orders.

Officer

Any person employed by the council either full or part time, on a permanent or casual or contract basis.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Open voting**

Voting which is conducted openly and transparently (i.e. enables an observer to identify how a member has voted on an issue) and may be conducted electronically. The result of the vote must be announced immediately after it has concluded. Secret ballots are specifically excluded.

Ordinary meeting

Any meeting, other than the first meeting, of a council publicly notified in accordance with ss 46(1) and (2) of LGOIMA.

Original motion

The first motion moved in a debate, prior to amendment (if any).

Pecuniary Interest

In relation to a member, means a matter or activity of financial benefit to that member, including any interest described in s 3 or 6 of LAMIA.

Petition

A request to a council which contains at least 20 signatures.

Pōwhiri 11.

A formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Pōwhiri is generally used for formal occasions of the highest significance.

Present at the meeting

Present at the meeting to constitute a quorum means the member is to be either physically present in the room or attending the meeting by audio/visual link, if allowed by these standing orders.

Procedural motion

A motion used to control the way in which a motion, or the meeting, is managed as specified in Standing Orders 24.1 – 24.7.

Public excluded information

Refers to information, which is currently before a public excluded session or proposed to be considered with the public excluded. It includes:

- a) Any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the council; and
- b) Any other information which has not been released by the council as publicly available information.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Public excluded session**

Refers to those meetings or parts of meetings from which the public is excluded by the council as provided for in LGOIMA. Also referred to as confidential or in-committee session.

Public forum

A period set aside, usually at the start of a meeting, for the purpose of public input.

Public notice/publicly notified

A notice or notification to members of the public that is made publicly available until any opportunity for review or appeal in relation to the matter notified has lapsed, on the council's website. The notice/notification must be published in at least one daily newspaper circulating in the region or district of the council, or one or more other newspapers that have a combined circulation in that region or district, which is at least equivalent to that of a daily newspaper circulating in that region or district.

Qualified privilege

The privilege conferred on member by s 52 and s 53 of LGOIMA.

Quasi-judicial

A meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum

The minimum number of members required to be present to constitute a meeting.

Resolution

A motion or amendment that has been adopted by the meeting.

Right of reply

The right of the mover of a motion to reply to those who have spoken to the motion. (The right does not apply to an amendment).

Seconder

The member who seconds a motion or amendment.

Sub judice

Means under judicial consideration and therefore prohibited from public discussion elsewhere.

Subordinate decision-making body

A decision-making body appointed by a local authority which is required by the local authority to follow these standing orders. For clarity local boards, community boards and joint committees are not subordinate decision-making bodies.

Substantive motion

An original motion which has been amended by the meeting.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Subcommittee**

A body appointed by a council, or a committee of a council, local board or community board. See definition of “committee”.

Urgent meeting

has the same meaning as defined in cl 21A of sch 7 of the LGA 2002.

Working day

A day of the week other than:

- a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign’s birthday, Matariki, and Waitangi Day. If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, then the following Monday;
- b) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- c) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

Should a council wish to meet between the 20th of December and the 10th of January of the following year any meeting must be notified as an extraordinary meeting, unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

Working party

A group set up by a council to achieve a specific objective that is not a committee or subcommittee and to which these Standing Orders do not apply.

Workshop

In the context of these Standing Orders, a gathering of elected members for the purpose of considering items of importance to the council at which no decisions are made and to which these Standing Orders will not apply, unless required by the council. Briefings may include non-elected members and may be described as briefings.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**General Matters / Ngā take arowhānui****3. Standing orders***Ngā tikanga whakahaere hui***3.1 Obligation to adopt standing orders***Te takohanga ki te whai i ngā tikanga whakahaere hui*

- Councils are required to adopt a set of standing orders.
- Standing orders set out how meetings are conducted.
- Standing orders must not contravene any Act.
- If a standing order is inconsistent with a legal requirement, that requirement prevails over the standing order.

This obligation applies to city and district Councils, regional councils, local boards and community boards.

LGA 2002, Sch. 7, cl 27(1) & (2).

3.2 Process for adoption and alteration of standing orders*Te tukanga mō te whai me te whakarerekē i ngā tikanga whakahaere hui*

Adopting new standing orders requires a vote of not less than 75 per cent of the members present.

Amending the current standing orders also requires a vote of not less than 75 per cent of the members present.

LGA 2002, Sch. 7, cl 27(3).

3.3 Members must comply with standing orders*Me ū ngā mema ki ngā tikanga whakahaere hui*

All members must comply with these standing orders.

LGA 2002, Sch. 7, cl 16(1).

All external meeting participants, including appointed members, must comply with these standing orders.

3.4 Application of standing orders*Te whakamahinga o ngā tikanga whakahaere hui*

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

These Standing Orders apply to all meetings. This includes meetings of committees, subcommittees and any other subordinate decision-making body.

Standing Orders apply to any meeting (or part meeting) where the public have been excluded.

3.5 Temporary suspension of standing orders

Te whakatārewa taupua i ngā tikanga whakahaere hui

A meeting can temporarily suspend a standing order(s), provided the suspension does not contravene any legislative requirement.

The meeting must suspend standing order(s) by resolution.

The meeting's motion to suspend a standing order(s), must include:

- a) The reason for suspending the standing order(s).
- b) The standing order(s) being suspended.

A motion to suspend standing order(s) can be taken before or during a debate.

Once seconded, the meeting chairperson must put the motion without debate.

To be carried, at least 75 per cent of members present and voting must support the motion.

LGA 2002, Sch. 7, cl 27(4).

3.6 Quasi-judicial proceedings

Ngā whakawākanga ā-kaunihera

A meeting which is undertaking quasi-judicial proceedings may set their own meeting procedures.

Quasi-judicial proceedings are held for the purpose of conducting hearings and/or considering disputes.

Some committees may have additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Te wāhi noho o ngā mema

Every member, whether elected or appointed, must provide the chief executive with an electronic address where meeting notices and information may be sent.

Where a member does not have an electronic address, they must provide the Chief executive with a physical address within the district or region, where material can be sent.

It is preferable for all members to provide both an electronic and physical address.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Members should inform the chief executive which contact information can be made publicly available.

Personal information provided by a member is subject to the Privacy Act 2020.

4. Meetings

Ngā hui

4.1 Legal requirement to hold meetings

Te herenga ā-ture kia whakatū hui

The council must hold the meetings necessary for the good government of its city or district.

The calling of meetings, and their conduct must be in accordance with:

- a) Schedule 7 of the LGA 2002;
- b) Part 7 of LGOIMA; and
- c) These Standing Orders.

Meetings must be held at the times and places set by the council.

LGA 2002, Sch. 7, cl 19(1) & (3) & (4)

4.2 Meeting duration

Te roa o ngā hui

Unless the meeting resolves to continue, meetings cannot:

- a) sit for more than two hours without a break of at least ten (10) minutes.
- b) continue more than six (6) hours (including adjournments) from when it convened, or
- c) continue after 10.30pm.

If there is no resolution to continue, any business remaining must be:

- a) Adjourned,
- b) Transferred to the next meeting, or
- c) Transferred to an extraordinary meeting.

4.3 Language

Reo

A member may address a meeting in English, te reo Māori, or New Zealand Sign Language.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The chairperson may require that a speech is translated and printed in English or te reo Māori.

A member intending to address the meeting in New Zealand Sign Language, or te reo Māori, when the normal business of the meeting is conducted in English, must advise the chairperson not less than two working days before the meeting.

A member intending to address the meeting in English when the normal business of the meeting is conducted in te reo Māori must advise the chairperson not less than two working days before the meeting.

Any written materials should be forwarded to the chief executive at least two days before the meeting for translation.

For Clarification:

This includes the public participation section

4.4 Webcasting meetings

Ngā hui kauhaurangi

Webcast meetings should be provided in accordance with the protocols contained in the LGNZ Guide to Standing Orders.

4.5 First meeting (inaugural)

Hui tuatahi (ōkawa)

The chief executive calls the first meeting following a triennial general election.

The meeting must be called as soon as practicable after election results are known.

Unless an emergency exists, the chief executive must give elected members not less than seven days' notice of the first meeting.

In the case of an emergency, the chief executive may give elected members notice of the meeting as soon as practicable.

LGA 2002, Sch. 7, cl 21(1) - (3).

4.6 Requirements for the first meeting

Ngā herenga mō te hui tuatahi

The chief executive or their nominee must chair the first meeting until the Mayor has made their oral and written declarations.

The Mayor will chair the meeting once they have made their oral and written declarations.

LGA 2002, Sch. 7, cl 21(4)

The business to be conducted at the first meeting must include:

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- a) The oral and written declarations of both the Mayor and members (*LGA 2002, Sch. 7, cl14*);
- b) A general explanation of:
 - i. LGOIMA; and
 - ii. Other laws affecting members, including the appropriate provisions of the LAMIA; and ss 99, 105, and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Markets Conduct Act 2013.
- c) Determining the date and time of the next meeting, or the adoption of a schedule of meetings; and
- d) Where the Mayor has not appointed a Deputy Mayor (*s41A(3)(a)* of the LGA 2002) prior to the meeting, the election of the Deputy Mayor

The general explanation of Acts can also include the LGA provisions relating to the Register of members' pecuniary interests (ss 54A – 54I).

If an Urgent Meeting has been held (*LGA 2002, sch 7, cl21A*), the business that must be conducted at the first meeting will not include any business dealt with at that Urgent Meeting.

LGA 2002, Sch. 7, cl 21(5), LGA 2002, Sch.7, cl 20(6), LGA 2002, s 41A(3)

5. Appointments and elections

Ngā kopounga me ngā pōtitanga

5.1 Mayoral appointment of deputy Mayor, committee chairs, and members

Ngā kopounga a te Kahika o te Kahika tuarua, ngā Upoko kōmiti, me ngā mema

A Mayor may appoint:

- a) the Deputy Mayor,
- b) the chairperson and the members of each committee.

LGA 2002, s 41A(3).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

If the Mayor declines to appoint a Deputy Mayor, or committee chairpersons, the council (or a committee, if directed by the council) must elect those positions in accordance with Standing Order 5.4.

5.2 Council Discharge of a Mayoral Appointment

Te Whakakorenga o te Kopounga a te Kahika e te Kaunihera

Nothing limits or prevents a council from discharging either a chairperson or a member of a committee appointed by the Mayor.

LGA 2002, Sch. 7, cl 31.

5.3 Establishment of committees by the Mayor

Te Whakatūnga o ngā komiti e te Kahika

The Mayor may establish the council's committees and appoint their chairpersons.

Where a Mayor exercises this right, the council must adopt the committee's terms of reference by resolution at the next appropriate meeting of the council.

Should the Mayor decline to establish committees a council decision to establish committees must follow the processes set out in these Standing Orders.

Nothing limits or prevents a council from discharging or reconstituting (in accordance with cl 30 of sch 7, LGA 2002) a committee established by the Mayor, or appointing more committees in addition to any established by the Mayor.

The Mayor is a member of every committee unless specific legislation provides otherwise, such as a committee established under s 189 of the Sale and Supply of Alcohol Act 2012.

LGA 2002, s 41A (3) and (4).

5.4 Elections of Deputy Mayors and deputy chairpersons

Te pōti i te Kahika Tuarua me ngā Upoko tuarua

When electing the following positions, the council must resolve to use one of two voting systems (see Standing Order 5.6):

- a) The Deputy Mayor;
- b) The chairperson of a committee
- c) A deputy chairperson of a committee; and/or
- d) A representative of a council.

This provision does not apply where a mayor has appointed a Deputy Mayor or committee chairs under LGA 2002, s 41A.

LGA 2002, Sch. 7, cl 25.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

See the LGNZ Guide to Standing Orders for more information.

5.5 Removal of a Deputy Mayor

Te whakakorenga o te Kahika Tuarua

A council can remove a Deputy Mayor.

It does not matter whether the Deputy Mayor has been appointed by the Mayor, or appointed by the council itself.

A council removing a Deputy Mayor must use the process set out in cl 18, sch 7, of the LGA 2002. (See Appendix 9)

LGA 2002, Sch. 7, cl 18.

5.6 Voting system for Deputy Mayors and committee chairs

Pūnaha pōti mā ngā Kahika Tuarua me ngā Upoko komiti

The council must use one of the following two voting systems for electing:

- a) A Deputy Mayor; and/or
- b) A committee chair.

System A

The successful candidate must receive a majority of the votes of members present and voting.

In any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

Round One

- There is one round of voting.
- If a candidate receives the majority of votes they are elected.
- If no candidate receives the majority of votes, the candidate receiving the fewest votes in the first round is excluded and a further round of voting occurs.

Round Two (if required)

- There is a second round of voting.
- If a candidate receives the majority of votes they are elected.
- If no candidate receives the majority of votes, the candidate receiving the fewest votes in the second round is excluded and a further round of voting occurs.

Subsequent rounds (if required)

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- There is a further round of voting.
- If a candidate receives the majority of votes they are elected.
- If no candidate receives the majority of votes, the candidate receiving the fewest votes is excluded and a further round of voting occurs.

System B

- The successful candidate must receive more votes than any other candidate.
- There is only one round of voting.
- If two or more candidates tie for the most votes, the tie is resolved by lot.

LGA 2002, Sch. 7, cl 25.

6. Delegations²

Te tuku mana

6.1 Only the holder of a delegated authority can rescind or amend a previous decision

Ka taea anake e te kaipupuri o te mana tuku te whakakore, te whakarerekē rānei i tētahi whakatau o mua

Where a council or a committee has delegated authority to another body, member or officer, they cannot rescind or amend a decision made under that delegated authority.

LGA 2002, Sch. 7, cl 30 (6)

However, the current holder of the delegated authority may rescind or amend a previous decision made under the same authority.

Refer to Standing Orders Guide for scenarios on delegation practice.

6.2 Duty to consider delegations to community boards

Te haepapa ki te whai whakaaro ki te tuku mana ki ngā poari hapori

A council which has community board(s) must consider whether or not to delegate to a community board if the delegation will enable the community board to best achieve its role.

² Please note: A council is advised to delegate a range of decision-making responsibilities to its chief executive to cover the period from the day following the Electoral Officer's declaration until the new council is sworn in. See the LGNZ Guide to Standing Orders for further information.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

LGA 2002, Sch. 7, cl 32(6).

6.3 Limits on delegations

Ngā tepenga o te tuku mana

Unless clearly stated in the LGA 2002 or any other Act, a council may, for the purposes of efficiency and effectiveness, delegate to a committee, subcommittee, subordinate decision-making body, community board, local board, member, or officer of the council, any of its responsibilities, duties, or powers except:

- a) The power to make a rate;
- b) The power to make a bylaw;
- c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- d) The power to adopt a long-term plan, annual plan, or annual report;
- e) The power to appoint a chief executive;
- f) The power to adopt policies required to be adopted and consulted on under the LGA in association with the long-term plan or developed for the purpose of the local governance statement;
- g) The power to adopt a remuneration and employment policy.

LGA 2002, Sch. 7, cl 32 (1).

6.4 Committees may delegate

Ka āhei ngā komiti ki te tuku mana

A committee, subcommittee, subordinate decision-making body, local board, community board, member, or officer of the council, may delegate any of its responsibilities, duties, or powers to a subcommittee or person.

A sub-delegation is subject to any conditions, limitations, or prohibitions imposed by the body that made the original delegation.

LGA 2002, Sch. 7, cl (2) & (3).

6.5 Use of delegated powers

Te whakamahi i te mana tuku

The body, member or officer of the council who has been delegated authority to act may exercise those responsibilities, powers or duties:

- a) without confirmation by the body that delegated the authority; and
- b) in a like manner and with the same effect as the council or committee could have exercised or performed them.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

LGA 2002, Sch. 7, cl 32(2), (3), and (4).

6.6 Bodies are subject to the direction of the council

E herea ana ngā rōpū e ngā tohutohu a te kaunihera

A committee, subcommittee or other subordinate decision-making body is subject in all things to the control of the local authority, or committee that appointed the subcommittee.

A committee, subcommittee or other subordinate decision-making body must carry out all general and special directions given to them by the local authority or committee.

LGA 2002, Sch. 7, cl 30(3) & (4).

6.7 Delegation to Chief Executive during Election Interregnum Period

Translations pending

That from the day following the Electoral Officer's declaration, until the new Council is sworn in, the Chief Executive be authorised to make decisions in respect of urgent matters that cannot reasonably wait until the first meeting of the new Council, in consultation with the Mayor elect.

Any decision made under this delegation is to be reported to the first meeting of the new Council.

7. Committees

Ngā komiti

7.1 Appointment of committees and subcommittees

Te kopou i ngā komiti me ngā komiti iti

A council may appoint the decision-making bodies that it considers appropriate. This includes committees, subcommittees and any other subordinate decision-making body.

Unless the council prohibits it, a committee can appoint subcommittees.

LGA 2002, Sch. 7, cl 30(1) & (2).

7.2 Discharge or reconstitution of committees and subcommittees

Te whakakore, te whakahou rānei i ngā komiti me ngā komiti iti

Unless legislation or regulation prevents it:

- a) a council can discharge or reconstitute a sub-ordinate decision-making body;

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- b) a committee may discharge or reconstitute a subcommittee it has established;
- c) every subordinate decision-making body is discharged following a triennial general election.

LGA 2002, Sch. 7, cl 30(5) (7)

Please Note:

Section 12(2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election. The same is true for District Licensing Committees (see the LGNZ Guide to Standing Orders for more information).

7.3 Appointment or discharge of committee members and subcommittee members

Te kopou, te whakakore rānei i ngā mema komiti me ngā mema komiti iti

A council may appoint or discharge any member of a committee, or subcommittee.

Committees may appoint or discharge members of the subcommittees they have established unless the council directs otherwise.

LGA 2002, Sch. 7, cl 31(1) & (2).

For clarification:

Where a member of a committee or subcommittee faces a challenge to their position, they are able to speak, lobby on their own behalf, and vote. Both natural justice and the nature of the question to be resolved, allows those directly involved to be able to speak and lobby on their own behalf

7.4 Membership of committees and subcommittees

Te mematanga o ngā komiti me ngā komiti iti

- A council or committee may appoint non-elected members (appointed members) to a committee or subcommittee.
- At least one member of a committee must be an elected member.
- An appointed member on a committee or subcommittee must, in the opinion of the council or the committee, have the skills, attributes or knowledge to assist the committee or subcommittee.
- A staff member of the council, in the course of their employment, can be a subcommittee member, but not a committee member.

LGA 2002, Sch. 7, cl 31(4).

7.5 Council may replace members if committee not discharged

Ka āhei te kaunihera ki te whakakapi mema mēnā kaore i whakakorehia te komiti

- A council may resolve that a committee or subcommittee is not to be discharged following a triennial general election.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- Where a committee has not been disestablished at a triennial general election, the council may replace the members after that election.

LGA 2002, Sch. 7, cl 31(5) & cl 30(7)

7.6 Membership of the Mayor

Te mematanga o te Kahika

The Mayor is a member of every committee of the council unless specific legislation provides otherwise (e.g. a committee established under s 189 of the Sale and Supply of Alcohol Act 2012).

LGA 2002, s 41A(5).

7.7 Decision not invalid despite irregularity in membership

Ka whai mana tonu te whakatau ahakoa te rangirua o te mematanga

A decision of a council or committee is not invalidated if:

- a) there is a vacancy in the membership of the council or committee at the time of the decision; or
- b) following the decision some defect in the election or appointment process is discovered and/or that the membership of a person on the committee at the time is found to have been ineligible.

LGA 2002, Sch. 7, cl 29.

7.8 Appointment of joint committees

Te kōupounga o ngā komiti taihono

A council may appoint a joint committee with another council or other public body if it has reached prior agreement with each council or public body.

The agreement must specify:

- a) the number of members each party may appoint;
- b) how the chairperson and deputy chairperson will be appointed;
- c) the committee's terms of reference ;
- d) what responsibilities, if any, are to be delegated to the committee by each party; and
- e) how the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

LGA 2002, Sch. 7, cl 30A(1) - (3).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

NB A Mayor who is a member of a joint committee by virtue of s 41A(5), is not counted as part of the quorum of that joint committee.

LGA 2002, Sch. 7, cl 30A(6A)

7.9 Status of joint committees

Te mana o ngā komiti taihono

A joint committee is deemed to be both a committee of a council and a committee of each participating council or public body.

LGA 2002, Sch. 7, cl 30A(5).

7.10 Power to appoint or discharge individual members of a joint committee

Te mana ki te kopou, ki te whakakore rānei i tētahi mema o te komiti taihono

Individual members of a joint committee may only be discharged or appointed by the council or public body that made the original appointment.

LGA 2002, Sch. 7, cl 30A(6)(a).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**PRE-MEETING / Hui tōmua****8. Giving notice***Te tuku pānui***8.1 Public notice – ordinary meetings***Pānui tūmatanui – ngā hui noa*

The council must publicly notify all upcoming meetings:

- a) Every month:
 - i. by publishing a list of meetings scheduled for the following month;
 - ii. the list must be publicly notified not more than 14 and not less than 5 days before the end of the preceding month; and
 - iii. the public notice must include the dates, times and places of each meeting.
- b) Alternatively, where a meeting is scheduled to be held after the 21st day of any month:
 - i. the council can publicly notify the meeting(s) no more than 10 (and not less than 5) **working** days before the day on which the meeting is to be held.

LGA 2002 s.5, LGOIMA, s.2 & s 46

8.2 Public notice/publicly notified means:

Ko te tikanga o te pānui tūmatanui/te tuku pānui ki te hunga tūmatanui ko:

- a) publicly available on the council's internet site; and
- b) published in at least:
 - i. 1 daily newspaper which circulates in the region or district of the council; or
 - ii. 1 or more other newspapers that have a combined circulation equivalent to the newspaper in i) above.

LGA 2002 s.5, LGOIMA, s.2 & s 46, (see LGNZ Guide to Standing Orders for more information).

For clarification:

Insert timeline table for notifying meetings

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**8.3 Notice to members - ordinary meetings***Te tuku pānui ki ngā mema – ngā hui noa*

- The chief executive must advise every member of the time and place of every meeting.
- That advice must be given in writing.
- If the council has adopted a schedule of meetings, the advice must be given not less than 14 days before the first meeting of the schedule.
- If the council has not adopted a schedule of meetings, the advice must be given not less than 14 days before the meeting.

*LGA 2002, Sch. 7, cl 19(5).***8.4 Extraordinary meeting may be called***Ka āhei ki te karanga hui motuhake*

An extraordinary council meeting may be called by:

- a) council resolution; or
- b) a written requisition delivered to the chief executive. The requisition must be signed by:
 - i. the Mayor or chairperson; or
 - ii. not less than one third of the total membership of the council (including vacancies).

*LGA 2002, Sch. 7, cl 22(1).***For clarification:**

Extraordinary meetings are designed to consider specific matters that cannot, due to urgency, be considered at an ordinary meeting. For this reason, extraordinary meetings can be held with less public notification than ordinary ones. Extraordinary meetings should only deal with the business and grounds for which they are called and should not be concerned with additional matters that could be considered at an ordinary meeting. Public forums should not be held prior to an extraordinary hui.

8.5 Notice to members - extraordinary meetings*Te tuku pānui ki ngā mema – ngā hui motuhake*

The chief executive must give written notice to members advising them of the time and place of an extraordinary meeting (called under Standing Order 8.3).

The notice must:

- a) include the general nature of the business to be considered; and
- b) be provided to each member of the council at least three working days before the meeting day.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

If the meeting is called by resolution, the chief executive can provide the notice in a lesser period (as specified in the resolution) provided it is not less than 24 hours.

LGA 2002, Sch. 7, cl 22(2).

8.6 Emergency meetings may be called

Ka āhei te karanga hui ohore

In some instances, the council must deal with business urgently.

An Emergency Meeting may be called:

- a) when the notice requirements for an extraordinary meeting cannot be met; and
- b) it is not practicable to call the meeting by resolution.

An Emergency Meeting may be called by:

- a) the Mayor or chairperson; or
- b) the chief executive (if the Mayor or chairperson is unavailable).

LGA 2002, Sch. 7, cl 22A(1).

8.7 Process for calling an emergency meeting

Te tukanga mō te karanga hui ohore

Given the need for an emergency meeting, the person calling the meeting (or another person on their behalf) must give notice of the time and place of the meeting by whatever means is reasonable in the circumstances, at least 24 hours before the meeting.

Notice must be given to each member of the council and the chief executive.

LGA 2002, Sch. 7, cl 22A(2).

8.8 Public notice – emergency and extraordinary meetings

Pānui tūmatanui – ngā hui ohore me ngā hui motuhake

Where an emergency or extraordinary meeting is called and the public notice requirements of LGOIMA and/or these Standing Orders cannot be met, the council must still publicly notify the meeting.

The public notice must also include the general nature of the items being discussed at the meeting.

The public notice must

- a) be publicly notified as soon as practicable before the meeting; or
- b) if it is not practicable to publish in newspapers before the meeting, it must be notified:

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- i. as soon as practicable on the council's website; and
- ii. in any other manner which is reasonable in the circumstances.

LGOIMA, s 46(3).

8.9 An urgent meeting may be called

Ka āhei ki te karanga hui wawe

The chief executive may call an urgent meeting of the council before candidates to be declared elected after a recount are known if:

- a) an application for a recount has been made following a triennial general election; and
- b) an event occurs that, in the chief executive's opinion, requires the council to deal with a matter urgently; and
- c) the first meeting of the council has not yet been called.

LGA 2002, Sch. 7, cl 21A (1 & 2)

8.10 Process for calling an urgent meeting

Te tukanga mō te karanga hui wawe

If the chief executive calls an urgent meeting, the chief executive must give notice of that meeting as soon as practicable to every person who:

- a) is not an affected candidate; and
- b) has been declared to be elected to the council.

Notice must be given to each of those persons:

- a) by whatever means is reasonable in the circumstances; and
- b) at least 24 hours before the meeting commences.

The notice must specify:

- a) the time and place of the urgent meeting; and
- b) the matter for determination at the urgent meeting.

LGA 2002, Sch.7, cl 21A (3)(a) & 5), Sch.7, cl 21A (3)(b)

8.11 Public notice – urgent meetings

Pānui tūmatanui – ngā hui wawe

Where an urgent meeting is called and the public notice requirements of LGOIMA and/or these Standing Orders cannot be met, the council must still publicly notify the meeting.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The public notice must include the general nature of the matter being discussed at the meeting and must:

- a) be publicly notified as soon as practicable before the meeting; or
- b) if it is not practicable to publish in newspapers before the meeting, it must be notified:
 - i. as soon as practicable on the council's website; and
 - ii. in any other manner which is reasonable in accordance.

LGA 2002, Sch.7, cl 21A(4) & LGOIMA, s 46(3).

8.12 Conduct of urgent meetings

Ngā whakahaere o ngā hui wawe

The council may only conduct the following business at an urgent meeting:

- a) in respect of the persons described in LGA 2002, sch7, cl21A(3)(a), the oral and written declarations of the mayor (if any) and members (under clause 14);
- b) a general explanation of LGOIMA and other laws affecting members, including the appropriate provisions of LAMIA; ss 99, 105, and 105A of the Crimes Act 1961; the Secret Commissions Act 1910; the Financial Markets Conduct Act 2013, and the LGA2002 provisions relating to the register of members' pecuniary interests (ss54A – 54I);
- c) The matter in respect of which the urgent meeting has been called.
- d) The election of a member to preside at the urgent meeting (if required).

Councils cannot consider any items other than those specified above.

If multiple urgent meetings are required, the items outlined in a) and b) (above) may be omitted from the business to be conducted if they have previously been dealt with.

The chief executive (or their nominee in the chief executive's absence) must chair the urgent meeting until:

- a) the mayor (if any) has made their oral and written declarations; or
- b) the members that are present have:
 - i. made their oral and written declarations; and
 - ii. elected one of their number to preside at the urgent meeting.

An affected candidate cannot participate in the meeting but may attend the meeting if it is open to the public.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

LGA 2002, Sch. 7 Cl21B

8.13 Meetings not invalid

Ngā hui e whai mana tonu ana

Failing to publicly notify a meeting does not, of itself, invalidate a meeting.

Where a council becomes aware that a meeting has not been properly notified, it must, as soon as possible, give public notice that the meeting has been held.

The public notice must state:

- a) the meeting has occurred without proper notice;
- b) the general nature of the items discussed; and
- c) the reasons why the meeting was not notified.

LGOIMA, s 46(5) & (6).

8.14 Resolutions passed at an extraordinary meeting

Ngā tatūnga i ngā hui motuhake

A council must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the council unless:

- a) the resolution was passed at a meeting, or part of a meeting, from which the public was excluded; or
- b) the extraordinary meeting was publicly notified at least five working days before the day on which the meeting was held.

LGOIMA, s 51A.

8.15 Meeting schedules

Ngā hōtaka hui

A council may adopt a schedule of meetings. The schedule may cover any period of time that the council considers appropriate.

The council can amend the schedule at any time.

- Notifying the schedule to members is considered to be notification of every meeting on the schedule.
- Notifying members of an amendment to the schedule is notification of the amended meeting.

Nothing in this clause replaces the council's obligations under the LGOIMA for public notification of meetings.

LGA 2002, Sch. 7, cl 19(6).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**8.16 Non-receipt of notice to members***Te kore e whiwhi i te pānui ki ngā mema*

A meeting of a council is not invalid if an elected member does not receive (or does not receive in time) notice of the meeting unless:

- a) it is proved that the person responsible for issuing the notice acted in bad faith or without reasonable care; and
- b) the member concerned did not attend the meeting.

A member may waive the need to be given notice of meetings.

LGA 2002, Sch. 7, cl 20(1) & (2)

8.17 Meeting cancellations*Te whakakorenga o ngā hui*

- The chairperson of a scheduled meeting may cancel the meeting if, in consultation with the chief executive, they consider this is necessary.
- Reasons for cancellation may include lack of business, lack of quorum, or clash with another event.
- The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the cancellation and the reasons behind it.

9. Meeting agenda*Rārangi take o te hui***9.1 Preparation of the agenda – for members***Te whakarite i te rārangi take – mā ngā mema*

At least two working days prior to a meeting the chief executive must prepare an agenda for the meeting, to be circulated to all members attending the meeting.

Even though the agenda is the chief executive's responsibility, where practicable, the chief executive should consult the chairperson for the meeting about the agenda.

The agenda must:

- a) list the items to be brought before the meeting;
- b) include the reports and other attachments associated with the list of items in the agenda; and

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- c) indicate which items are expected to be discussed with the public excluded.
(see also standing order 9.14.).

LGOIMA, s 46A.

9.2 Process for raising items for a decision

Te tukanga hei whakaara take kia whakatauhia ai

Council, committees, local boards and/or community boards and subordinate decision-making bodies may, by resolution, request reports on matters they determine.

For all decision-making bodies other than the council, requests for reports must fall within the scope of their terms of reference.

9.3 Chief executive may delay or refuse request

Ka āhei te tumu whakarae ki te whakaroa, te whakakore rānei i tētahi tono

The chief executive may delay commissioning, or not produce, reports that involve significant cost, unless agreed by the council, or are beyond the scope of the body that made the request.

Where the chief executive refuses a request to prepare a report, they will:

- a) discuss options for meeting the request with the respective chairperson;
- b) report back to a subsequent meeting:
 - i. with an estimate of the resourcing and/or cost involved; and
 - ii. seek direction on whether the report should still be prepared.

A chief executive may refuse a direct report request from an individual member. In this instance, an explanation should be provided to the member.

9.4 Order of business

Te raupapatanga o ngā take

At the meeting, the items are to be dealt with in the order in which they are listed on the agenda unless the chairperson, or the meeting (by resolution), decides otherwise.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

Te tūtohunga a te Upoko

A chairperson may provide a recommendation on an agenda item.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- The chairperson's recommendation can be provided before or during the meeting.
- Where a chairperson's recommendation varies significantly from an officer's recommendation, the chairperson must provide the reasons for the recommendation.
- The recommendation, and reasons, must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.6 Chairperson may prepare report

Ka āhei te Upoko ki te whakarite pūrongo

The chairperson of a meeting may prepare a report to be included in the agenda provided the matter falls within the terms of reference for the meeting.

For clarity, any report and recommendations must comply with the decision-making requirements of Part 6 of the LGA 2002.

9.7 Public availability of the agenda

Te noho wātea o te rārangi take ki te hunga tūmatanui

The meeting information provided to members must be publicly available unless the information relates to a matter reasonably expected to be discussed with the public excluded.

LGOIMA, s. 5 & 46A.

9.8 Public inspection of agenda

Te tirohanga a te hunga tūmatanui i te rārangi take

A member of the public is entitled to inspect, during normal office hours, the agendas including associated reports provided to members.

The agendas must be available for viewing at the public offices of the council (including service delivery centres) and the public libraries under the council's control.

Agendas must be accompanied by

- a) the associated reports; or
- b) a notice advising where the reports can be inspected.

While the documents must be available for viewing at least two working days before a meeting, they should be made available with as much notice as possible before the meeting date.

It is sufficient for the documents to be available for electronic inspection.

No charge can be imposed for the inspection of the agendas (including reports).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

LGOIMA, s 46A(1) - (3).

9.9 Withdrawal of agenda items

Te tango take i te rārangi take

The chief executive may withdraw an item from an agenda.

The chief executive should inform the chairperson of the reason(s) for the withdrawal.

9.10 Distribution of the agenda to members

Te tohatoha i te rārangi take ki ngā mema

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting.

In the case of extraordinary, emergency, or urgent meeting, the agenda must be made available as soon as is reasonable in the circumstances.

The chief executive may send the agenda, and other materials relating to the meeting or other council business, to members by electronic means.

9.11 Status of agenda

Te tūnga o te rārangi take

No matter included on a meeting agenda, including any recommendations in associated reports, has been decided as final until it has been the subject of a formal resolution of the meeting.

9.12 Items not on the agenda – decision cannot be delayed

Ngā mea kāore i runga i te rārangi take – kāore e taea te whakatōmuri i te whakatau

A meeting may deal with an item that is not on the agenda where the meeting resolves to deal with that item, and the chairperson provides the following information during the public part of the meeting:

- a) the reason the item is not on the agenda; and
- b) the reason why discussion of the item cannot be delayed until a subsequent meeting.

LGOIMA, s 46A(7).

Items not included on an agenda may be considered at a meeting if included in a report from the chief executive or the chairperson.

Please note:

Nothing in this standing order removes the requirement to meet the provisions of Part 6 of the LGA 2002.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**9.13 Items not on the agenda – minor issues for discussion only**

Ngā mea kāore i runga i te rārangi take – ko ngā take iti hei kaupapa kōrero anake

A meeting can discuss minor items which are not on an agenda if:

- a) the matter relates to council business; and
- b) at the start of the public part of the meeting, the chairperson explains that the matter will be discussed.

The meeting cannot make a resolution, decision, or recommendation on any minor matter that was not on the agenda for that meeting.

The meeting can, however, refer the matter to a subsequent meeting for further discussion.

LGOIMA, s 46A(7A).

9.14 Public excluded business on the agenda

Ngā take tūmataiti o te rārangi take

The chief executive may exclude a report, or part of a report, from an agenda where they expect it to be discussed once the public has been excluded (by resolution) from the meeting.

Where reports, or parts of reports, are withheld, the agenda and proposed recommendation must clearly indicate:

- a) the matter is expected to be discussed with the public excluded;
- b) the general subject of any items to be considered while the public is excluded;
- c) the reasons for passing a resolution (with reference to the particular provision relied on for each matter); and
- d) the actual ground in section 48(1) relied on to exclude the public.

LGOIMA, s. 46A(8)-(9) and 48(3)

Note: The Ombudsman advises that the reason for passing a resolution should contain specific details about the harm the Council is trying to avoid, rather than simply reciting the clause from section 6 or section 7(2) as it is written in the LGOIMA.

9.15 Qualified privilege relating to agenda and minutes

Te whakaaetanga motuhake e pā ana ki te rārangi take me ngā meneti

Where a meeting is open to the public and:

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- a) a member of the public is given a copy of the agenda or further statements;
or

- b) a member of the public is given a copy of the minutes;

The publication of any defamatory matter included in the agenda or minutes is privileged, unless it is proved (through defamation proceedings) that the defendant:

- a) was motivated by ill will toward the plaintiff, or
- b) took improper advantage of the publication.

LGOIMA, s 52.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Meeting Procedures / Ngā tikanga o ngā hui****10. Opening and closing***Te whakatuwhera me te whakakapi*

The chairperson, or any person authorised by the chairperson, may make a statement or prayer, or similar, to open/close a meeting.

Appropriate karakia timitanga and mihi whakatau, or pōwhiri, may also be considered to open, and karakia whakamutunga to close, a meeting where appropriate.

11. Quorum*Kōrama*

Note: A meeting is constituted if a quorum is present, regardless of whether all of the members are voting or entitled to vote (*LGA 2002, Sch. 7, cl 23(1)*).

No business may be conducted if a quorum of members is not present for the whole time the business is being considered.

LGA 2002, Sch. 7, cl 23(1) & (2)

11.1 Council meetings*Ngā hui kaunihera*

The quorum for a meeting of the council is:

- a) half of the members, where the number of members (including vacancies) is even; and
- b) a majority of the members, where the number of members (including vacancies) is odd.

LGA 2002, Sch. 7, cl 23(3)(a).

11.2 Committee and subcommittee meetings*Ngā hui komiti me ngā hui komiti iti*

- A council sets the quorum for its committees and subcommittees, either by resolution or by stating the quorum in the body's terms of reference.
- A committee may set the quorum for any subcommittees it establishes.
- The minimum quorum for a committee or subcommittee is two members.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- The quorum of a committee (but not a subcommittee) must include at least one member of the council.

LGA 2002, Sch. 7, cl 23(3)(b).

11.3 Joint Committees

Ngā Komiti Taihono

The quorum for a meeting of a Joint Committee is:

- a) half of the members, where the number of members (including vacancies) is even; and
- b) a majority of the members, where the number of members (including vacancies) is odd.

A Joint Committee Agreement may vary the quorum requirement above to provide that a quorum must include 1 or more members appointed by each party.

LGA 2002, Sch. 7, cl 30A(6)(b) & (c).

11.4 Mayor as member of a joint committee

Te kahika hei mema o tētahi komiti taihono

A Mayor is a member of all Joint Committees.

If the Mayor is a member solely due to s 41A(5), the Mayor is not counted as a member of the committee for determining:

- a) The number of members required to constitute a quorum; or
- b) Whether a quorum exists at a meeting.

LGA 2002, s 41A(5), Sch. 7, cl 30A(6A)

11.5 Meeting lapses where no quorum

Te tārewatanga o ngā hui mēnā karekau he kōrama

A meeting lapses, and the chairperson must vacate the chair, if a quorum is not present within 30 minutes of the advertised start of the meeting.

- The chairperson has the discretion to wait for a longer period if members are known to be travelling to the meeting but have been delayed.
- If a quorum is lost during a meeting, the meeting lapses if the quorum is not present within 15 minutes.
- No business may be conducted while waiting for the quorum to be reached.

Minutes must record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended and left, causing the quorum to lapse.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**11.6 Business from lapsed meetings***Ngā take o ngā hui tārewa*

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson sets an earlier meeting or refers the matter to another body with appropriate decision-making authority, and this is notified by the chief executive.

12. Public access and recording*Te āheinga a te hunga tūmatanui me ngā hopunga***12.1 Meetings open to the public***E tuwhera ana ngā hui ki te hunga tūmatanui*

Every meeting of the council (including its committees) must be open to the public unless the public has been excluded.

Members of the news media are considered to be members of the public.

*LGOIMA, s 47, 48 & 49(a).***12.2 Grounds for removing the public***Ngā take e panaia ai te hunga tūmatanui*

The chairperson may require a member of the public to be removed from the meeting if they believe that person's behaviour is likely to prejudice the orderly conduct of the meeting.

*LGOIMA, s 50(1).***12.3 Council may record meetings***Ka āhei te kaunihera ki te hopu i ngā hui*

Where the council intends to record a meeting(s), the venue should contain clear signage indicating that proceedings may be recorded.

12.4 Public may record meetings*Ka āhei te hunga tūmatanui ki te hopu i ngā hui*

- Members of the public may make electronic or digital recordings of meetings which are open to the public.
- Any recording of meetings should be notified to the chairperson at the commencement of the meeting.
- The process of recording must not distract the meeting from conducting its business.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- Where circumstances require, the chairperson may direct the recording to stop for a specified period of time.

13. Attendance*Taetaenga***13.1 Members right to attend meetings***Te mōtika a ngā mema ki te tae ki ngā hui*

A member of a council, or of a council committee, has the right to attend any meeting of the council or a committee unless they have been lawfully excluded.

LGA 2002, Sch. 7, cl 19(2).

If a member of a council is not an appointed member of the meeting which they are attending, they:

- may not vote on any matter at that meeting; but
- may, with the permission of the chair, take part in the meeting's discussions (subject to standing order 13.2).

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s 48 of LGOIMA. Consequently, if the meeting resolves to exclude the public, any members present may remain, unless they are lawfully excluded.

Note: this section does not confer any rights to appointed members on council committees.

13.2 Attendance when a committee is performing judicial or quasi-judicial functions*Te tae atu i te wā e whakahaere whakawākanga ana tētahi komiti*

When a committee is performing judicial or quasi-judicial functions, members of the council who are not members of that committee are not entitled to take part in the proceedings.

13.3 Leave of absence*Tamōtanga ōkawa*

A council may grant a member leave of absence following an application from that member (including the Mayor).

To protect members' privacy the council may delegate authority to the Mayor to grant a leave of absence to a member. In the absence of the Mayor, the Deputy Mayor may exercise that authority.

The Mayor, or Deputy Mayor, will inform all members of the council whenever a member has been granted leave of absence under delegated authority.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Meeting minutes will record that a member has a leave of absence as an apology for that meeting.

For clarification:

Refer to section 19 of the Remuneration Related Policy regarding allowance applicable to a request for leave of absence.

13.4 Apologies*Ngā whakapāha*

A member who does not have leave of absence may tender an apology if they intend being absent from all or part of a meeting.

The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apology.

Members may be recorded as absent on council business where their absence is a result of a commitment made on behalf of the council.

For clarification:

The acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

13.5 Recording apologies*Te tuhi i ngā whakapāha*

The minutes must record:

- a) any apologies tendered before or during the meeting, including whether they were accepted or declined; and
- b) the time of arrival and departure of all members.

13.6 Absent without leave*Tamōtanga ōpaki*

Members who miss four consecutive meetings of the council (the governing body), without a leave of absence or apology having been accepted, will create an extraordinary vacancy.

This standing order doesn't apply to extraordinary meetings.

LGA 2002, Sch. 7, cl 5(d).

For clarification:

The extraordinary vacancy occurs at the end of the meeting at which a fourth apology has been declined, or a member had failed to appear without a leave of absence.

13.7 Right to attend by audio or audiovisual link*Te mōtika kia tae atu mā te hononga oro, ataata rongo rānei*

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Provided the conditions in Standing Orders 13.11 and 13.12 are met:

- a) Members of the council and its committees have the right to attend meetings by electronic link unless they have been lawfully excluded.
- b) Members of the public, for the purpose of a deputation or public forum, approved by the chairperson, have the right to attend meetings by electronic link, unless they have been lawfully excluded.

13.8 Member's status: quorum

Te tūnga a te mema: kōrama

Where these standing orders provide for members attendance by electronic link, members who attend meetings by electronic link are counted as present for the purposes of the quorum.

LGA 2002, Sch. 7 cl 25A(4)

13.9 Member's status: voting

Te tūnga a te mema: te pōti

Where a meeting has a quorum, the members attending by electronic link can vote on any items raised at the meeting.

13.10 Chairperson's duties

Ngā haepapa a te Upoko

Where the technology is available and a member is attending a meeting by audio or audiovisual link, the chairperson must ensure that:

- a) the technology for the link is available and of suitable quality; and
- b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other;
 - ii. the member's attendance by audio, or audio visual, link does not reduce their accountability or accessibility of that person in relation to the meeting;
 - iii. the requirements of Part 7 of LGOIMA are met; and
 - iii. the requirements in these Standing Orders are met.

LGA 2002, Sch. 7, cl 25A(3)

13.11 Conditions for attending by audio or audiovisual link

Ngā here o te tae atu mā te hononga oro, ataata-rongo rānei

Noting Standing Order 13.7, the chairperson may give approval for a member to attend meetings by electronic link, either generally or for a specific meeting.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Examples of situations where approval can be given include:

- a) where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- b) where a member is unwell; and
- c) where a member is unable to attend due to an emergency.

13.12 Request to attend by audio or audiovisual link

Te tono kia tae atu mā te hononga oro, ataata-rongo rānei

Where possible, a member will give the chairperson and the chief executive at least two working days' notice when they want to attend a meeting by audio or audiovisual link. If, due to illness or emergency, this is not possible the member may give less notice.

Where a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audiovisual link. However, the council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the council or its committees.

13.13 Chairperson may terminate link

Ka āhei te Upoko ki te momotu i te hononga

The chairperson may direct that an electronic link be terminated where:

- a) use of the link is increasing, or may unreasonably increase, the length of the meeting;
- b) the behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- c) it is distracting to the members who are physically present at the meeting;
- d) the quality of the link is no longer suitable; or
- e) information classified as confidential may be compromised (see also SO 13.16).

13.14 Giving or showing a document

Te hoatu, te whakaatu tuhinga rānei

A person attending a meeting by audio- or audio-visual link may give or show a document by:

- a) transmitting it electronically;

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- b) using the audio visual link; or
- c) any other manner that the chairperson thinks fit.

LGA 2002, Sch. 7, cl 25A(6).

13.15 Link failure

Mūhoretanga o te hononga

Where an audio or audiovisual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

13.16 Confidentiality

Te matatapu

A member who is attending a meeting by audio, or audio-visual link, must ensure that the meeting's proceedings remain confidential during any time that the public is excluded.

The chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings. If the chairperson is not satisfied by the explanation, they may terminate the link.

14. Chairperson's role in meetings

Te mahi a te Upoko i ngā hui

14.1 Council meetings

Ngā hui kaunihera

- The Mayor must chair all council meetings unless they vacate the chair. The Mayor may vacate the chair for an entire meeting or part of a meeting.
- The Deputy Mayor must chair the council meeting if the Mayor is absent from a meeting or vacates the chair.
- The members present must elect an acting chairperson if the Mayor and Deputy Mayor are not present and/or have vacated the chair.
- The Deputy Mayor or the acting chairperson has all the responsibilities, duties and powers of the chairperson for the duration of the meeting.

LGA 2002, Sch. 7, cl 26(1), (5) & (6).

14.2 Other meetings

Ētahi atu hui

The chairperson of a committee or subcommittee must chair each meeting unless they vacate the chair for all or part of a meeting.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The deputy chairperson (if any) must chair the meeting if the chairperson is absent or has vacated the chair.

The committee members present must elect an acting chairperson if the deputy chairperson is absent or has not been appointed.

The deputy chairperson or the acting chairperson has all the responsibilities, duties and powers of the chairperson for the meeting.

LGA 2002, Sch. 7, cl 26(2), (5) & (6).

14.3 Addressing the chairperson

Te kōrero ki te Upoko

Members will address the chairperson in a manner that the chairperson has determined.

14.4 Chairperson's rulings

Ngā whakatau a te Upoko

The chairperson will decide all procedural questions, including those where insufficient provision is made by the Standing Orders.

Where a point of order questions the chairperson's ruling, the deputy chairperson will decide.

Refusal to obey a chairperson's ruling or direction constitutes contempt (see Standing Order 20.5).

14.5 Chairperson standing

Te mana o te Upoko

When the chairperson stands during a debate, members are required to sit down (if required to stand to address the meeting) and be silent so that they can hear the chairperson without interruption.

14.6 Member's right to speak

Te mōtika o te mema ki te kōrero

Members are entitled to speak in accordance with these Standing Orders.

Members should address the chairperson when speaking.

Members may not leave their place while speaking unless they have the leave of the chairperson.

14.7 Chairperson may prioritise speakers

Ka āhei te Upoko ki te whakaraupapa i ngā kaikōrero

When two or more members want to speak the chairperson will determine the speaking order and name the member who may speak first.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Members who wish to speak have precedence where they intend to:

- a) raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- b) move a motion to terminate or adjourn the debate; and/or
- c) make a point of explanation; and/or
- d) request the chairperson to permit the member a special request.

15. Public Forums*Ngā Wānanga Tūmatanui*

Public forums are a defined period of time, put aside for the purpose of public input.

Public forums enable members of the public to bring items of their choice, not on the meeting's agenda, to the attention of the council.

In the case of a committee, any issue, idea, or matter raised in a public forum must fall within the terms of reference of that committee.

15.1 Time limits*Ngā tepenga wā*

A period of up to 30 minutes will be available for the public forum at each scheduled council meeting.

Speakers can speak for up to five minutes (excluding questions).

Requests to speak at a public forum must be:

- a) made to the chief executive (or their delegate);
- b) made at least one clear day before the meeting; and
- c) must outline the items that will be addressed by the speaker(s).

The chairperson has discretion to:

- a) extend a speaker's allocated speaking time;
- b) where there are more than six speakers presenting in the public forum, restrict one or more speakers allocated speaking time, or
- c) waive the time requirement for requesting permission to speak in the public forum.

15.2 Restrictions*Ngā aukatinga*

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- a) a speaker is repeating views presented by an earlier speaker at the same public forum;
- b) more than two speakers have requested to speak on the same matter at the same meeting;
- c) the speaker is criticising elected members and/or staff;
- d) the speaker is being repetitious, disrespectful or offensive;
- e) the speaker has previously spoken on the same issue;
- f) the speaker has caused disruption at multiple previous committee and/or council meetings;
- g) the matter is subject to legal proceedings;
- h) the matter is subject to a hearing, including the hearing of submissions where the council or committee sits in a quasi-judicial capacity; and/or
- i) decision-making authority on the matter rests with another body or individual.

15.3 Questions at public forums

Ngā pātai i ngā wānanga tūmatanui

With the chairperson's permission, members may ask questions of speakers at the conclusion of their presentation.

Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

The speaker may not ask questions of either members or staff.

15.4 No resolutions

Kāore he tatunga

No debate or decisions can be made at the meeting on issues raised during the public forum.

16. Deputations

Ngā whakaaturanga ōkawa

The purpose of a deputation is to enable a person, group, or organisation, to make a presentation about an item(s) on a meeting agenda.

Deputations may be heard at the commencement of the meeting, or at the time that the relevant agenda item is being considered.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Requests to make a deputation must be:

- a) made to the chief executive (or their delegate);
- b) made at least five clear days before the meeting; and
- c) must outline the items that will be addressed by the speaker(s).

Any documents to be included in the deputation must be received at least two days in advance to allow time for translation

The chairperson has the discretion to waive the time requirement for requesting permission to make a deputation.

Members of the public may not question either members or staff.

16.1 Time limits

Ngā tepenga wā

Unless the chairperson has restricted the speaking time under Standing Order 16.2:

- a) speakers can speak for up to five minutes (excluding questions); and
- b) no more than two speakers can speak on behalf of a deputation.

The chairperson has discretion to extend a speaker's speaking time.

16.2 Restrictions

Ngā aukatinga

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- a) a speaker is repeating views presented by an earlier speaker at the meeting;
- b) the speaker is criticising elected members and/or staff;
- c) the speaker is being repetitious, disrespectful or offensive;
- d) the speaker has previously spoken on the same issue;
- e) the matter is subject to legal proceedings;
- f) the matter is subject to a hearing, including the hearing of submissions where the council or committee sits in a quasi-judicial capacity and/or
- g) where a member of the public has previously caused a disruption at multiple meetings, the chairperson may decline a deputation request and require the individual to provide their views in writing.

16.3 Questions of a deputation

Ngā pātai o te whakaaturanga ōkawa

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

With the permission of the chairperson, members may ask questions of any speakers at the conclusion of the deputation.

Questions are to be confined to obtaining information or clarification on items raised by the deputation.

Those making the deputation may not ask questions of either members or staff.

16.4 Resolutions*Ngā tatunga*

Any debate on a matter raised in a deputation must occur at the time at which the matter is discussed on the meeting agenda, and once a motion has been moved and seconded.

17. Petitions*Ngā petihana***17.1 Form of petitions***Te āhua o ngā petihana*

Petitions may be presented to a council or committee meeting provided the subject matter falls within the terms of reference of the intended meeting.

Petitions must:

- a) contain at least 20 signatures and consist of fewer than 150 words (not including signatories);
- b) be received by the chief executive at least five working days before the meeting at which they will be presented; and
- c) must not be disrespectful, use offensive language or include malicious, inaccurate, or misleading statements (see Standing Order 20.9 on qualified privilege); and
- d) May be written in English, te reo Māori, or given in sign language. Petitioners should inform the chief executive in sufficient time to allow translation services to be arranged.

The chairperson may waive the requirement that petitions are required five working days before the meeting.

17.2 Petition presented by petitioner*Petihana i whakaaturia e te kaipetihana*

A petitioner who presents a petition to the council or a committee may speak for five minutes (excluding questions) about the petition unless the meeting resolves otherwise.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The chairperson must terminate the presentation if they believe the petitioner is being disrespectful, offensive, or making malicious statements.

17.3 Petition presented by member

Petihana i whakaaturia e tētahi mema

A member may present a petition on behalf of a petitioner. In doing so the member must confine themselves to presenting:

- a) the petition;
- b) the petitioners' statement; and
- c) the number of signatures.

18. Exclusion of public

Te aukati i te hunga tūmatanui

18.1 Motions and resolutions to exclude the public

Ngā mōtini me ngā tatūnga ki te aukati i te hunga tūmatanui

Members of a meeting may resolve to exclude the public from the whole meeting or part of the meeting. The grounds for exclusion are those specified in s 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public with copies of the motion made available to any member of the public who is present.

A resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The council must:

- a) include the general subject for each matter to be excluded;
- b) describe the grounds in section 48 for excluding the public;
- c) have considered whether the public interest in the matter weighs against excluding the public;
- d) provide reason(s), should the resolution pass, set out in plain English and including sufficient detail.

The resolution forms part of the meeting's minutes.

Note: Section 7(2)(f)(i) (free and frank expression) cannot be used as a ground to exclude the public from meetings.

LGOIMA, s 48.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**18.2 Specified individuals may remain***Ka āhei ētahi tāngata ka tautuhia ki te noho atu*

A resolution to exclude the public may provide for specified individuals to remain if the meeting believes they have knowledge that will assist the meeting.

If it is proposed that specified individuals should stay, the resolution must state how their knowledge is relevant and will be of assistance.

No resolution is needed for people entitled to be at the meeting (such as relevant staff and officials contracted to the council for advice on the matter).

LGOIMA, s 48(6).

18.3 Public excluded items*Ngā take tūmataiti*

The chief executive must indicate, on the agenda, any matter they expect the meeting to consider with the public excluded.

The chief executive may exclude reports, the content or items from reports, expected to be discussed with the public excluded.

LGOIMA, s 46A(8) & (9).

18.4 Non-disclosure of information*Te kore e whāki mōhihio*

Members and officers may only discuss the information relating to public excluded agenda items and reports with another member, an officer, or a person authorised by the chief executive.

This restriction does not apply where a meeting has resolved, or the chief executive has decided, to make the information publicly available because:

- a) there are no longer grounds under LGOIMA for withholding the information; and
- b) the information is no longer confidential.

18.5 Release of information from public excluded session*Te tuku i ngā mōhihio o tētahi hui tūmataiti*

A meeting may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

The chief executive may release information which has been considered at a public excluded session when it is determined that the grounds to withhold the information no longer exist.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**19. Voting***Te pōti***19.1 Decisions by majority vote***Ngā whakatau mā ngā pōti a te tokomaha*

Unless the LGA 2002 or council's standing orders provide otherwise, council and committees must decide all items before a meeting by:

- a) a vote; and
- b) the majority of members that are present and voting.

LGA 2002, Sch. 7, cl 24(1) & (4).

19.2 Open voting*Te pōti tuwhera*

All items must be determined by open voting.

Everyone present at a meeting must be able to see (or hear) how each individual councillor votes.

LGA 2002, Sch. 7, cl 24(3).

19.3 Chairperson has a casting vote*Mā te Upoko te pōti whakatau*

The Mayor, chairperson, or any other person presiding at a meeting, has a deliberative vote and, in the case of an equality of votes, has a casting vote.

LGA 2002, Sch. 7, cl 24(2).

19.4 Method of voting*Tikanga pōti*

The method of voting must be as follows:

- a) The chairperson, in putting the motion, must:
 - i. call for an expression of opinion on the voices; or
 - ii. take a show of hands; and
 - iii. announce the result.
- b) The chairperson's announcement is conclusive unless it is questioned immediately by a member, in which event the chairperson will call a division.
- c) The chairperson, or a member, may call for a division instead of, or immediately after, voting by voice and/or taking a show of hands.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices, or division. The result must be publicly displayed and notified to the chairperson who must declare the result.

19.5 Calling for a division

Te karanga wehewehenga

When a division is called, the chief executive must:

- a) record the names of the members voting for and against the motion
- b) record the names of members abstaining
- c) provide the outcome to the chairperson to declare the result.

The result of the division including members' names and the way in which they voted must be entered into the minutes.

The chairperson may call a second division where there is confusion or error in the original division.

19.6 Request to have votes recorded

Te tono kia tuhia ngā pōti

- A member may request their vote, or abstention is recorded in the minutes.
- The request must be received immediately after the vote is taken.
- The minutes must record the member's vote or abstention.
- Recording any other items, such as a members' reason for their vote or abstention, is not permitted.

19.7 Members may abstain

Ka āhei ngā mema ki te noho puku

- A member may abstain from voting.
- A member does not need to provide a reason for their abstention.

20. Conduct

Whanonga

20.1 Calling to order

Te whakatuwhera i te hui

When the chairperson calls members to order they must be seated and stop speaking.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

If a member fails to stop speaking and take their seat, the chairperson may direct the member to leave the meeting immediately.

The chairperson may also adjourn the meeting:

- a) if other people cause disorder; or
- b) in the event of an emergency.

20.2 Behaviour consistent with Code of Conduct

Me ū ngā whanonga ki te Tikanga Whanonga

At a meeting no member may act inconsistently with their Code of Conduct or speak or act in a manner which is disrespectful of other members, staff or the public.

20.3 Retractions and apologies

Ngā whakakahoretanga me ngā whakapāha

The chairperson may require a member, or speaker, to apologise and/or withdraw offending comments where the individual:

- a) has been disrespectful of another member, staff or the public; or
- b) contravened the council's Code of Conduct.

If the member refuses to comply with the chairperson's instruction, the chairperson may:

- a) direct that the individual leave the meeting for a specified time and/or
- b) make a complaint under the Code of Conduct.

20.4 Disorderly conduct – members and public

Whanonga kino – ngā mema me te hunga tūmatanui

A member whose behaviour is disorderly or is creating a disturbance, may be asked by the chairperson to leave the room immediately.

The chairperson must specify whether the member is required to leave for:

- a) the remainder of the meeting; or
- b) a lesser period.

The chairperson may also adjourn the meeting:

- a) if other people cause disorder; or

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- b) in the event of an emergency.

If the disorder continues the chairperson may adjourn the meeting for a specified time.

20.5 Contempt*Te whakahāwea*

Where the chairperson has repeatedly cautioned a member for disorderly conduct the meeting may resolve that the member is in contempt.

The resolution must be recorded in the meeting's minutes.

A member who has been found to be in contempt and continues to be cautioned by the chairperson for disorderly conduct, may be subject to Standing Order 20.6.

20.6 Removal from meeting*Te pana tangata i te hui*

A member of the police, or authorised security personnel, may, at the chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the chairperson has ruled that the member should leave the meeting and:

- a) the member has refused or failed to do so; or
- b) has left the meeting and attempted to re-enter it without the chairperson's permission.

20.7 Financial conflicts of interests*Ngā pānga taharua ahumoni*

Every member present at a meeting must declare any direct or indirect financial interest that they hold in any matter being discussed at a meeting, other than an interest that they hold in common with the public.

The nature of the interest does not need to be disclosed.

No member may vote on, or take part in, a discussion about any matter in which they have a direct or indirect financial interest unless:

- a) an exception set out in s 6 of the LAMIA applies to them, or
- b) the Auditor-General has granted an exemption or declaration under s 6(4), 3(a) or 3(aa) of the LAMIA.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded, in which case they should leave the room.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The chairperson, chief executive and/or the meeting cannot rule on whether a member has a financial interest in the matter being discussed.

The minutes must record any declarations of financial interests and the members' abstention from any discussion and voting on the matter.

LAMIA, ss 3, 6 & 7.

20.8 Non-financial conflicts of interests

Ngā pānga taharua ahumoni

- Non-financial interests involve questions about whether the judgement of a member could be affected by a separate interest, or duty, which that member may have in relation to a particular matter.
- If a member considers that they have a non-financial conflict of interest in a matter that may influence their judgement, they must not take part in the discussions about that matter, or any subsequent vote.
- The member must leave the table when the matter is considered but does not need to leave the room.
- The minutes must record the declaration and member's subsequent abstention from discussion and voting.
- The chairperson, chief executive and/or the meeting cannot rule on whether a member has a non-financial interest in the matter being discussed.

20.9 Qualified privilege for meeting proceedings

Te whakaaetanga motuhake i roto i ngā tuhinga hui

Any oral statement made at any meeting of the council in accordance with the rules adopted by the council for guiding its proceedings is privileged unless the statement is proved to have been made with ill will, or took improper advantage of the occasion of publication.

LGOIMA, s 53.

20.10 Qualified privilege additional to any other provisions

He āpitihanga te whakaaetanga motuhake ki ētahi atu whakaritenga

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies because of any other enactment or rule of law applying to any meeting of the council.

LGOIMA, s 53.

20.11 Electronic devices at meetings

Ngā pūrere hiko i ngā hui

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Electronic devices and phones should only be used to advance the business of a meeting.

21. General rules of debate

Ngā tikanga ahuwhānui o te tautohetohe

21.1 Chairperson may exercise discretion

Ka āhei te Upoko ki te whakarite i tāna ake whakatau

The chairperson has discretion to apply any procedural items in this section of Standing Orders as they see fit.

21.2 Time limits on speakers

Ngā tepenga wā mō ngā kaikōrero

The following time limits apply to members speaking at meetings:

- a) movers of motions when speaking to the motion – five minutes;
- b) movers of motions when exercising their right of reply – five minutes; and
- c) other members – five minutes.

Time limits can be extended by:

- a) resolution, or
- b) at the chairperson's discretion.

21.3 Questions to staff

Ngā pātai ki ngā kaimahi

The chairperson has discretion to decide whether questions can be put to staff once the debate has begun.

The chairperson has discretion to determine:

- a) how the question is to be dealt with; or
- b) whether the question needs to be answered or not.

21.4 Questions of clarification during debate

Ngā pātai whakamārama i te wā o te tautohetohe

At any point in a debate a member may ask the chairperson:

- a) for clarification about the nature and content of the motion; and/or
- b) the particular stage the debate has reached.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**21.5 Members may speak only once***Kotahi anake te wā e kōrero ai ngā mema*

A member, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 - 22.4, may not speak more than once to a motion at a meeting of the council, except with permission of the chairperson.

Members can speak more than once to a motion at a committee or subcommittee meeting with the chairperson's permission.

21.6 Limits on number of speakers*Te tepenga o te nui o ngā kaikōrero*

If three speakers have spoken in support of, or in opposition to, a motion, the chairperson may call for a speaker to the contrary.

If there is no speaker to the contrary, the chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of, or opposition to, a motion.

21.7 Mover and seconder may reserve speech*Ka āhei te kaimōtini me te kaitautoko ki te tārewa i ā rāua kōrero*

A member may move or second a motion or amendment without speaking to it, reserving the right to speak until later in the debate.

21.8 Speaking only to relevant items*Te kōrero mō ngā take hāngai anake*

Members may only speak to:

- a) a matter on the meeting agenda;
- b) a motion or amendment which they propose; or
- c) to raise a point of order.

Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on these items are final and not open to challenge.

21.9 Restating motions*Te whakapuaki anō i ngā mōtini*

At any time during a debate a member may ask that the chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**21.10 Criticism of resolutions***Te whakahē tatūnga*

A member speaking in a debate may not unduly criticise the validity of any resolution, except where the matter under debate is a notice of motion to amend or revoke that resolution.

21.11 Objecting to words*Te whakahē kupu*

A member may object to words used by another member in debate and ask that the objection be recorded in the minutes.

The objection must be lodged at the time the words are used, and before any other member has spoken.

The chairperson must order the minutes to record the objection.

Note: This provision does not prevent a member from making a complaint at any time during, or after, a meeting about the use of inappropriate or offensive language.

21.12 Right of reply*Mōtika whakautu kōrero*

The mover of a motion has a right of reply.

The mover of an amendment to the motion does not.

In their reply, the mover must confine themselves to answering previous speakers and not introduce any new items.

A mover has only one right of reply. The mover can exercise their right of reply either at the end of the debate on the motion (whether original, substituted or substantive) or at the end of the debate on a proposed amendment.

The original mover may speak once to the principal motion and once to each amendment without losing their right of reply.

If a closure motion is carried, the mover of the motion may use their right of reply before the motion or amendment is put to the vote.

21.13 No other member may speak*Kāore tētahi atu mema e āhei ki te kōrero*

No member may speak:

- a) after the mover has started their reply;
- b) after the mover has indicated that they want to forego their reply; or

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- c) where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

21.14 Adjournment motions*Ngā mōtini whakatārewa*

The carrying of any motion to adjourn a meeting supersedes other business, including business yet to be resolved.

Any adjourned business must be considered at the next meeting.

Business referred to, or referred back to, another decision-making body must be considered at the next ordinary meeting of that body, unless otherwise specified.

21.15 Chairperson's acceptance of closure motions*Te whakaae a te Upoko ki ngā mōtini whakakapi*

The chairperson may only accept a closure motion where:

- a) there have been at least two speakers for and two speakers against the motion proposed to be closed; or
- b) the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate.

When the meeting is debating an amendment, the closure motion relates to the amendment.

If a closure motion is carried, the mover of the motion under debate has the right of reply (unless the mover has already exercised that right) after which the chairperson puts the motion or amendment to the vote.

22. General procedures for speaking and moving motions*Ngā tukanga mō te kōrero me te whakatau mōtini***22.1 Options for speaking and moving***Kōwhiringa ki te kōrero me te mōtini*

This subsection provides three options for speaking and moving motions and amendments at a meeting of council and its committees.

Option A applies unless, on the recommendation of the chairperson at the beginning of a meeting, the meeting resolves *[by simple majority]* to adopt either of the other two options for the meeting generally, or for any specified items on the agenda.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**22.2 Option A***Kōwhiringa A*

- a) The mover and seconder of a motion cannot move or second an amendment (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend a matter in the report. In this case the original mover or seconder may also move or second the amendment).
- b) Only members who have not spoken to the motion (whether original, substituted or substantive) motion may move or second an amendment to it.
- c) A member may only move or second one amendment in a debate. It does not matter whether the amendment is carried (and becomes the substantive motion) or lost.
- d) Members can speak to any amendment. The meeting may reword a motion provided that:
 - i. the mover and seconder agree to the rewording; and
 - ii. the majority of members agree to the rewording.

22.3 Option B*Kōwhiringa B*

- a) The mover and seconder of a motion cannot move or second an amendment (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also move or second the amendment).
- b) Any members, regardless of whether they have spoken to the motion (whether original, substituted or substantive), may move or second an amendment to it.
- c) The mover or seconder of an amendment that is carried can move or second a subsequent amendment.
- d) A mover or seconder of an amendment which is lost cannot move or second a subsequent amendment.
- e) Members can speak to any amendment.
- f) The meeting may reword a motion provided that:
 - i. the mover and seconder agree to the rewording; and
 - ii. the majority of members agree to the rewording.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**22.4 Option C***Kōwhiringa C*

- a) The mover and seconder of a motion can move or second an amendment.
- b) Any members, regardless of whether they have spoken to the motion (whether original, substituted or substantive), may move or second an amendment to it.
- c) The mover or seconder of an amendment (whether it is carried or lost) can move or second further amendments.
- d) Members can speak to any amendment.
- e) The meeting may reword a motion provided that:
 - i. the mover and seconder agree to the rewording; and
 - ii. the majority of members agree to the rewording.

23. Motions and amendments*Ngā mōtini me ngā menemana***23.1 Proposing and seconding motions***Te whakatakoto me te tautoko mōtini*

- All motions, and amendments to motions moved during a debate, must be seconded (including notices of motion).
- The chairperson may then state the motion and propose it for discussion.
- A motion should be moved and seconded before debate but after questions.
- Any motion, including substituted motions and amendments, that are not seconded are not valid and should not be entered in the minutes.
- Members who move or second a motion are not required to be present for the entirety of the debate.

23.2 Motions in writing*Ngā mōtini ā-tuhi*

The chairperson may require movers of motions, including substituted motions and amendments, to provide them in writing.

23.3 Motions expressed in parts*Ngā mōtini i whakatakotohia ki ngā wāhanga*

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

23.4 Substituted motion

Ngā mōtini whakakapi

The meeting may replace a motion with a substitute provided that:

- a) the substituted motion has been moved and seconded; and
- b) the mover and seconder of the original motion agree to its replacement.

All members may speak to the substituted motion.

23.5 Amendments to motions

Ngā menemana ki ngā mōtini

Subject to standing order 23.6, the meeting may amend a motion provided that:

- a) the motion has been moved and seconded; and
- b) the mover and seconder of the original motion agree to its amendment.

All members may speak to the amendment.

23.6 Amendments must be relevant and not direct negatives

Me hāngai ngā menemana, otirā kia kaua e whakakahore

Every proposed amendment must be relevant to the motion under discussion.

Proposed amendments cannot be similar to an amendment that has already been lost.

An amendment cannot be a direct negative to the motion.

Amendments must comply with the decision-making provisions of Part 6 of the LGA 2002.

Reasons for not accepting an amendment include:

- a) not directly relevant;
- b) in conflict with a carried amendment;
- c) similar to a lost amendment;
- d) would negate a committee decision if made under delegated authority;
- e) being in conflict with a motion referred to the governing body by that meeting; or
- f) direct negative.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**23.7 Foreshadowed amendments***Ngā menemana i tūtohua*

Only one amendment can be debated at a time.

The meeting must dispose of a proposed or existing amendment before a new amendment can be moved.

Members may foreshadow, to the chairperson, an intention to move further amendments and may advise the nature of those amendments.

23.8 Lost amendments*Ngā menemana mūhore*

Where a proposed amendment is lost, the meeting will resume the debate on the motion (whether original, substituted or substantive).

Any member who has not spoken to that motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to it, and may move or second a further amendment.

23.9 Carried amendments*Ngā menemana i mana*

Where an amendment is carried;

- a) The motion, incorporating the amendment, becomes the substantive motion.
- b) the meeting will resume the debate on the substantive motion.

Members who have not spoken to the original motion may, depending on the choice of options for speaking and moving set out in Standing Orders 22.2 – 22.4, speak to the substantive motion, and may move or second a further amendment to it.

23.10 Where a motion is lost*Ina hinga tētahi mōtini*

Where a motion that recommends a course of action is lost, a new motion, with the consent of the chairperson, may be proposed to provide an alternative course of action.

23.11 Withdrawal of motions and amendments*Te tango mōtini, menemana hoki*

The meeting owns a motion or amendment once it has been moved, seconded and put to the meeting for discussion.

The mover cannot withdraw a motion or amendment without the agreement of the majority of members who are present and voting.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The mover of an original motion cannot withdraw the motion if an amendment has been moved, seconded and put to the meeting for discussion unless the amendment has been lost, or withdrawn .by agreement

Refer to Standing Order 23.4.

23.12 No speakers after reply or motion has been put

Kāore e āhei te kōrero i muri i te whakatakoto whakautu, mōtini rānei

No member may speak to a motion once:

- a) the mover has started their right of reply; or
- b) the chairperson has started putting the motion.

24. Revocation or alteration of resolutions

Te whakakore, te whakarerekē rānei i ngā tatūnga

24.1 Member may move revocation of a decision by notice of motion

Ka āhei te mema ki te whakakore i tētahi whakataunga mā te whakatakoto mōtini

A member of a decision-making body may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of the same decision-making body.

The notice of motion must set out:

- a) the resolution or part of the resolution which the member proposes to revoke or alter;
- b) the decision-maker and meeting date when the resolution was passed;
- c) the motion, if any, which the member proposes to replace it with; and
- d) sufficient information to satisfy the decision-making provisions of sections 77-82 of Part 6, of the LGA 2002.

If the mover of the notice of motion is unable to provide sufficient information, or the decision is likely to be deemed a significant decision, the notice of motion should recommend that the proposal is referred to the chief executive for consideration and report.

24.2 Revocation must be made by the body responsible for the decision

Mā te rōpū nā rātou te whakatau e whakakore

Where a committee, subcommittee, joint committee, other subordinate decision-making body has made a resolution under delegated authority, only that body may revoke or amend the resolution (assuming the resolution has been legally made).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

This provision does not prevent the body that delegated authority from removing or amending a delegation.

LGA 2002, Sch. 7, cl 30(6).

Refer also to Part 6 (Delegations) of these Standing Orders

24.3 Requirement to give notice

Te herenga ki te whakamōhio atu

A notice of motion to revoke, or alter, a previous resolution must:

- a) be in writing;
- b) be signed by not less than one third of the members of the council or body that made the resolution (including vacancies); and
- c) be delivered to the chief executive at least five clear working days before the proposed meeting.

The mover can send the notice of intended motion via email including the scanned electronic signatures of members.

If the notice of motion is lost, the chief executive cannot accept a similar notice of motion which is substantially the same in purpose and effect within the next twelve months.

24.4 Restrictions on actions under the affected resolution

Ngā herenga o ngā mahi i raro i te tatūnga whai pānga

Once a notice of motion to revoke or alter a previous resolution has been received, no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with.

Exceptions apply if, in the opinion of the chairperson:

- a) the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked; or
- b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the council or the committee that made the previous resolution.

In both situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

24.5 Revocation or alteration by resolution at same meeting

Te whakakore, te whakarerekē rānei mā te tatūnga i taua hui tonu

A meeting may revoke or alter a previous resolution made at the same meeting where:

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- a) the meeting has received fresh facts or information concerning the resolution during the course of the meeting; and
- b) 75 per cent of the members present and voting have agreed, by resolution, to the revocation or alteration.

24.6 Revocation or alteration by recommendation in report

Te whakakore, te whakarerekē rānei mā te tūtohunga i roto pūrongo

The council, on a recommendation in a report by the chairperson, chief executive, a committee or subcommittee, a subordinate decision-making body or a local or community board, may revoke or alter all or part of a resolution passed by a previous meeting.

The chief executive must give at least two clear working days' notice of any meeting that will consider a revocation or alteration recommendation.

LGA 2002, Sch. 7, cl 30(6).

25. Procedural motions

Ngā mōtini ā-hātepe

25.1 Procedural motions must be taken immediately

Me wawe tonu te pōti mō ngā mōtini ā-hātepe

A procedural motion to close or adjourn a debate takes precedence over other business, except points of order and rights of reply.

If a procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate.

The chairperson must accept a procedural motion to close or adjourn debate:

- a) after two speakers have spoken for the motion and two have spoken against the motion; or
- b) in the chairperson's opinion it is reasonable to accept the closure.

25.2 Procedural motions to close or adjourn a debate

Ngā mōtini ā-hātepe hei whakakapi, hei whakatārewa rānei i tētahi tautohetohe

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- b) that the motion under debate now be put (a closure motion);

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- c) that the matter being discussed be adjourned to a specified time and place and not be further discussed at the meeting;
- d) that the matter of business being discussed lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired); and
- e) that the matter being discussed be referred (or referred back) to the relevant committee or local or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

25.3 Voting on procedural motions

Te pōti mō ngā mōtini ā-hātepe

A majority of members present, and voting, must decide any procedural motion to close or adjourn a debate.

If a procedural motion is lost, no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

25.4 Debate on adjourned items

Ngā tautohetohe mō ngā take kua whakatārewatia

When debate resumes on items that have been previously adjourned all members can speak on the items.

25.5 Remaining business at adjourned meetings

Ngā take e toe tonu ana i ngā hui kua whakatārewatia

Where a resolution is made to adjourn a meeting, the remaining items will be considered at the next meeting.

25.6 Business referred to the council, committee or local or community board

Ngā take i tohua ki te kaunihera, komiti, poari ā-rohe, hāpori rānei

Where a matter is referred to, or referred back to, a committee or a local or community board, the committee or board will consider the matter at its next meeting unless the meeting resolves otherwise.

25.7 Other types of procedural motions

Ētahi atu momo mōtini ā-hātepe

The chairperson has the discretion to allow any other procedural motion not contained in these Standing Orders.

26. Points of order

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)*Ngā ui tikanga***26.1 Members may raise points of order***Ka āhei ngā mema ki te tuku ui tikanga*

Any member may raise a point of order when they believe these Standing Orders have been breached.

When a point of order is raised, the member who was speaking must stop speaking and sit down (if standing).

26.2 Subjects for points of order*Ngā kaupapa hei tuku ui tikanga*

A member raising a point of order must state precisely what its subject is.

Points of order may be raised for the following subjects:

a.	Disorder	Bringing disorder to the attention of the chairperson.
b.	Language	Highlighting use of disrespectful, offensive or malicious language.
c.	Irrelevance	Informing the chairperson that the topic being discussed is not the matter currently before the meeting.
d.	Misrepresentation	Alerting the chairperson of a misrepresentation in a statement made by a member, an officer or a council employee.
e.	Breach of standing order	Highlighting a possible breach of a standing order which must specify which standing order is subject to the breach.
f.	Recording of words	Requesting that the minutes record any words that have been the subject of an objection.

26.3 Contradictions*Ngā whakahorihori*

A difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

26.4 Point of order during division*Ngā ui tikanga i te wā o te wehewehenga*

A member may not raise a point of order during a division, except with the permission of the chairperson.

26.5 Chairperson's decision on points of order*Te whakatau a te Upoko i ngā ui tikanga*

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

The chairperson may decide a point of order immediately after it has been raised or may choose to hear further argument about the point before deciding.

The chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

Where a point of order concerns the performance of the chairperson, the chairperson will:

- a) refer the point of order to the deputy chairperson; or
- b) if there is no deputy chairperson, another member to hear arguments and make a ruling.

27. Notice of motion

Te pānui mōtini

27.1 Notice of intended motion to be in writing

Me tuhi te pānui mōtini

A notice of intended motion must:

- a) be in writing;
- b) be signed by the mover;
- c) state the meeting at which it is proposed the motion be considered; and
- d) be delivered to the chief executive at least five clear working days before the proposed meeting.

The mover can send the notice of an intended motion via email and include a scanned electronic signature of the mover.

The chief executive must give members notice in writing of the intended motion at least two clear working days' notice of the date of the meeting at which it will be considered.

27.2 Refusal of notice of motion

Te whakakāhore i te pānui mōtini

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- a) is disrespectful or which contains offensive language or statements made with malice;
- b) is not related to the role or functions of the council or the meeting concerned;

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- c) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make;
- d) is concerned with matters which are already the subject of reports or recommendations to the meeting concerned;
- e) fails to include sufficient information as to satisfy the decision-making provisions of the LGA 2002, ss 77-82. If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should recommend that the proposal is referred to the chief executive for consideration and report; or
- f) concerns a matter where council has delegated decision-making authority to a subordinate body or a local or community board.

Where the refusal is due to f), the chief executive must refer the notice of motion to the appropriate body or board.

The chief executive should provide reasons for refusing a notice of motion to the mover.

27.3 Mover of notice of motion

Te kaimōtini o te pānui mōtini

A meeting may not consider a notice of motion in the absence of the mover unless the mover has provided written authorisation for another member to move the motion.

27.4 Alteration of notice of motion

Te whakarerekē i te pānui mōtini

Only the mover may alter a proposed notice of motion.

Any alteration requires the agreement of a majority of those present at the meeting and must be made at the time the motion is moved.

Once moved and seconded no amendments may be made to a notice of motion.

27.5 When notices of motion lapse

Āhea mōnehu ai te pānui mōtini

Notices of motion that are not moved when called for by the chairperson must lapse.

27.6 Referral of notices of motion

Te tuari i te pānui mōtini ki rōpū kē

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Where a notice of motion refers to a matter ordinarily dealt with by a committee of the council or a local or community board, the chief executive must refer the notice of motion to that committee or board.

Where notices are referred, the proposer of the intended motion, if not a member of that committee, has the right to move that motion and exercise a right of reply, as if a committee member.

27.7 Repeat notices of motion

Ngā pānui mōtini tārua

When a motion has been considered and rejected by the council or a committee:

- a) No similar notice of motion may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.
- b) No other notice which, in the chairperson's opinion, has the same effect, may be put while the original motion stands.

28. Minutes

Meneti

28.1 Minutes to be evidence of proceedings

Ko ngā meneti te taunakitanga o ngā hui

The council, its committees and subcommittees must authorise and keep minutes of their proceedings.

When confirmed by resolution at a subsequent meeting, or following authorisation by the chairperson (by manual or electronic signature) the minutes will be authenticated and stored in hard or electronic copy.

Once authorised, the minutes are the *prima facie* evidence of the proceedings they relate to.

LGA 2002, Sch.. 7, cl 28.

28.2 Items recorded in minutes

Ngā take i tuhia ki ngā meneti

The chief executive must keep the minutes of meetings. The minutes must record:

- a) the date, time and venue of the meeting;
- b) the names of the members present;
- c) the chairperson;
- d) any apologies or leaves of absences;
- e) members absent without apology or leave of absence;

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- f) members absent on council business;
- g) the arrival and departure times of members;
- h) any failure of a quorum;
- i) a list of any external speakers and the topics they addressed;
- j) a list of the matter considered;
- k) matter tabled at the meeting;
- l) the resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these Standing Orders;
- m) the names of all movers, and seconders;
- n) any objections made to words used;
- o) all divisions taken and, if taken, a record of each members' vote;
- p) the names of any members requesting that their vote or abstention be recorded;
- q) any declarations of financial or non-financial conflicts of interest;
- r) the contempt, censure and removal of any members;
- s) any resolutions to exclude members of the public;
- t) the time at which the meeting concludes or adjourns; and
- u) the names of people permitted to stay in public excluded.

Note: hearings under the RMA 1991, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

28.3 No discussion on minutes

Kāore e kōrerorerotia ngā take kei ngā meneti

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

28.4 Minutes of last meeting before election

Ngā meneti o te hui whakamutunga i mua tonu i te pōtitanga

The chief executive and the relevant chairpersons must sign, or agree to have their digital signature inserted, the minutes of the last meeting of the council before the next election of members.

29. Keeping a record

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)*Te pupuri mauhanga***29.1 Maintaining accurate records***Te pupuri mauhanga tika*

A council must create and maintain full and accurate records of its affairs, in accordance with normal, prudent business practice, including the records of any matter that is contracted out to an independent contractor.

A council must maintain all public records that are in its control in an accessible form, to be able to be used for subsequent reference.

Public Records Act 2002, s 17.

29.2 Method for maintaining records*Te tikanga pupuri mauhanga*

Records of minutes may be kept in hard copy (Minute Books) and/or in electronic form. If minutes are stored electronically the repository in which they are kept must meet the following requirements:

- a) The provision of a reliable means of assuring the integrity of the information is maintained; and
- b) The information is readily accessible so as to be usable for subsequent reference.

Contract and Commercial Law Act 2017, s 229(1).

29.3 Inspection*Tirotirohanga*

Whether held in hard copy or in electronic form, minutes must be available for inspection by the public.

LGOIMA, s 51.

29.4 Inspection of public excluded items*Tirotirohanga o ngā take tūmataiti*

The chief executive must consider any request for the minutes of a meeting, or part of a meeting, from which the public was excluded as if it is a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Referenced documents / *Ngā tuhinga i kōrerotia*

1. Commissions of Inquiry Act 1908
 2. Crimes Act 1961
 3. Contract and Law Act 2017
 4. Financial Markets Conduct Act 2013
 5. Local Authorities (Members' Interests) Act 1968 (LAMIA)
 6. Local Electoral Act 2001 (LEA)
 7. Local Government Act 1974 and 2002 (LGA)
 8. Local Government Official Information and Meetings Act 1987 (LGOIMA)
 9. Public Records Act 2005
 10. Resource Management Act 1991 (RMA)
 11. Sale and Supply of Alcohol Act 2012
 12. Secret Commissions Act 1910
 13. Securities Act 1978
-

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 1: Grounds to exclude the public***Āpitihianga 1: Ngā take e aukatihia ai te hunga tūmatanui*

A local authority may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. Disclose a trade secret; or
 - ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
 - (ba) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. Be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. Be likely otherwise to damage the public interest.
 - (d) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (f) Maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (g) Maintain legal professional privilege; or
 - (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or
 - (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- (j) Prevent the disclosure or use of official information for improper gain or improper advantage.

LGOIMA, s 7.

Under A2 (above) the public may be excluded unless, in the circumstances of a particular case, the exclusion of the public is outweighed by other considerations which render it desirable and in the public interest that the public is not excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where:
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings;
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - iii. Proceedings of a local authority exist in relation to any application or objection under the Marine Farming Act 1971.

LGOIMA, s 48.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 2: Sample resolution to exclude the public***Āpitianga 2: Tauira o te tatūnga aukati i te hunga tūmatanui*

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is **moved**:

1. that the public is excluded from:

- The whole of the proceedings of this meeting; *(deleted if not applicable)*
- The following parts of the proceedings of this meeting, namely; *(delete if not applicable)*

The general subject of the matters to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds for excluding the public, as specified by s 48(1) of the Local Government Official Information and Meetings Act 1987, are set out below:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To prevent the disclosure of information which would— <ul style="list-style-type: none"> i. be contrary to the provisions of a specified enactment; or ii. constitute contempt of court or of the House of Representatives (s.48(1)(b)).
		To consider a recommendation made by an Ombudsman (s. 48(1)(c)).
		To deliberate on matters relating to proceedings where: <ul style="list-style-type: none"> i. a right of appeal lies to a court or tribunal against the final decision of the councils in those proceedings; or ii. the council is required, by an enactment, to make a recommendation in respect of the matter that is the subject of those proceedings (s.48(1)(d)).
		To deliberate on proceedings in relation to an application or objection under the Marine Farming Act 1971 (s.48(1)(d)).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
		To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
		To maintain legal professional privilege (s 7(2)(g)).
		To prevent the disclosure or use of official information for improper gain or advantage (s. 7(2)(j)).
		To protect information which if public would; <ul style="list-style-type: none"> i. disclose a trade secret; or ii. unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information (s 7(2)(b)).
		To avoid serious offence to Tikanga Māori, or the disclosure of the location of waahi tapu in relation to an application under the RMA 1991 for; <ul style="list-style-type: none"> • a resource consent, or • a water conservation order, or • a requirement for a designation or • an heritage order, (s 7(2)(ba)).
		To protect information which is subject to an obligation of confidence where the making available of the information would be likely to: <ul style="list-style-type: none"> i. prejudice the supply of similar information, or information from the same source, where it is in the public interest that such information should continue to be supplied; or ii. would be likely otherwise to damage the public interest (s 7(2)(c)).
		To avoid prejudice to measures protecting the health or safety of members of the public (s 7(2)(d)).

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public
		To avoid prejudice to measures that prevent or mitigate material loss to members of the public (s 7(2)(e)).
		To maintain the effective conduct of public affairs by protecting members or employees of the Council in the course of their duty, from improper pressure or harassment (s 7(2)(f)(ii)).
		To enable the council to carry out, without prejudice or disadvantage, commercial activities (s 7(2)(h)).

2. That (name of person(s)) is permitted to remain at this meeting after the public has been excluded because of their knowledge of (specify topic under discussion). This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because (specify). (Delete if inapplicable.)

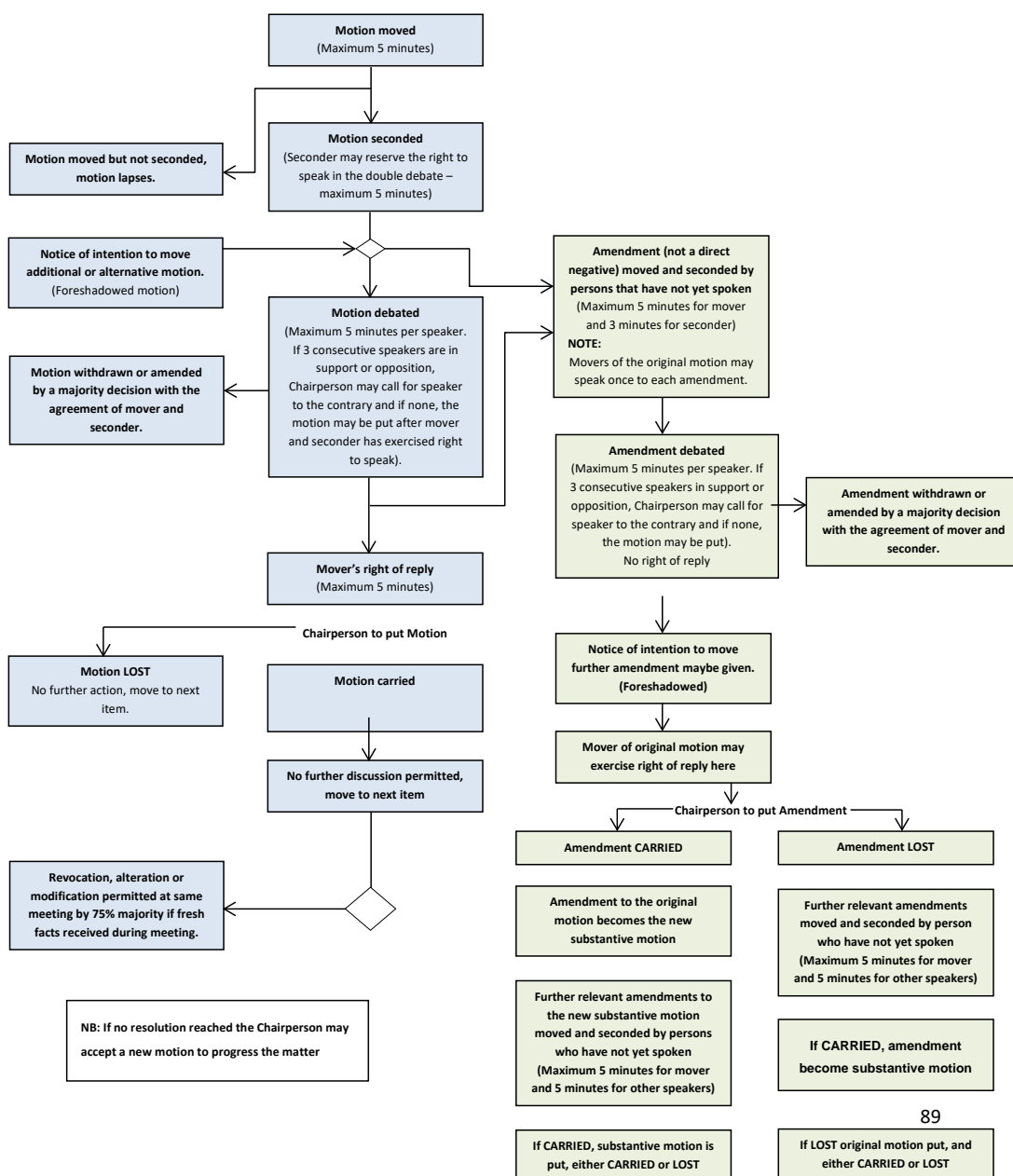
10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Appendix 3: Motions and amendments (Option A)

Āpitianga 3: Ngā mōtini me ngā menemana (Kōwhiringa A)

Motions without amendments

Motions with amendments



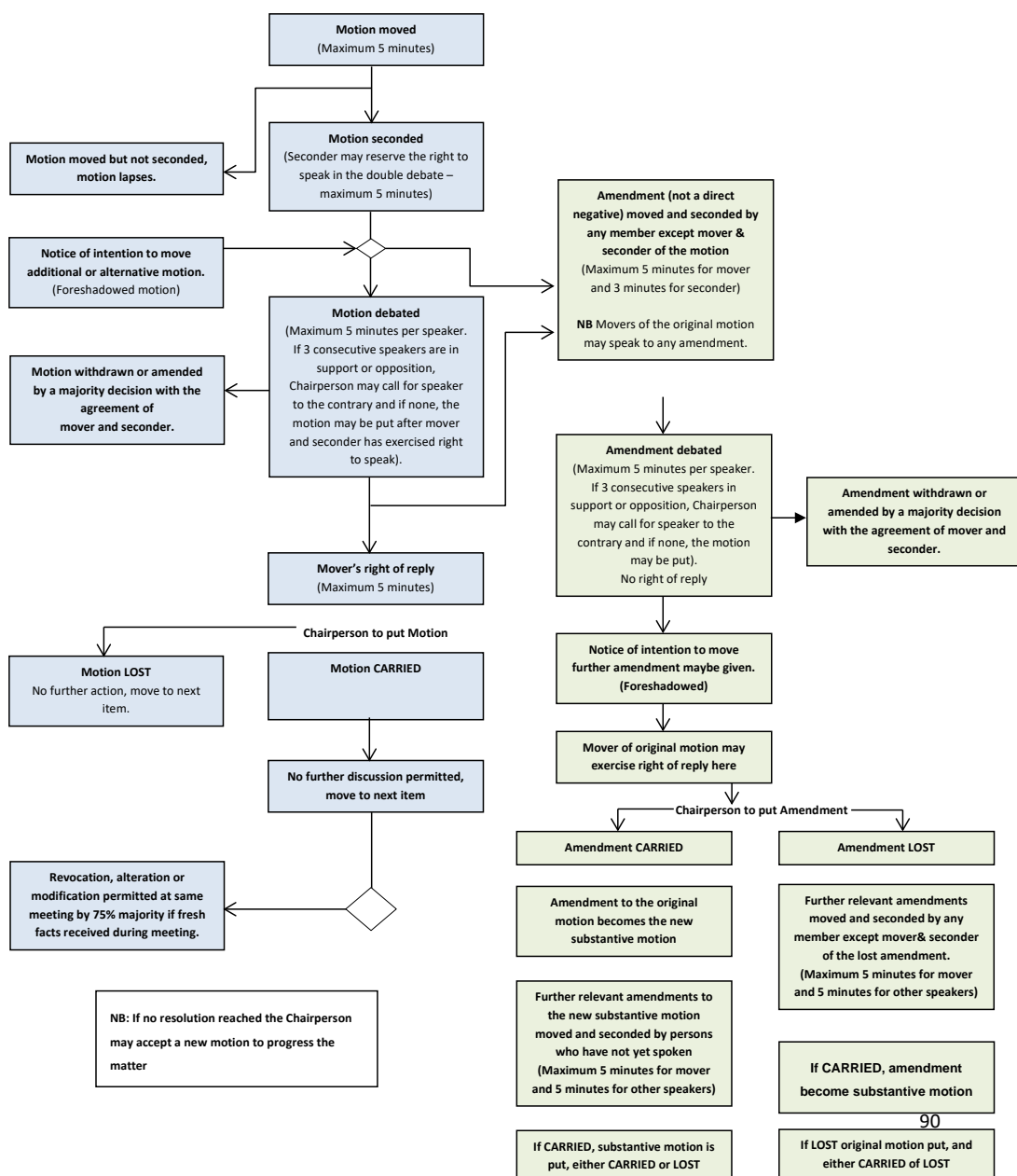
10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Appendix 4: Motions and amendments (Option B)

Āpitianga 4: Ngā mōtini me ngā menemana (Kōwhiringa B)

Motions without amendments

Motions with amendments



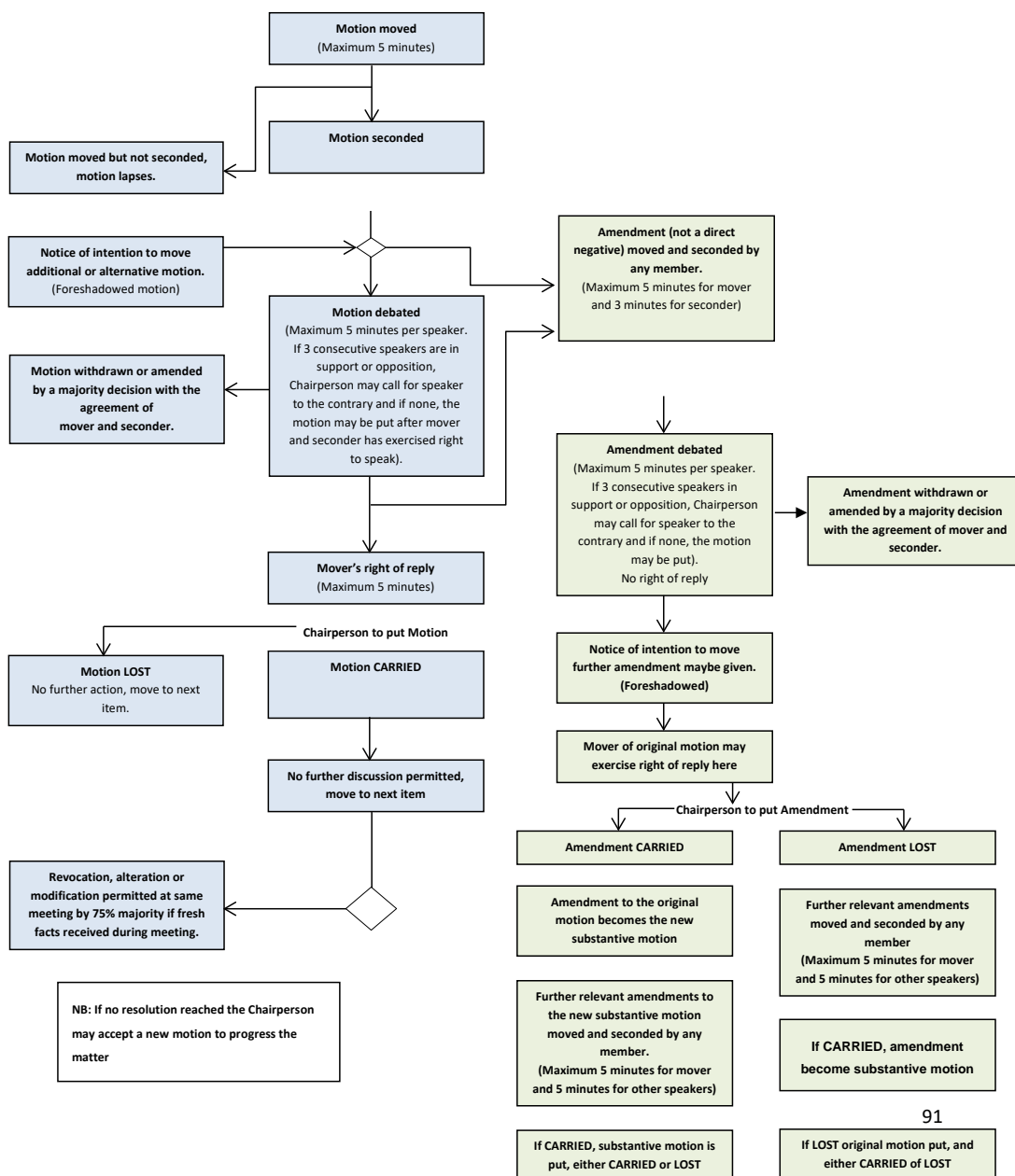
10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Appendix 5: Motions and amendments (Option C)

Āpitianga 5: Ngā mōtini me ngā menemana (Kōwhiringa C)

Motions without amendments

Motions with amendments



10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Appendix 6: Table of procedural motions
Āpitihanga 6: Tūtohi o ngā mōtini ā-hātepe

Motion	Has the Chair discretion to refuse this Motion?	Is second required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Motion	Has the Chair discretion to refuse this Motion?	Is second required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 7: Powers of a Chairperson***Āpitihanga 7: Ngā mana a te Upoko*

This Appendix sets out specific powers given to the chairperson contained in various parts of these Standing Orders.

Items not on the agenda (SO.9.12)

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the local authority may be discussed if the chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report (SO.9.6)

The chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

Chairperson's recommendation (SO.9.5)

The chairperson of any meeting may include on the agenda for that meeting a chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson may call a meeting (SO. 11.6)

The chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next scheduled meeting; and
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Audio or audio visual attendance (SO.13.10)

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the chairperson must ensure that:

- a) The technology for the link is available and of suitable quality; and
- b) Procedures for using the technology in the meeting will ensure that:
 - i. Everyone participating in the meeting can hear each other;

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

- ii. The member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting;
- iii. The requirements of Part 7 of LGOIMA are met; and
- iv. The requirements in these Standing Orders are met.

Chairperson to decide all questions (SO. 14.4)

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision. The chairperson's ruling is final and not open to debate.

Chairperson's rulings (SO.14.4)

Any member who refuses to accept a ruling of the chairperson, may be required by the chairperson to withdraw from the meeting for a specified time.

Chairperson rising (SO.14.5)

Whenever the chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the chairperson may be heard without interruption.

Explanations (SO. 14.6)

The chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Members may leave places (SO.14.6)

The chairperson may permit members to leave their place while speaking.

Priority of speakers (SO.14.7)

The chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Questions of speakers (SO.16.3)

The chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Chairperson's voting (SO19.3)

The chairperson at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where Standing Orders make such provision.

Withdrawal of offensive or malicious expressions (SO.20.3)

The chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Any member who refuses to withdraw the expression or apologise, if required by the chairperson, can be directed to withdraw from the meeting for a time specified by the chairperson.

Disorderly behaviour (SO.20.4)

The chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting (SO.20.6)

If a member or member of the public who is required, in accordance with a chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the chairperson, any member of the police or officer or employee of the local authority may, at the chairperson's request, remove or exclude that person from the meeting.

Irrelevant matter and needless repetition (SO.21.8)

The chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words (SO.21.11)

The chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Motion in writing (SO.23.2)

The chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts (SO.23.3)

The chairperson may require any motion expressed in parts to be decided part by part.

Action on previous resolutions (SO.24.4)

If, in the opinion of the chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Revocation or alteration of previous resolution (SO 24.6)

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

A chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such a recommendation in accordance with the provisions in these Standing Orders.

Chairperson to decide points of order (SO. 26.5)

The chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the chairperson.

Notice of motion (SO.27.2)

The chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the chairperson, to the same effect may be put again whilst such original motion stands.

Repeat notice of motion (SO.27.7)

If in the opinion of the chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

Minutes (SO.28.1)

The chairperson is to sign the minutes and proceedings of every meeting once confirmed. The chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 8: Webcasting protocols***Translation pending*

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted. 6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
6. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

For clarification:

Whakatāne District Council livestreams its Council and Standing Committee meetings in adherence to the provisions set out above.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Appendix 9: Mayor's power to appoint under s.41(a)

Āpitiḡanga 9: Translation required

The role of a Mayor is:

- (a) To provide leadership to councillors and the people of the city or district.
- (b) To lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

- (a) Appoint the deputy Mayor.
- (b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.
- (c) Appoint themselves as the Chairperson of a committee.
- (d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The Council retains the ability to:

- (a) Remove a deputy Mayor appointed by the Mayor.
- (b) Discharge or reconstitute a committee established by the Mayor.
- (c) Discharge a committee Chairperson who has been appointed by the Mayor.

The Mayor is a member of each committee of the Council.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 10: Process for removing a Chairperson or Deputy Mayor from office*****Āpitianga 10: Translation required***

1. At a meeting that is in accordance with this clause, a territorial authority or regional council may remove its Chairperson, Deputy Chairperson, or Deputy Mayor from office.
2. If a Chairperson, deputy Chairperson, or deputy mayor is removed from office at that meeting, the territorial authority or regional council may elect a new Chairperson, deputy Chairperson, or deputy mayor at that meeting.
3. A meeting to remove a Chairperson, deputy Chairperson, or deputy Mayor may be called by:
 - A resolution of the territorial authority or regional council; or
 - A requisition in writing signed by the majority of the total membership of the territorial authority or regional council (excluding vacancies).
4. A resolution or requisition must:
 - Specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - Indicate whether or not, if the Chairperson, deputy Chairperson, or deputy Mayor is removed from office, a new Chairperson, deputy Chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of the territorial authority or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a Chairperson, deputy Chairperson, or deputy Mayor carries if a majority of the total membership of the territorial authority or regional council (excluding vacancies) votes in favour of the resolution.

cl. 18 Schedule 7, LGA 2002.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Appendix 11: Sample order of business

Āpitihangā 11: Translation required

Open section

- a) Apologies
- b) Declarations of interest
- c) Confirmation of minutes
- d) Leave of absence
- e) Acknowledgements and tributes
- f) Petitions
- g) Public input
- h) Local and/or community board input
- i) Extraordinary business
- j) Notices of motion
- k) Reports of committees
- l) Reports of local and/or community boards
- m) Reports of the chief executive and staff
- n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

- o) Reports of committees
- p) Reports of the chief executive and staff
- q) Mayor, deputy Mayor and elected members' reports (information)

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 12: Process for raising matters for decisions****Āpitiḡanga 12: *Translation required***

Matters requiring a decision may be placed on an agenda of a meeting by a:

- Report of chief executive;
- Report of a Chairperson;
- Report of a committee;
- Report of a community and/or local board; or
- Notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- Report of chief executive; or
- Report of Chairperson.

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the meeting chair.

For Clarification:

Refer to Standing Order 27.1 – Notice of intended motion to be in writing.

Governance Services staff hold a template that supports this process. Councillors to notify Governance Services staff of any intended notice of motion. Noting that a notice of intended motion must still be delivered to the chief executive at least 5 clear working days before such meeting.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)**Appendix 13: Briefing Practices*****Āpitianga 11: Translation required***

Briefings or workshops, however described, provide opportunities for members to discuss particular matters, receive presentations and provide guidance for officials. Briefings are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of standing orders to briefings

Standing orders do not apply to briefings or workshops. The Chairperson or briefing organisers will decide how the briefing or workshop should be conducted.

Calling a briefing

Briefings may be called by:

- (a) A resolution of the local authority or its committees
- (b) The Mayor,
- (c) A committee Chairperson or
- (d) The chief executive.

Process for calling briefings

The chief executive will give at least 24 hours' notice of the time and place of the briefing and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) State that the meeting is a briefing;
- (b) Advise the date, time and place; and
- (c) Confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a briefing is not required and briefings can be either open to the public or public excluded.

10.1.1 Appendix 1 – Whakatāne District Council Standing Orders 2025(Cont.)

Record of briefings

A written record of the briefing should be kept and include:

Time, date, location and duration of the briefing;

Persons present; and

General subject matter covered

Whakatāne District Council's briefing process

In August 2024, Whakatāne District Council implemented several changes to its briefing process in response to the Chief Ombudsman's 2023 review into workshop practices.

The Council incorporated the Ombudsman's recommendations to enhance transparency and accountability. Key changes included opening briefings to the public by default, posting notifications and agendas on the Council's website, and recording briefings for later public access.

These adjustments aimed to foster greater community trust in Council operations and ensure that the Council's practices align with best governance standards.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)



GUIDE TO THE LGNZ STANDING ORDERS TEMPLATES

HE ARATOHU I TE ANGA TIKANGA
WHAKAHAERE HUI A LGNZ

// UPDATED FEBRUARY 2024

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Contents

Introduction / Kupu whakataki	4
Local government's obligations under Te Tiriti o Waitangi / Ngā kawenga a te kāwanatanga ā-rohe i raro i te Tiriti o Waitangi	7
Acknowledging the mandate of mana whenua.....	7
Facilitating the participation of Māori as citizens	8
Before adopting the standing orders template/ I mua i te whakamana i te anga whakahaere hui	10
Should members have a right to attend by audio or audio-visual link?.....	10
Should mayors/chairs have a casting vote?	10
Speaking and moving options	10
Time needed for kaimahi (staff) to prepare advice	11
Adopting and reviewing your standing orders / Te whakamana me te arotake i ō tikanga whakahaere hui	12
Proposed resolution for adopting standing orders.....	12
Part 1 – General matters / Ngā take whānui	13
SO 5: Appointments and elections – can you appoint co-chairs?	13
SO 5.1: Mayoral appointments	14
SO 5.5: Removing a chair, deputy chair or deputy mayor	14
SO 7: Committees – appointment of staff to sub-committees	14
SO 7.10: Power to appoint or discharge individual members of a joint committee – committees that are not discharged	14
SO 8: Regarding extraordinary and emergency meetings.....	15
SO 9.5: Chair's recommendation – ensuring the decision-making requirements of Part 6 are met	16
SO 13.3: Leave of absence	17
SO 13.4: Apologies.....	17
SO 13.6: Absent without leave.....	17
Part 2 – Pre-meeting arrangements / Ngā whakaritenga i mua i te hui.....	18
Setting meeting times.....	18
SO 8: Giving notice.....	18
SO 8.1 and 8.2: Public notice and notice to members – definitions.....	18
SO 8.10: Meeting schedules – relocating meetings at the last minute	19
SO 9.8: Managing confidential information	19
SO 9.1: Preparation of the agenda – good practice	19
Part 3 – Meeting procedures / Ngā tukanga hui.....	21
SO 10: Opening and closing your meeting.....	21
SO 11.4: Requirement for a quorum – what happens when a member is 'not at the table'?	22
SO 13.1: Members right to attend all meetings	22
Do members have to be present at hearings to vote?	22
SO 14.1: Council meetings – must the mayor or chair preside?.....	22
SO 13.7: Right to attend by audio or audio visual link.....	23
SO 13.16: Protecting confidentiality at virtual meetings	23
SO 15: Public forums.....	23

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

SO 16: Deputations	24
SO 18.1: Resolutions to exclude the public	24
SO 18.5: Release of information from public excluded session	25
SO 19.3: Chair's casting vote	26
SO 19.4: Method of voting	26
SO 19.5: Calling for a division	26
SO 20: Members' Conduct	26
SO 20.7 and 20.8: Conflicts of interest	27
SO 20.7: Financial conflicts of interest	27
SO 20.8: Non-financial conflicts of interest:	27
SO 22.1: Options for speaking and moving motions	28
SO 23.10: Where a motion is lost	28
SO 24.2: Revoking a decision	28
SO 25.2: Procedural motions to close or adjourn a debate – what happens to items left on the table	28
When to schedule the last ordinary meeting	29
What about issues emerging in the interim?	29
Part 4 – Keeping records / Te whakarite mauhanga	30
Recording reasons for decisions	30
SO 28: Keeping minutes	32
SO 28.2: Matters recorded in minutes	32
Regarding non-LGA 2002 hearings	32
Affixing the Council seal	33
Appendix 1: Alternatives to formal (deliberative) meetings / He momo hui ōkawa rerekē	35
Workshops	35
Briefings	36
Calling a workshop or briefing	37
Having a workshop or briefing open to the public	37
Publicising upcoming workshops and briefings	38
Making a record	38
Publishing the record	38
Appendix 2: Preparing for the next triennial election / Te whakarite mō te pōtitanga ā-toru tau e whai ake ana	39
Governance handovers	39
Reviewing decision-making structures	39
Appendix 3: Mayors' powers to appoint under s.41A / Te mana o te koromatua ki te kopou i raro i te wāhanga 41A	40

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Introduction / Kupu whakataki

Good local governance requires us to ensure that the way in which we undertake public decision-making is open, transparent, fair and accountable.

Your kaunihera (council) standing orders (SO) aims to achieve just this. They are a critical element of good governance and great local democracy, as well-run meetings and hui should increase community awareness and understanding of kaunihera decision-making processes and trust in our local political institutions. Standing orders also have an important role to play in assisting kaunihera to meet their obligations and responsibilities under Te Tiriti o Waitangi, whether those responsibilities are set in legislation or reflect respectful practice.

Local authorities, local boards and community boards must adopt standing orders for the orderly conduct of their meetings. In the world of local government, the word ‘meeting’ has a specific meaning that refers to gatherings that conform to rules and regulations laid down in the Local Government Act 2002 (LGA 2002) and Local Government Official Information and Meetings Act 1987 (LGOIMA).

The LGNZ standing orders templates¹ draw heavily on those published by Te Mana Tautikanga o Aotearoa Standards New Zealand in 2001 and the Department of Internal Affairs’ Guidance for Local Authority Meetings published in 1993. The template is updated every three years to ensure it reflects new legislation and incorporates evolving standards of good practice.

The February 2024 update

This version of the guide has been updated to reflect 2023 legislative changes and other developments. The major changes are:

- Recommended amendments to councils’ standing orders that allow members to attend meetings by audio-visual means to make it clear that, from October 2024, all members attending, whether physically or by audio-visual link, are part of the quorum (see recommended changes on page 7).
- Advice on how to operate committees with co-chairs (SO. 5) within the existing framework of rules;
- Guidance on how to apply the Ombudsman’s advice on workshops as set out in his report, *Open for business* (October 2023).

Consequently, Appendix One, Alternatives to formal (deliberative) meetings, has, with considerable help from Simpson Grierson, been extensively re-drafted.

¹ All standing order references refer to the territorial authority standing orders template. Numbers may vary slightly in the regional council and community boards templates.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**Process for adopting Standing Orders**

The template contains a range of options to enable a kaunihera to adapt it to meet their own styles and preferences. It is essential that kaunihera consider these options before adopting the standing orders.

We recommend that kaunihera delay adopting new standing orders until after the new governing body, local and community boards have had a period operating under the incumbent ones. That way, the discussion about options will be informed by experience, especially from new members who may not be familiar with how standing orders work.

We also recommend that kaimahi should encourage members to set time aside, at least once a year, to review how they are working and whether their decision-making structures are effective. For suggestions on building inclusive cultures and self-assessment see LGNZ's Guide to the Code of Conduct.

The team at LGNZ are continually looking at ways to make the standing orders more accessible to members and flexible enough to enable adjustment to local circumstances. We are always keen to hear your feedback.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)



Recommended amendments to AV provisions

The Electoral Legislation Act, passed just before the parliamentary elections in 2023, changed the definition of quorum, as defined in the LGA 2002, for councils that allow remote participation.

The specific change makes it clear that anyone joining a meeting by audio visual means is to be counted towards the quorum. The amendment makes permanent the temporary arrangement put in place during the pandemic. However, it only applies to those councils with standing orders that enable remote participation by audio visual means.

For councils that allow remote participation, the provisions in the 2022 LGNZ standing orders template (and earlier templates, however paragraph numbers may vary) that need to be amended are:

- The definition, “*Present at the meeting to constitute quorum*”.
- The definition of *Quorum*
- Clause 11.1 Council meetings
- Clause 13.8 Members’ status: quorum
- Clause 13.9 Members’ status: voting

The recommended changes are:

Delete the definition: Present at the meeting:

Present at the meeting to constitute quorum means the member is to be either physically present in the room or attending the meeting by audio/visual link, should this be enabled in their council’s standing orders.

Amend Clause 11.1 **Council meetings**, by deleting the word “physically” in sub-clauses “a” and “b”.

The quorum for a meeting of the council is:

- (a) Half of the members ~~physically~~ present, where the number of members (including vacancies) is even; and
- (b) A majority of the members ~~physically~~ present, where the number of members (including vacancies) is odd.

Delete Clause 13.8: **Member’s status: quorum.**

~~13.8 — Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum~~

Amend Clause 13.9: **Member’s status: voting**, by deleting the word “physically”.

13.9 Where a meeting has a quorum, determined by the number ~~physically~~ present, the members attending by electronic link can vote on any matters raised at the meeting.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Local government's obligations under Te Tiriti o Waitangi / Ngā kawenga a te kāwanatanga ā-rohe i raro i te Tiriti o Waitangi

Local governments are part of the governing framework of Aotearoa New Zealand and consequently have duties and responsibilities under Te Tiriti that flow directly from the Crown's obligations. In addition, as mechanisms through which communities make decisions about matters of local importance, kaunihera need to build relationships and work in partnership with local organisations and businesses to achieve their objectives. Chief amongst such relationships are likely to be those iwi and hapū who hold traditional or indigenous authority in their hapori (community).

The Local Government Act 2002 (LGA), and other acts of parliament, set out a range of duties and responsibilities to Iwi/Māori that derive directly from the Crown's Te Tiriti obligations, some of which are directly relevant to the application of standing orders, namely:

1. Acknowledging the historic mandate or status of mana whenua as the traditional governors of Aotearoa New Zealand and the area of your kaunihera (relevant to Article 2 of Te Tiriti).
2. Enabling opportunities for the participation of Māori as citizens in kaunihera decision-making processes (relevant to Article 3 Te Tiriti).

Acknowledging the mandate of mana whenua

Iwi and hapū have a mandate based on their historic role as the indigenous governors of the land. It is a status that is quite different from the 'stakeholder' status given to many local organisations that kaunihera usually work with. It is a status that would exist even if not enshrined in Te Tiriti o Waitangi.

In building relationships, it is important for councils to work with relevant iwi and hapū to determine how best to recognise their status. A common approach involves the development of a joint memorandum or charter of understanding to provide clarity around expectations, including how current and future engagement should occur. Such agreements could include:

- Processes for ensuring relevant mana whenua concerns are incorporated in governing body and committee hui agendas.
- Mechanisms for ensuring that papers and advice going to meetings incorporates the views and aspirations of mana whenua. Such mechanisms might include the co-design and co-production of policy papers and allowing mana whenua themselves to submit papers.
- A role for kaumatua in formal kaunihera processes, such as:
 - having a local kaumatua, or mana whenua representative, chair the inaugural kaunihera hui and swearing in of members, and/or
 - enabling kaumatua, or other mana whenua representatives, to sit at the governing body table as advisors.

Other initiatives that can be included in standing orders and recognise the mandate of mana whenua, are:

- placing information about significant aspects of your area's history as a regular item on the governing body's agenda,
- holding hui on marae and other places of significance to Māori,

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

- providing presentations at governing body meetings highlighting the history of the local area; and
- inviting mana whenua organisations to appoint representatives on kaunihera committees and working parties.

Facilitating the participation of Māori as citizens

Standing orders are a mechanism for enabling members to work collectively to advance the public interests of their hāpori - they are a tool for promoting active citizenship. In recognition of the Crown's obligations under Article 3 of Te Tiriti and its responsibility to take account of Te Tiriti principles, parliament has placed principles and requirements in the LGA to facilitate the participation of Māori in council decision-making processes. These can be found in s.4 and parts 2 and 6 of the LGA.

The emphasis in this section is on facilitating the participation of Māori in decision-making processes. Since local government decisions are made in meetings which are governed by standing orders, kaunihera should consider how their standing orders facilitate such participation and proactively take steps to make it easy and encourage Māori citizens to become involved in decision-making processes.

The legislation itself provides some help, namely that local authorities must:

- establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority, (LGA, section 14(1)(d)),
- consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority, and
- provide relevant information to Māori for the purposes of contributing to, and building 'capacity' to contribute to, the local authority's decision-making processes.

In relation to the LGA 2002, 'capacity' is *the ability of a person (or group) to participate knowledgeably, given their resources and their understanding of the requisite skills, tools, and systems*. Ways to build capacity include:

- providing training and guidance on how kaunihera meeting and decision-making processes work,
- holding meetings and workshops on marae and other community settings to help demystify local government processes, and
- providing information about meetings in te reo Māori, including agendas and papers.

Kaunihera also need to look at the degree to which their facilities are culturally welcoming and incorporate Māori tikanga values and customs. This is about incorporating practices, protocols and values from mātauranga Māori or Māori knowledge. Examples to achieve this include:

- appropriate use of local protocol at the beginning and end of formal occasions, including pōwhiri and mihi whakatau,
- using karakia timatanga for starting meetings and hui,
- closing meetings and hui with karakia whakamutunga,
- re-designing order papers and report formats to include te reo Māori, including headings,
- reviewing kaunihera processes and cultural responses through a Te Tiriti o Waitangi lens, and

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

- offering members the option of making the declaration in te reo Māori.

Members Declaration

Ko ahau, ko _____, e oati ana ka whai ahau i te pono me te tōkeke, i runga hoki i te mutunga kē mai nei o āku pūkenga, o āku whakatau hoki kia whakatutuki, kia mahi anō hoki i te mana whakahaere, te mana whakatau me ngā momo mahi kua uhia ki runga i a au kia whiwhi painga mō te takiwā o Te Wairoa hei kaikaunihera o te Kaunihera-a-rohe o Te _____, e ai hoki ki te Ture Kāwanatanga-ā-Taiao 2002, ki te Ture Kāwanatanga-ā-Taiao Whakapae me te Hui 1987, me ētahi Ture anō rānei.

He mea whakaū tēnei i Te Wairoa i tēnei rā rua tekau mā rua o Whiringa-ā-nuku i te tau rua mano tekau mā toru.

Waitohu: _____

Waitohu mai ki mua i a: _____

I, [.....], declare that I will faithfully and impartially, and according to the best of my skill and judgment, execute and perform, in the best interests of [name of region or district], the powers, authorities, and duties vested in or imposed upon me as a member of the [name of local authority] by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Before adopting the standing orders template/ I mua i te whakamana i te anga whakahaere hui

Local authorities, local boards and community boards must adopt standing orders for the orderly conduct of their meetings. In the world of local government, the word ‘meeting’ has a specific meaning that refers to gatherings that conform to rules and regulations laid down in the LGA 2002.

To ensure that standing orders assist the governing body to meet its objectives in an open and transparent manner while also enabling the full participation of members, any governing body or local or community board intending to adopt the LGNZ template, must decide from the following options and ensure the standing orders template is updated to reflect these decisions.

Should members have a right to attend by audio or audio-visual link?

The LGA 2002 allows members to participate in meetings if they are not physically present, via audio or audio-visual means, if enabled by standing orders.

Should a governing body, local or community board decide they do not wish to allow members to do this, then this section of the standing orders (SO 13.7 Right to attend by audio or audio-visual link) must be deleted from the template before it is adopted. (see Part 3: Meeting Procedures for more information).

Please note, that from October 1, 2024, members who join meetings by audio/audio-visual means will be counted as part of the quorum. This only applies where a council has adopted SO 13.7 or an equivalent provision that allows members to attend meetings by audio visual means.

Should mayors/chairs have a casting vote?

The LGA 2002 allows a chairperson (chair) to use a casting vote if this is specified in standing orders. The vote can be used when there is a 50/50 split in voting. The LGNZ standing orders template includes the casting vote option. Should a governing body, local or community board decide that it does not wish for its chairs to have a casting vote, then SO 19.3 Chairperson has a casting vote, will need to be deleted before the template is adopted.

Some kaunihera have opted for an intermediate position, in which a casting vote can only be used for prescribed types of decisions, such as when there is an equality of votes for the adoption of statutory plans (see Part 3: Meeting Procedures for more information).

Speaking and moving options

The LGNZ template offers kaunihera a choice of three frameworks for speaking to and moving motions and amendments, see the discussion on SO 22.1 for more information.

- Option A (SO 22.2) is the most formal of the three and limits the number of times members can speak and move amendments. For example, members who have moved and seconded a motion cannot then move and second an amendment to the same motion and only members who have not spoken to a motion or substituted motion may move or second an amendment to it. This is the framework used in the 2003 Standards New Zealand Model Standing Orders.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

- Option B (SO 22.3) is less formal. While limiting the ability of movers and seconders of motions to move amendments, this option allows any other member, regardless of whether they have spoken to the motion or substituted motion, to move or second an amendment.
- Option C (SO 22.4) is the least formal. It gives members more flexibility by removing the limitations on movers and seconders speaking which exist in the other two options.

The kaunihera might also consider which of the three should apply to committees. Given that committees are designed to encourage more informal debate, and promote dialogue with communities, the informal option, Option C is recommended.

Time needed for kaimahi (staff) to prepare advice

Standing orders provide for members of the community to engage with kaunihera, their various committees and local or community boards. It is common for officials (kaimahi) to be asked to prepare advice on the items to be discussed.

Two examples are SO.16 Deputations and SO.17 Petitions. In both cases the default standing orders give officials five days in which to prepare the advice; whether this is practical will depend upon the size of a kaunihera and the way it works.

Before adopting the LGNZ template, the kaunihera should ensure that the five-day default is appropriate and practicable.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Adopting and reviewing your standing orders / Te whakamana me te arotake i ō tikanga whakahaere hui

There is a tendency for new kaunihera, to adopt the standing orders, the code of conduct and the governance arrangements, of the former kaunihera, soon after they are formed. This is not recommended.

These matters should be discussed in detail at the initial members' induction hui or at a specially designed workshop or meeting held within a few months after the local body elections. The reason for this suggestion is to allow time for new members to fully understand how local government works, complete any induction training, and form a view on whether the existing standing orders and governance structures are working or not.

It is important that elected members fully understand the policies and frameworks that will influence and guide their decision-making over the three years of their term, and the implications they bring. This applies to standing orders, your code of conduct, and your governance structures, such as whether to have committees or not and what powers those committees will have to make decisions.

Please note that the approval of at least 75 per cent of members present at a meeting is required to adopt (and amend) standing orders. In addition, it is good practice for members to reassess their governance arrangements, including standing orders, in the middle of the second year of their term to ensure they remain inclusive and effective against the shifts in community make-up, values and expectations.

Proposed resolution for adopting standing orders

Once a decision has been reached on which discretionary clauses to incorporate, then a resolution to adopt the original or amended standing orders can be tabled. Such a resolution could, for example, take the following shape:

That the kaunihera adopt the standing orders with the following amendments:

1. *That the standing orders enable members to join hui by audio visual link - yes/no.*
2. *That the chair be given the option of a casting vote – yes/no.*
3. *That Option X be adopted as the default option for speaking and moving motions.*

LGNZ recommends that local and community boards, and joint committees, undertake the same considerations before adopting their standing orders.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**Part 1 – General matters / Ngā take whānui**

This section of the Guide deals with those matters that apply to the overall context in which standing orders operate including the role of mayors and chairs and the nature of decision-making bodies. It covers the following:

- mayoral appointments,
- meeting the decision-making requirements of Part 6, LGA 2002,
- appointment of kaimahi to sub-committees,
- approving leave for members of the governing body,
- the relative roles of extraordinary and emergency hui, and
- good practice for setting agendas.

SO 5: Appointments and elections – can you appoint co-chairs?

The question, whether council can appoint co-chairs to committees, or not, has been raised by several councils over the last few years. Indeed, the question was the subject of a remit at the 2013 LGNZ annual general meeting, and a majority of councils agreed that LGNZ should take steps to enable this, such as changing legislation or regulation. As it turns out some councils have had co-chairs in place for some years. The following text, which was kindly provided by Tauranga City Council, helpfully shows one way that co-chairs can be established, despite the current wording of the LGA 2002.

The provisions of the LGA 2002 relating to the appointment of a chairperson of a committee refer to the appointment of a singular person as the chairperson. This does not allow for the appointment of a co-chair. Consequently, the positions of Chairperson and Deputy Chairperson are appointed and remain separate.

However, the Chairperson can vacate the chair for all or part of a meeting and thus enable their Deputy Chairperson to chair the meeting (*Clause 26(2) Schedule 7, LGA 2002*). The Chairperson is able to be present and participate in the meeting, including the right to vote, while not chairing the meeting (*unless they vacated the chair due to a conflict of interest*). This would enable the two roles to effectively act as co-chairs.

Such an arrangement pre-supposes that the Chairperson agrees to vacate the chair to enable the Deputy Chairperson to chair the meeting at pre-agreed times. The Committee's terms of reference would need to state that it is the intention that this occurs, however, there is no ability to enforce this practice should the Chairperson decides not to vacate the chair for a particular meeting.²

Only one person can chair a meeting at any one time. The person chairing the meeting has the powers of the chairperson as set out in standing orders. They would also have the option to use the casting

² Options include alternating meetings or agreeing to chair for a specific time e.g. for the year. The Chairperson will need to formally vacate the chair at the start of each meeting where it is pre-agreed the Deputy Chair will chair, and this needs to be recorded in the minutes of that meeting

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

vote (*under Standing Order 19.3*) in the case of an equality of votes. It is recommended that this be explicitly stated in the terms of reference for clarification.

SO 5.1: Mayoral appointments

It is critical that the chief executive advises their mayor about their powers under section 41A Role and powers of mayors, LGA 2022 as soon as possible after election results have been confirmed. This is to ascertain whether the mayor wishes to make use of those powers.

Included in the standing orders are provisions regarding the ability of mayors to establish committees and appoint deputy mayors, committee chairs and committee members.

Where a mayor chooses to use these powers, a kaunihera must ensure the results are communicated as soon as practicable to members of the governing body. We recommend that the information is provided by the mayor or chief executive, in the mayor's report for the first meeting of the governing body that follow the mayor's appointments.

Appendix four sets out a recommended process for making appointments.

SO 5.5: Removing a chair, deputy chair or deputy mayor

Clause 18, Schedule 7 of the LGA 2002 sets out the process for removing a chair, deputy chair or deputy mayor. It is a detailed process that requires firstly, a resolution by the relevant meeting to replace the chair or deputy, and secondly, a follow up meeting, to be held not less than 21 days after the resolution, at which the change occurs.

A common question is whether the individual facing a challenge to their position, should be able to speak and vote. The answer is yes. Both natural justice and the nature of the question to be resolved, allows those directly involved to be able to speak and lobby on their own behalf.

SO 7: Committees – appointment of staff to sub-committees

While non-elected members such as community experts, academics, or business representatives, may be appointed to committees and sub-committees, please note that council kaimahi (staff) can only be appointed to a sub-committee. When appointing a sub-committee, a kaunihera or committee should ensure the terms of reference provide clarity of the skills and competencies required. This may involve:

- requesting that the chief executive, or their nominee, determine which member of kaimahi is appropriate to be a member of the sub-committee, or
- identifying a specific position, such as the chief executive, city planner or economist, to be a member of the sub-committee.

SO 7.10: Power to appoint or discharge individual members of a joint committee – committees that are not discharged

A kaunihera, or a group of kaunihera in the case of a joint committee, can resolve that a committee continues beyond a triennial election, although for this to be the case all participating kaunihera would need to resolve. In the case of joint committees, the appointment of new members and discharge of existing members sits with the Kaunihera that they are members of.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

A related and often asked question is whether appointments to District Licensing Committees (DLCs), unlike other committees, can be made for longer than a term. This is possible as DLCs are statutory committees that are not automatically discharged at the end of a term.

SO 8: Regarding extraordinary and emergency meetings

Extraordinary meetings are designed to consider specific matters that cannot, due to urgency, be considered at an ordinary meeting. For this reason, extraordinary meetings can be held with less public notification than ordinary ones.

Standing orders recommend that extraordinary meetings should only deal with the business and grounds for which they are called and should not be concerned with additional matters that could be considered at an ordinary meeting. Public forums should not be held prior to an extraordinary hui.

If kaunihera need to hold meetings that are additional to those specified in their schedule, then they should amend their schedule to include additional ordinary meetings, rather than call them extraordinary meetings, to address what might be the general business of the kaunihera.

The LGA was amended in 2019 to provide for 'emergency' meetings (in addition to extraordinary and ordinary meetings). The key differences between extraordinary and emergency meetings are outlined below.

Table 1 Comparison of extraordinary and emergency meeting provisions

	Extraordinary meeting	Emergency meeting
Called by	A resolution of the local authority or requisition in writing delivered to the chief executive and signed by: <ul style="list-style-type: none"> the mayor or chair, or not less than one-third of the total membership of the local authority (including vacancies). 	The mayor or chair; or if they are unavailable, the chief executive
Process	Notice in writing of the time and place and general business given by the chief executive.	By whatever means is reasonable by the person calling the meeting or someone on their behalf.
Period	At least three days before the meeting unless by resolution and not less than 24 hours before the meeting.	Not less than 24 hours before the meeting.
Notification of resolutions	With two exceptions a local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting. ³	No similar provision exists for emergency meetings however good practice would suggest adoption of the same process as applies to extraordinary meetings.

³ The exceptions apply to decisions made during public excluded session or if the meeting was advertised at least five working days before the day on which it was held.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 9.5: Chair's recommendation – ensuring the decision-making requirements of Part 6 are met**

Part 6 is shorthand for sections 77-82 of the LGA 2002, which impose specific duties on kaunihera when they are making decisions. The duties apply to all decisions, but the nature of compliance depends on the materiality of the decision.

The most important provisions are found in s. 77 (bullets a-c) below) and s. 78 (bullet d) below), which require that local authorities must, while making decisions:

- a) seek to identify all reasonably practicable options for the achievement of the objective of a decision,
- b) assess the options in terms of their advantages and disadvantages,
- c) if any of the options identified under paragraph a) involves a significant decision in relation to land or a body of water, consider the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga, and
- d) consider the views and preferences of persons likely to be affected by, or to have an interest in, the matter.

The level of compliance needs to be considered in light of the kaunihera's Significance and Engagement Policy. It is also important to be aware that these obligations apply to the following:

- recommendations made as part of a chair's report, and
- recommendations made by way of a Notice of Motion (NOM).

Chair's report

It is common for a chair to use their report to raise a new matter for council deliberation. If that matter is more than minor it should be accompanied by an officer's report setting out options, their relative strengths and weaknesses and include evidence that any citizen affected by the recommendation has had a chance to have their views considered. The same applies to a notice of motion that seeks members' agreement.

What to do if a chair's recommendation or a notice of motion are inconsistent with Part 6?

A chair should refuse to accept a NOM that addresses possibly significant matters, unless it is accompanied by an officials' report assessing the level of significance and the applicability of Part 6. The same also applies to a recommendation made in a chair's report.

Where a matter triggers the requirements of Part 6, the chair or mover of the NOM, should:

- ask the chair or mover of the NOM to amend their motion so that it asks for a kaimahi report on the matter, or
- require members submit a draft NOM to kaimahi in advance to determine whether it is likely to trigger the need to comply with Part 6.

This guidance also applies to Standing Order 27.2 Refusal of notice of motion and allows a chair to refuse to accept a NOM that fails to include sufficient information to satisfy the requirements of sections 77-82 of the LGA.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

To reduce the risks of this happening, some councils:

- require the mover of a notice of motion to provide written evidence to show that their motion complies with Part 6, or
- ask members to submit a proposed NOM to staff before a meeting so that an accompanying report can be prepared.

SO 13.3: Leave of absence

The standing orders provide for a kaunihera to delegate the authority to grant a leave of absence to a mayor or regional kaunihera chair. When deciding whether to grant a leave of absence, consideration should be given to the impact of this on the capacity of the kaunihera to conduct its business.

Requests should be made in advance of a meeting and would generally apply to several meetings that the member knows they will be unable to attend.

Kaunihera will need to establish their own policy as to whether a person who has a leave of absence for a length of time will continue to receive remuneration as an elected member, for example, a policy may provide for remuneration to continue to be paid for the first three months of a leave of absence.

SO 13.4: Apologies

Apologies are usually given when a member cannot attend a forthcoming meeting or inadvertently missed one, in which cases the apologies are made retrospectively.

SO 13.6: Absent without leave

If a member is absent from four consecutive meetings without their leave or apologies approved, an extraordinary vacancy is created. This occurs at the end of a meeting at which a fourth apology has been declined, or a member had failed to appear without a leave of absence.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Part 2 - Pre-meeting arrangements / Ngā whakaritenga i mua i te hui

The pre-meeting section of the Standing Orders covers the various processes and steps that need to be completed ahead of a meeting, including the preparation of an agenda. This section of the Guide includes:

- Setting and advertising meeting
- Relocating meetings at the last minute
- Putting matters on the agenda

Setting meeting times

Consideration should be given to choosing a meeting time that is convenient for members and will enable public participation. One approach could be to use the kaunihera induction training, or workshop, to seek agreement from members on the times that will best suit them, their kaunihera, and their hapori.

SO 8: Giving notice

Section 46(1) and (2) of the LGOIMA prescribes timeframes for publicly advertising meetings. This is so the community has sufficient notice of when meetings will take place. However, the wording of these subsections can cause some confusion:

- Section 46(1) suggests providing a monthly schedule, published 5-14 days before the end of the month.
- Section 46(2) suggests that meetings in the latter half of the month may not be confirmed sufficiently in advance to form part of a monthly schedule published before the start of the month.

Therefore, Section 46(2) provides a separate option for advertising meetings held after the 21st of the month. These can be advertised 5-10 working days prior to the meeting taking place.

Basically, kaunihera must utilise the monthly schedule in section 46(1) for hui held between the 1st and 21st of the month, however, both methods for advertising meetings can be used for meetings held after the 21st. This requirement does not however apply to extraordinary or emergency meetings.

SO 8.1 and 8.2: Public notice and notice to members – definitions

Prior to the last election the Standing Orders were updated to include new definitions of what constitutes a 'public notice' and how 'working days' are defined. The full provisions are:

Public notice, in relation to a notice given by a local authority, means that:

- (a) It is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and
- (b) It is published in at least:
 - (i) One daily newspaper circulating in the region or district of the local authority; or
 - (ii) One or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Internet site, in relation to a local authority, other person or entity, means an internet site that is maintained by, or on behalf of, the local authority, person, or entity and to which the public has free access.

Working day means a day of the week other than:

- (a) Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's birthday, Matariki, and Waitangi Day;
- (b) If Waitangi Day or Anzac Day falls on a Saturday or a Sunday, the following Monday;
- (c) The day observed in the appropriate area as the anniversary of the province of which the area forms a part; and
- (d) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

SO 8.10: Meeting schedules – relocating meetings at the last minute

Local authorities must hold meetings at the times and places as advertised, so if an appointed meeting room becomes unavailable at the last minute (i.e. after the agenda has been published), and an alternative room in the same venue or complex cannot be used, the meeting can be re-located but will become an 'extraordinary' meeting and the requirements set out in Standing Orders 8.4 and 8.9 will need to be met.

If a meeting is relocated, we recommend informing the public of the change in as many ways as possible, for example:

- alerting customer services,
- changing meeting invitations to elected members,
- updating notices visible outside both old and new venues,
- a sign on the original meeting room door, and
- updates on the kaunihera website and social media pages.

SO 9.8: Managing confidential information

Occasionally kaunihera must address the issue of how confidential agenda items should be handled where there is a possibility, that the information in the agenda could benefit a member or individual, should it become public. Some kaunihera address this risk by delaying the distribution of confidential papers until two days before a meeting, providing them in hard copy, and individualizing them, so that the specific copy each member receives is identified.

SO 9.1: Preparation of the agenda – good practice

Deciding what to put on an agenda and the process used to make that decision is an important consideration. An agenda is ultimately the responsibility of the chair of the meeting and the chief executive, with the collation of the agenda and its contents sitting with the chief executive's control. The process varies between kaunihera and is heavily influenced by its size. Some principles of good practice include:

- Start the process with a hui of the kaunihera committee chairs to identify upcoming issues and determine which committee will address them first.
- To strengthen relationships, mana whenua organisations could be invited on a regular basis to contribute items for an agenda or share their priorities, for consideration by a future meeting.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

- Seek regular public input into forthcoming agendas by engaging with a representative panel of community members.
- Ensure elected members themselves can identify matters for upcoming hui agendas.

If a member wants a new matter discussed at a meeting, they should give the chair early notice, as the matter may require the chief executive to prepare an accompanying report.

Matters may be placed on the agenda by the following means:

1. By a direct request to the chair of the meeting, chief executive, or an officer with the relevant delegated responsibility.
2. By asking the chair to include the item in their report, noting that the matter might require a kaimahi report if it involves a decision.
3. By the report of a committee. Committees are a mechanism for citizens, or elected members, to raise issues for kaunihera consideration. A committee can make recommendations to the governing body.
4. Through a local or community board report. Community boards can raise matters relevant to their specific community for consideration by the governing body. A councillor could approach a community board to get their support on a local issue.
5. Through a Notice of Motion (NOM). See Standing Order 27.1 for more detail. A NOM must still comply with the decision-making provisions of Part 6 LGA 2002 before it can be considered. Generally, a NOM should seek a meeting's agreement that the chief executive prepare a report on the issue of concern to the mover.

Where a matter is urgent, but has not been placed on an agenda, it may be brought before a meeting as 'extraordinary business' via a report by the chief executive or the chair. This process gives effect to section 46A (7) and (7A) of the Local Government Official Information and Meetings Act (LGOIMA) 1987.

The topic of any request must fall within the terms of reference, or the scope of delegations, given to the meeting or relevant committee, board or subsidiary body. For example, business referred to a community board should concern a matter that falls within the decision-making authority of the board.

Making agendas available

Underpinning open, transparent and accountable decision-making is providing opportunity for members of your community to know, in advance, what matters will be debated at which meeting. Making governing body, committee and community board agendas publicly available, whether in hard copy or digitally, is critical.

Section 46A of the LGOIMA requires agendas and reports to be made publicly available at least two working days before a meeting. This is a minimum requirement – agendas and papers should be posted on the kaunihera website with as much notice as possible before the meeting date.

Different communities will have different challenges and preferences when it comes to how they access information. Not all communities have reliable access to the internet, and you will need to consider the abilities of young, old and visually or hearing impaired when determining how to provide access to information. Distributing information using a range of digital and traditional channels with consideration for accessibility needs will be a step toward strengthening trust in local democracy and narrowing the gap between kaunihera and their communities.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Part 3 – Meeting procedures / Ngā tukanga hui

Procedures for making decisions are at the heart of kaunihera standing orders. This section of the Guide includes:

- Opening and closing your meeting with a karakia timatanga or reflection
- Voting systems
- Chair's obligation to preside and chair's casting vote
- Joining by audio-visual means
- Member conduct
- Quorums
- Revoking decisions
- Members attending meetings that they are not members of
- Moving and debating motions
- Discharging committees

SO 10: Opening and closing your meeting

There is no obligation on a local authority to start their meeting with any reflection or ceremony, however, it is an increasingly popular approach.

An example of a reflection used at the start of a meeting is the following karakia. This approach allows for tangata whenua processes to be embraced.⁴

Opening formalities - Karakia timatanga	
Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora.	

When a meeting opens with a karakia it should close with a karakia (unless there's multiple meetings/workshops in a day – in which case the closing karakia comes at the end of the day).

⁴ Examples of karakia, and general advice on the use of tikanga Maori, can be found via an app, titled Koru, developed by MBIE and available from most app stores.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 11.4: Requirement for a quorum – what happens when a member is ‘not at the table’?**

Whether or not members must be ‘at the table’ to constitute a quorum is a question that usually arises in response to a member standing aside due to a conflict of interest.

Standing order 10.4 states *“a meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote”*. ‘Present’ is to be in the room, not necessarily around the table.

SO 13.1: Members right to attend all meetings

The legislation (cl. 19(2) Schedule 7, LGA 2002) and these standing orders are clear that members can attend any meeting unless they are ‘lawfully excluded’ (the definition of lawfully excluded is in the Standing Orders). If attending, elected members have the same rights as the public. They may be granted additional speaking rights if permitted by the chair.

Many kaunihera require non-members to sit away from the meeting table or in the public gallery to make it clear they are not a committee member.

Whether a member can claim allowances for attending the meeting of a committee they are not a member of is a question that should be addressed in a kaunihera allowances and expenses policy.

Do members have to be present at hearings to vote?

The rules vary according to the legislation under which the hearing or submission process is occurring.

Hearings under the LGA 2002, such as Annual Plan or Long-Term Plan hearings, do not require all elected members to have participated in the submission process to vote on the outcomes of that process. Elected members who cannot participate at all, or who miss part of a hearing, should review all submissions, any AV recordings, and the analysis provided by officials before taking part in any debate and voting on the item under consideration.

It is good practice to make it clear in the minutes that the members who were absent had been provided with records of all submissions oral and written, prior to deliberations.

The Auditor General recommends that members should be present for the whole of a hearing *“to show a willingness to consider all points of view”* (OAG, Conflicts of Interest, August 2004 p. 43). The guidance suggests that lengthy periods of non-attendance at a hearing could suggest an element of pre-determination.

SO 14.1: Council meetings – must the mayor or chair preside?

Schedule 7, Clause 26(1) of the LGA 2002 provides that the mayor (or chair of a regional kaunihera) must preside over each kaunihera meeting they are present at. This reflects the mayor’s leadership role set out in section 41A. However, the requirement is subject to the exception *“unless the mayor or chair vacates the chair for a particular meeting”*. This exception would usually be invoked if there is a situation in which they should not lead for some legal reason, such as where they have a conflict of interest or are prohibited from voting and discussing, such as by virtue of section 6 of the Local Authorities (Members’ Interests) Act 1968, where the member has a pecuniary interest in the matter being discussed.

It is implicit in clause 26(1), that the mayor or chair will still be present in the meeting, and except in situations where the law prevents them from discussing and voting on a particular matter, they can

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

continue to take part as a member. The clause only relates to vacating the chair, not leaving the meeting.

SO 13.7: Right to attend by audio or audio visual link

Local authorities can allow members to participate in meetings online or via phone. This can reduce travel requirements for councillors in large jurisdictions and facilitates participation for councillors when travelling.

If a kaunihera wishes to allow members to join remotely, then provision must be made for this in the standing orders. The LGNZ template contains the relevant provisions. If not, then standing orders 13.7-13.16 should be removed before the template is adopted.

Please note: From October 2024, where a kaunihera's standing orders make provision for members to join meetings by audio/audio-visual means, all members who join a meeting by audio/audio-visual means are now counted as part of that meeting's quorum.

SO 13.16: Protecting confidentiality at virtual meetings

Some members have raised concerns that meetings held by audio-visual means may create confidentiality risks, such as the risk that a member may not be alone while a confidential matter is being discussed.

Kaunihera should avoid, if possible, dealing with public excluded items in a meeting that allows people to join virtually. While this may not be possible in extraordinary circumstances, we have strengthened the ability of a chair to terminate a link if they believe a matter, which should be confidential, may be at risk of being publicly released, see SO 13.13.

SO 15: Public forums

The standing orders provide for a period of up to 30 minutes, or longer if agreed by the chair, for members of the public to address the meeting.

The template allows this to be for up to five minutes each on items that fall within the delegations of the meeting, unless it is the governing body and provided matters raised are not subject to legal proceedings or related to the hearing of submissions. Speakers may be questioned by members through the chair, but questions must be confined to obtaining information or clarification on matters the speaker raised. The chair has discretion to extend a speaker's time.

While the forum is not part of the formal business of the meeting, it is recommended that a brief record is kept. The record should be an attachment to the minutes and include matters that have been referred to another person, as requested by the meeting.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 16: Deputations**

In contrast to public forums, deputations allow individuals or groups to make a formal presentation to a meeting, as an item on the agenda. Given the additional notice required for a deputation, kaimahi may be asked to prepare advice on the topic, and members may move and adopt motions in response to a deputation, when the matter is debated in the meeting.

SO 18.1: Resolutions to exclude the public

A resolution to exclude the public should clearly identify the specific exclusion ground, and also explain in plain English how the kaunihera has applied that ground to the meeting content under consideration.

It is not good practice to simply cite the section number of LGOIMA as the “grounds” on which the resolution is based and quote the text of the section as the “reason” for passing the resolution. Rather, the “reason” should set out in plain English and in reasonable detail (where appropriate) the reason for public exclusion i.e., how the LGOIMA ground applies to the information and weighing that against any countervailing public interest arguments for non-exclusion. The extent to which this level of detail can be given may depend on the information concerned, and the ground(s) relied on. For example, the reason should not be described in a way which jeopardises the reason for public exclusion itself. With that in mind, a short description of the topic or matter being considered, alongside the withholding ground, may be all that can be safely disclosed in certain cases.

Excluding the public: good practice

In his report, *Open for Business*, the Ombudsman made observations on the processes that councils should follow when deciding to exclude the public from a meeting. Key points made in the report include:

A primary requirement is that public exclusion may only be made by way of formal resolution of elected members at the meeting itself. It is important that elected members take this responsibility seriously and carefully consider the advice of council officials. The resolution must

- Be at a time when the meeting is open to the public, with the text of the resolution being available to anyone present.
- Be in the form set out in Schedule 2A of the LGOIMA.
- Only exclude on one of the grounds set out in section 48(1).
- State reasons for the resolution, including the interests it is protecting in the case of section 6 or 7 withholding grounds.
- Where exceptions to the exclusion are made for particular individuals, the resolution must detail their relevant expertise to the topic for discussion.

In his report the Ombudsman observed that some councils cited grounds for exclusion that were *ultra vires*, such as, for the expression of free and frank advice, which is not an eligible ground. A further issue raised by the Ombudsman was that many councils were not reporting the reasons for excluding the public as clearly as they should be, and he has recommended that meeting minutes need to document public exclusion resolutions in a clear manner. He also favoured the use of “plain English” descriptions of the reasons for exclusion, rather than just, “clipping the wording from the legislation” (*Open for Business*, page 31).

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 18.5: Release of information from public excluded session**

Kaunihera have different processes for releasing reports, minutes and decisions arising from public-excluded meetings, which can comprise material considered confidential under section 6 or section 7 of the LGOIMA. Documents may be released in part, with only some parts withheld.

The reasons for withholding information from the public do not necessarily endure in perpetuity, for example, information that was confidential due to negotiations may not need to remain confidential when the negotiations have concluded.

When a report is deemed to be 'in confidence', information can be provided on whether it will be publicly released and when. Regarding any items under negotiation, there is often an end point when confidentiality is no longer necessary.

If no release clause is provided, a further report may be needed to release the information creating more work. The following clause can be included in report templates (if in confidence) to address this issue:

"That the report/recommendation be transferred into the open section of the meeting on [state when the report and/or recommendation can be released as an item of open business and include this clause in the recommendation]."

The above comments apply to release of information in the immediate context of a publicly excluded meeting. Kaunihera are also encouraged to formalise the process for reconsidering the release of publicly excluded content at a time when the basis for withholding it may no longer apply.

In addition to the above, the public can of course make a LGOIMA request at any time for information heard or considered in the public excluded part of a meeting. Such a request must be considered on its merits and based on the circumstances at the time of the request. It cannot be refused simply because the information was earlier heard at a public excluded meeting.

Public excluded business – returning to an open session

Kaunihera take different approaches to the way in which a meeting moves from public excluded to open status. There are two approaches:

1. By a resolution of the meeting, whereby the chair, or a member, moves that since the grounds for going into public excluded no longer exist the public excluded status is hereby lifted.
2. At the end of the public excluded item, where public excluded status is 'tagged' to only those items that meet the criteria in the sample resolution set out in Appendix Two of the Standing Orders. Status is automatically lifted once discussion on that item is concluded.

Generally, option two should be followed. However, option one might apply where, during a substantive item, it is necessary to go into public excluded for a section of that item. In this case the chair, or a member, should signal through a point of order that the grounds for excluding the public no longer apply. It is only a question of style as to whether a motion to return to open meeting is required.

In the event that a meeting moves into a public excluded forum, there is a requirement that the kaunihera make a resolution to that effect. Schedule 2A of the LGOIMA sets out a template resolution for that purpose, which should be adopted (with potential modifications to align with the style or preference of a particular kaunihera).

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 19.3: Chair's casting vote**

Standing Order 19.3 allows the chair to exercise a casting vote where there is a 50-50 split. Including this in standing orders is optional under Schedule 7, cl. 24 (2), LGA 2002. The casting vote option has been included in the template to avoid the risk that a vote might be tied and lead to a significant statutory timeframe being exceeded.

There are three options:

1. The casting vote provisions are left as they are in the default standing orders.
2. The casting vote provision, Standing Order 19.3, is removed from the draft standing orders before the standing orders are adopted.
3. The standing orders are amended to provide for a 'limited casting vote' that would be limited to a prescribed set of decisions only such as statutory decisions, for example: *where the meeting is required to make a statutory decision e.g., adopt a Long-Term Plan, the chair has a casting vote where there is an equality of votes.*

SO 19.4: Method of voting

One of the issues that arose during preparation of the new standing orders concerned the performance of some electronic voting systems and whether the way in which they operate is consistent with what we understand as 'open voting'.

LGNZ have taken the view that open voting means members should be able to see how each other votes 'as they vote', as opposed to a system in which votes are tallied and then a result released in a manner that does not show how individuals voted.

It is also important to note, when using electronic voting systems, that the LGNZ standing orders template supports the right of members to abstain from voting, see standing order 19.7.

SO 19.5: Calling for a division

Understanding order 19.5, a member can call for a 'division' for any reason. If one is called, the standing orders require the chief executive to record the names of the members voting for and against the motion, as well as abstentions, and provide the names to the chair to declare the result. This must also be recorded in the minutes.

There are options for gathering this information. For example:

- When asking each individual member how they voted vary the order in which elected members are asked e.g., alternate between clockwise and anti-clockwise.
- To get a clear picture, ask members who voted for or against a motion or amendment to stand to reflect how they voted i.e., *"all those in favour please stand"* with votes and names, recorded, followed by *"all those against please stand"* etc.

SO 20: Members' Conduct

Section 20 of the standing orders deals with elected member's conduct at meetings. One feature of the LGNZ Standing Orders is the cross reference made to a council's Code of Conduct, which sets standards by which members agree to abide in relation to each other. The Code of Conduct template, and the draft policy for dealing with breaches, can be found at <https://www.lgnz.co.nz/learning-support/governance-guides/>

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

At the start of a triennium, kaunihera, committees and local and community boards, should agree on protocols for how meetings will work, including whether members are expected to stand when speaking and if there are specific dress requirements.

SO 20.7 and 20.8: Conflicts of interest

While the rules are clear that a member of a local authority may not participate in discussion or voting on any matter before an authority in which they have with a financial or non-financial conflict of interest, determining whether one exists can be more challenging.

SO 20.7: Financial conflicts of interest

It is an offence under the Local Authorities Members' Interests Act 1968 to participate in any matter in which a member has a financial interest, defined by the Auditor General as:

"whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation of a gain or loss of money for the member involved" (p. 25 Conflicts of Interest OAG 2004).

The rule makes it an offence for an elected member with a financial conflict of interest discussing and voting on a matter, for example, where an interest is in common with the public.

The Auditor General can grant exemptions from this rule, allowing a member to participate. Members should seek approval from the Auditor General if there is a possibility that their case would qualify for an exemption or declaration where it involves matters under s.6(4) LAMIA. For matters involving s3(a) and 3(aa) the council makes the application (see OAG's guide on Conflicts of Interest published in 2004).

SO 20.8: Non-financial conflicts of interest:

The Auditor General defines a non-financial conflict of interest or 'bias' as:

"is there, to a reasonable, fair minded and informed observer, a real danger of bias on the part of a member of the decision-making body, in the sense that he or she might unfairly regard (with favour or disfavour) the case of a party to the issue under consideration."

The Auditor General cannot provide an exemption or declaration for non-financial conflicts of interest.

Bias, both actual and perceived, is a form of non-financial conflict of interest. A claim of bias can be made on the grounds of predetermination. A member who believes they may have a non-financial conflict of interest, or be perceived as having a bias, should:

- declare they have a conflict of interest when the matter comes up at a meeting,
- ensure that their declaration is recorded in the minutes, and
- refrain from discussing or voting on the matter.

In such cases the member should leave the table and not take part in any discussion or voting on the matter. In determining the level of conflict, members should discuss the matter with the meeting chair, chief executive, or their nominee, however, the decision whether to participate or not must be made by the members themselves.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 22.1: Options for speaking and moving motions**

One of the new features in these standing orders is the ability to use different rules for speaking to, and moving, motions to give greater flexibility when dealing with different situations.

Standing Orders 22.1-22.5 provide for three options. Option A repeats the provisions in the Standards New Zealand Model Standing Orders which limit the ability of members to move amendments if they have previously spoken. Option B provides more flexibility by allowing any member, regardless of whether they have spoken before, to move or second an amendment, while Option C allows still further flexibility.

When a kaunihera, committee, or community board, comes to adopt their standing orders, it needs to decide which of the three options will be the default option; this does not prevent a meeting from choosing one of the other two options, but it would need to be agreed by a majority of members at the start of that specific meeting.

The formal option A tends to be used when a body is dealing with a complex or controversial issue and the chair needs to be able to limit the numbers of speakers and the time taken to come to a decision. In contrast, options B and C enable more inclusive discussion about issues, however some chairs may find it more difficult to bring conversations to a conclusion.

For joint committees the decision could be simplified by agreeing to adopt the settings used by whichever member kaunihera is providing the administrative services.

SO 23.10: Where a motion is lost

This standing order was added in 2019 to make it clear that when a motion is lost, it is possible to move an additional motion if it is necessary to provide guidance or direction. For example, if a motion *“that the council’s social housing stock be sold”* was defeated, the organisation might be left without direction regarding the question of how the stock should be managed in the future.

Standing Order 23.10 enables a meeting to submit a new motion if required to provide direction to management where this might be required.

SO 24.2: Revoking a decision

A kaunihera cannot directly revoke a decision made and implemented by a subordinate decision-making body which has the delegation to make the decision, provided its decision-making powers were exercised in a lawful manner.

Where a decision has been made under delegated authority but has not been implemented, a kaunihera can remove the specific delegation from that body and resolve to implement an alternative course of action.

SO 25.2: Procedural motions to close or adjourn a debate – what happens to items left on the table

Standing Order 25.2 provides five procedural motions to close or adjourn a debate.

When an item is left to lie on the table, it is good practice wherever possible to state what action is required to finalise it and when it will be reconsidered.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Item (d) states: *“That the item of business being discussed should lie on the table and not be further discussed at this meeting; (items lying on the table at the end of the triennium will be deemed to have expired)”*.

We recommend that at the end of the triennium, any such matters should cease to lie on the table and are withdrawn.

When to schedule the last ordinary meeting

When putting together the schedule of meetings for the last year of a triennium how close to polling day should the last meeting occur? Kaunihera take different approaches and practice may be affected by the nature of business that a kaunihera is facing prior to the coming elections.

Given that the election campaign properly starts four weeks before polling day, common practice would be to schedule the last ordinary kaunihera hui in the week before the campaign period begins.

This allows retiring members to make valedictory speeches away from the political atmosphere of the election.

Kaunihera business continues in the four weeks before polling day so expect some committees and sub-committees to still be meeting to deal with ongoing work, whether it is preparation of a submission or oversight of a local project. Urgent matters can still be addressed through an extraordinary or emergency meeting.

What about issues emerging in the interim?

From the moment that the final results are released, and the first meeting of the new kaunihera is held, issues can arise that require an urgent decision. Given that councillors are yet to be sworn in, it is the chief executive who should make these decisions. To enable this a kaunihera, before the elections (preferably at the first or second ordinary council meeting when delegations are approved) should agree a time-limited delegation to the chief executive (preferably until the first or second ordinary council meeting, or when delegations are approved) giving them a broad discretion ...”

A standard delegation for the chief executive might read, for example: *“That from the day following the Electoral Officer’s declaration, until the new council is sworn in, the chief executive is authorised to make decisions in respect of urgent matters, in consultation with the mayor elect. All decisions made under this delegation will be reported to the first ordinary meeting of the new council.”*

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Part 4 - Keeping records / Te whakarite mauhanga

Recording reasons for decisions

Recent decisions of the courts have highlighted the importance of recording decisions in a manner that clearly and adequately explains what was decided and why. Keeping good meeting records also:

- helps ensure transparency of decision-making by providing a complete and clear record of reasoning;
- provides a reference in the event of issues arising around decision-making processes;
- provides an opportunity to create a depository of knowledge about how kaunihera make decisions, and so develop a consistent approach.

In these decisions, the Courts have acknowledged that the provision of reasons is one of the fundamentals of good administration, by acting as a check on arbitrary or erroneous decision-making. Doing so assures affected parties that their evidence and arguments have been assessed in accordance with the law, and it provides a basis for scrutiny by an appellate court. Where this is not done, there is a danger that a person adversely affected might conclude that they have been treated unfairly by the decision-maker and there may be a basis for a successful challenge in the courts (Catey Boyce, Simpson Grierson 2017).

While each situation is different, the extent and depth of the reasoning recorded should consider:

- the function and role of the decision maker, and nature of the decision being made,
- the significance of the decision in terms of its effect on persons,
- the rights of appeal available; and
- the context and time available to make a decision.

In short, the level of detail provided should be adequate to provide a 'reasonably informed' reader of the minutes an ability to identify and understand the reasons for the recommendations / decision made. In reaching a view on the appropriate level of reasoning that should be provided, the Significance and Engagement Policy of a kaunihera may be useful to guide the types of decision that warrant more detail.

Hard copy or digital

Te Rua Mahara o te Kāwanatanga Archives New Zealand has released guidance on the storage of records by digital means. [You can read it here](#). General approval has been given to public offices to retain electronic records in electronic form only, after these have been digitised, subject to the exclusions listed below.

The following categories of public records are excluded from the general approval given:

- Unique or rare information, information of importance to national or cultural identity or information of historical significance;
- Unique or rare information of cultural value to Māori (land and people) and their identity; and
- All information created prior to 1946.

For more detail on each of these categories, refer to the guide '[Destruction of source information after digitisation 17/G133](#)'. Te Rua Mahara o te Kāwanatanga Archives New Zealand will consider

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

applications to retain public records from these categories in electronic form only on a case-by-case basis.

The Authority to retain public records in electronic form only is issued by the Chief Archivist under Section 229(2) of the Contract and Commercial Law Act 2017 (CCLA).

Compliance with Section 229(1) of the CCLA

A public office can retain public records in electronic form, and destroy the source information, only if the public record is covered by an approval given in this Authority (or specific authorisation has otherwise been given by the Chief Archivist), and the conditions of Section 229(1) of the CCLA are met. The two conditions of Section 229(1) are:

1. The electronic form provides a reliable means of assuring that the integrity of the information is maintained, and
2. The information is readily accessible to be usable for subsequent reference

Note: Public offices should be aware that Section 229 of the CCLA does not apply to those enactments and provisions of enactments listed in Schedule 5 to the CCLA (Enactments and provisions excluded from subpart 3 of Part 4). For further clarification, the Authority should be read in conjunction with the guide Destruction of source information after digitisation 17/G135.

Information tabled at meetings

Any extra information tabled after the reports and agendas have been distributed should be specified and noted in the minutes, with copies made available in all places that the original material was distributed to. A copy must also be filed with the agenda papers for archival purposes.

Chair's signature

Where kaunihera capture and store minutes digitally the traditional practice for authorising minutes of the Chair's signature is not at all practical. For the digital environment one approach would be to include, with the motion to adopt the minutes, a sub-motion to the effect that the Chair's electronic signature be attached/inserted.

⁵ See [Authority to retain public records in electronic form only – Archives New Zealand](#)

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**SO 28: Keeping minutes****What to record?**

The purpose of taking minutes is to keep a record of the proceedings of a council meeting and the actions a meeting has agreed to take or not. The minutes create an audit trail of public decision-making and provide an impartial record of what has been agreed. Good minutes strengthen accountability and helps build confidence in our local democracy.

In the recent *Open for Business* report, dated October 2023, the Ombudsmen recommends that minutes should contain a clear audit trail of the full decision-making process, including any relevant debate and consideration of options (as well as the decision itself). It will be for each kaunihera to determine how this is best achieved in the particular circumstances. For example, it is common for reports to decision-makers to contain an options analysis and where this is the case (and those options are endorsed) it would seem unnecessary to duplicate that in the minutes.

The level of detail recorded in minutes will vary according to preferences, however the style adopted should be discussed with, and agreed to, by the bodies whose discussions and decisions are to be minuted. One way of doing this is to include, as part of the resolution adopting the minutes, either a stand-alone motion stating the level of detail that will be recorded or including this within the Standing Orders themselves.

Good practice

- Minutes should provide a clear audit trail of the decision-making path.
- They should be succinct, but without sacrificing necessary content.
- Someone not in attendance should be able to understand what was decided.
- Anyone reading the minutes in 20 years' time will understand them.

SO 28.2: Matters recorded in minutes

SO 28.2 sets out what the minutes must record. In addition, it is recommended a record is made of the reasons given for a meeting not having accepted an officer's recommendations in a report; this might be important for future audit purposes.

While it is not a legal requirement, the Ombudsman has recommended that it is good practice for minutes to record how individual elected members voted. Whether to adopt this practice in general, or exercise discretion on when to record voting, may depend on the significance and nature of the decisions involved. When divisions are called, it is necessary to record voting. Where meetings have been live-streamed or recorded a reference to this effect could be made in the Minutes, with the relevant link, so that readers can access more information should they choose.

When recording Māori place names, or discussion in Te Reo Māori, please make sure to use correct and local spelling.

Regarding non-LGA 2002 hearings

The LGNZ Standing Orders are designed to comply with the LGA 2002 and LGOIMA 1987. Other statutes under which kaunihera may have meetings and hearings can have different requirements. For example:

Minutes of hearings under the Resource Management Act, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 include additional items, namely:

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

- record of any oral evidence,
- questions put by panel members and the speaker's response,
- reference to tabled written evidence, and
- right of reply.

Information required in minutes of hearings of submissions under a special consultative procedure, such as Long-Term Plan hearings, include:

- records of oral submission,
- questions put by elected members and the speaker's response to them, and
- reference to tabled written submission.

In cases where a kaunihera chooses a course of action in response to submissions which is contrary to advice provided by officials, the reasons why it chose not to follow official advice should be recorded.

In summary:

- For procedural matters a pre-formatted list of statements can be useful for slotting in the minutes as you go.
- Avoid attributing statements to specific politicians as it creates opportunity for debate during the confirmation of minutes.
- Do attribute statements when given as expert advice.
- Be flexible. Minutes are live recordings of real events – the rules will not always help you.

Affixing the Council seal

The requirement to have a common seal was removed by the LGA 2002. However, there is an implied requirement for a kaunihera to continue to hold a common seal as there are some statutes that refer to it. A kaunihera may decide to require or authorise the use of its common seal in certain instances.

For example:

- Section 174(1) of the LGA 2002, states that if an officer of a local authority or other person is authorised by the LGA 2002 or another enactment to enter private land on behalf of the local authority, the local authority must provide a written warrant under the seal of the local authority as evidence that the person is so authorised.
- Section 345(1)(a) of the LGA 1974, which provides for the kaunihera conveying or transferring or leasing land, which is no longer required as a road, under common seal.
- Section 80 of the Local Government (Rating) Act 2002, which provides that the kaunihera must, in the case of sale or lease of abandoned land, execute under seal a memorandum of transfer (or lease) on behalf of the ratepayer whose interest has been sold or leased.
- Clause 17 of Schedule 1 of the Resource Management Act 1991 (RMA), which provides that approvals of proposed policy statements or plans must be affected by affixing the seal of the local authority to the proposed policy statement or plan.

However, given that there are no requirements in these provisions as to how the common seal may be affixed, it is therefore up to each local authority itself to decide.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Where such requirements continue to exist the legal advice (sourced from Simpson Grierson) recommends that kaunihera have any deeds signed by two elected members. While the common seal could be affixed in addition to this, it is not legally required.

If a kaunihera continues to hold a common seal, then it is up to the kaunihera to decide which types of documents it wishes to use it for, and which officers or elected members have authority to use it. The process for determining this should be laid out in a delegation's manual or separate policy.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Appendix 1: Alternatives to formal (deliberative) meetings / He momo hui ōkawa rerekē

Workshops

Workshops are best described as briefing sessions where elected members get the chance to discuss issues outside the formalities of a kaunihera meeting. Informal hui can provide for freer discussions than formal meetings, where standards of discussion and debate apply, such as speaking time limits. There are no legislative rules for the conduct of workshops, and no legal requirement to allow the public or media access, although it is unlawful to make decisions at workshops or briefings where the LGA and LGOIMA requirements have not been satisfied.

Workshops can be a contentious issue in local government because they may be with the public excluded and lack minutes, which can be perceived as undermining principles of transparency and accountability. The Ombudsman's report into local council meetings and workshops (*Open for business*, October 2023) makes a number of recommendations designed to address these concerns, which are reflected in this Guide. The effect of these recommendations (which are not, of themselves, legal requirements) is to encourage accountability processes around informal workshops and briefings etc, which are more in line with those applying to formal meetings. It will be for a kaunihera to determine whether to adopt these recommendations, or some other approach to address any accountability or transparency concerns, which may involve the preparation and release of post-workshop reports.

Workshops and briefings can provide an effective way to have 'blue skies' discussions, seek information and clarification from officers, and give feedback to officials on early policy work before an issue is advanced. This can involve identifying a range of options that would be comfortable to elected members, before officials then proceed to assess those options. In effect, workshops and briefings are a part of the educative and deliberative phases of kaunihera decision-making, but typically one-step removed from the substantive, formal phase.

Workshops can have multiple functions. In their guide to hui structures, Steve McDowell and Vern Walsh, from Meetings and Governance Solutions, describe workshops as a:

*"forum held to provide detailed or complicated information to councillors which if undertaken at a kaunihera or committee hui could take a significant amount of time and therefore restrict other business from being transacted. Workshops provide an opportunity for councillors to give guidance to kaimahi on next steps (direction setting)."*⁶

They note that workshops provide an opportunity to:

- receive detailed technical information, including information that would be time-consuming to work through in another forum,
- discuss an approach or issues around a topic without time restrictions or speaking restrictions,

⁶ See <https://www.meetinggovernance.co.nz/copy-of-learning-and-development>

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

- enable members to question and probe a wide range of options, and gain an understanding of proposals,
- enable kaimahi to provide more detailed answers to questions and explore options that might otherwise be considered not politically viable.

Workshops or informal meetings cannot be used to make an actual or effective decision. It is also potentially unlawful to make a 'de facto' decision at a workshop, that is, to agree a course of action and then vote it into effect at a following formal kaunihera meeting without genuine debate. It is good practice to advise participants in workshops to avoid discussion and deliberation on matters which could carry elected members too far down a path toward a substantive decision. This is a matter of degree, but if a range of options is narrowed down significantly, this could give the impression of a decision being "all but" made at the workshop. We note that in the *Open for Business* report, the Ombudsman makes it clear that their jurisdiction extends to complaints about behaviour at workshops.

When not to use workshops

Some kaunihera have taken to holding regular workshops that alternate with meetings of their governing bodies. The rationale is that the workshops enable members to be fully briefed on the upcoming governing body agenda and to seek additional information at an early stage, rather than having to do so in a way that might complicate formal meetings.

Such practices are regarded with some concern by both the Ombudsman and the Auditor General, as they are seen as inconsistent with transparency and openness. If kaunihera find this a useful approach, then the pre-governing body workshop could be open to the public to avoid the suspicion that "de-facto" decisions are being made.

Briefings

One of the unique features of local government is that all councillors, sitting as the kaunihera, have 'equal carriage' of the issues to be considered. For example, when the budget is under consideration, there is no minister for finance or treasurer to assume executive authority or to guide the decision-making process. All councillors have an equal accountability.

Accordingly, all councillors are required to satisfy themselves about the integrity, validity and accuracy of the issues before them.

Councillors have many complex issues about which to make decisions and rely on the advice they receive from the administration. Complex issues often require more extensive advice processes which culminate in the council report.

Briefings are a key feature of these processes. These are sessions during which councillors are provided with detailed oral and written material, and which provide councillors with the opportunity to discuss the issues between themselves and with senior kaimahi. They often involve robust discussion and the frank airing of controversial or tentative views. Councillors who are well briefed are more likely to be able to debate the matter under discussion and ask relevant questions which will illuminate the issues more effectively. Councillors should be careful to not commit to formal decisions at these sessions.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)**Features of kaunihera briefings:**

- They should be used when complex and controversial issues are under consideration.
- They should involve all councillors and relevant senior kaimahi.
- All councillors should be offered the opportunity to attend and relevant senior kaimahi should be involved.
- Written briefing material should be prepared and distributed prior to the hui in order that the same information and opportunity to prepare is given to all councillors and officers.
- They need to be chaired in such a way that open and honest communication takes place and all issues can be explored. Because time and availability are often limited, the Chair must ensure that discussions are kept on track and moving towards a conclusion.
- For more complex strategic issues, multiple briefings are usually necessary.

Traditionally, the content and form of briefings has meant that they are not held in the public arena. This is to give councillors the opportunity to work through the issues in a way that was not considered possible in an open kaunihera meeting. However, the Ombudsman's good practice guidelines for workshops (in *Open for business*, October 2023), which includes the principle of "open by default", apply equally to briefings. This is discussed further below.

To ensure transparency and accountability, it is important that the administration is made accountable for the formal advice it provides to the kaunihera meeting which subsequently takes place. This advice may or may not be entirely consistent with the discussions which took place at the briefing.

Calling a workshop or briefing

Workshops, briefings and working parties may be called by:

- a resolution of the local authority or its committees,
- a committee chair, or
- the chief executive.

The chief executive must give at least 24 hours notice of the time, place and matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- a) state that the session is not a meeting but a workshop,
- b) advise the date, time and place, and
- c) confirm that the hui is primarily for the provision of information and discussion and will not make any decisions or pass any resolutions.

Having a workshop or briefing open to the public

To build trust in kaunihera decision-making, kaunihera should, unless dealing with confidential matters, consider whether workshops should be open to the public. The Ombudsman's view is that while it may be reasonable to close a workshop in a particular case, a general policy of having all workshops closed to the public is likely to be unreasonable.

Whether it is reasonable to close a workshop will depend on the individual case. Situations where it may be reasonable to hold a workshop in a public-excluded/private forum will include those where, if the workshop were a meeting, the public could be excluded under LGOIMA. However, the circumstances are not necessarily limited to those grounds in LGOIMA.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

As mentioned above, the Ombudsman's view is that the same "open by default" approach should apply to briefings (and to forums, hui etc irrespective of the name given). Therefore, when deciding to hold either a workshop or a briefing, the first question to be considered is whether there is a convincing reason for excluding the public, or whether there is any reason why the briefing should not be open. Given the Ombudsman's report and recommendations, continuing with a practice of conducting all briefings outside the public arena runs the risk of drawing adverse comment from the Ombudsman.

That said, given the different function and nature of a briefing, as compared to a workshop (as explained above), it may be that the circumstances in which it is reasonable for a briefing to be closed to the public arise more readily than for a workshop.

Publicising upcoming workshops and briefings

Further to the above, details of *open* workshops and briefings should be publicised in advance so that members of the public can attend if they wish. These details should include the time, date, venue, and subject matter of the workshop or briefing.

For transparency reasons, it is also desirable for kaunihera to publicise information about closed workshops and their subject matter, together with the rationale for closing them. This allows members of the public to make relevant information requests under LGOIMA if desired.

Making a record

The Ombudsman recommends that a written record of the workshop or briefing should be kept, to ensure that a clear, concise, and complete audit trail exists. Whether this is achievable or not will depend on the resource capacity of each kaunihera, but it would be good practice to attempt to create a record of what was discussed.

The record need not be as detailed as for formal meeting records and minutes, but should include:

- time, date, location, and duration of workshop,
- people present,
- general subject matter covered,
- information presented to elected members, if applicable,
- relevant details of the topic, matter or information discussed.

Publishing the record

Kaunihera should aim to publish the records of workshops, briefings, and other informal meetings on their website as soon as practicable after the event.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Appendix 2: Preparing for the next triennial election / Te whakarite mō te pōtitanga ā-toru tau e whai ake ana

Governance handovers

To assist new kaunihera to get up to speed, prior to an election, incumbent members may like to prepare a letter, or report, for their successor (noting that this may also involve many existing members).

This is to provide new members with an insight into what the outgoing kaunihera considered as the major challenges and what they learned during their term in office that they might have done differently.

Whether or not to prepare advice for an incoming kaunihera and what that might be, is ideally a discussion that a mayor or regional kaunihera chair should have with their respective governing body before the last scheduled kaunihera meeting. It may be an ideal topic for a facilitated workshop.

Reviewing decision-making structures

One of the first matters that new kaunihera must address is to decide their governance and decision-making structures. Frequently, new kaunihera end up adopting the decision-making body of their predecessors without much discussion.

When it comes to your governance arrangements, however, there is a wide menu of options. Kaunihera need to fully consider these to determine which best fits the culture they wish to establish over their term, and which will be best given the characteristics their communities.

One way of doing this is to survey your elected members towards the end of the triennium to identify what worked well about their decision-making structure and what could be improved. Based on surveys and interviews the incoming kaunihera should be presented with a menu of decision-making options with the strengths and weaknesses of each set out clearly, see www.lgnz.co.nz.

10.1.2 Appendix 2 – Guide to the LGNZ standing orders template Feb 2024(Cont.)

Appendix 3: Mayors' powers to appoint under s.41A / Te mana o te koromatua ki te kopou i raro i te wāhanga 41A

The role of a mayor is:

- To provide leadership to councillors and the people of the city or district.
- To lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The mayor has authority to:

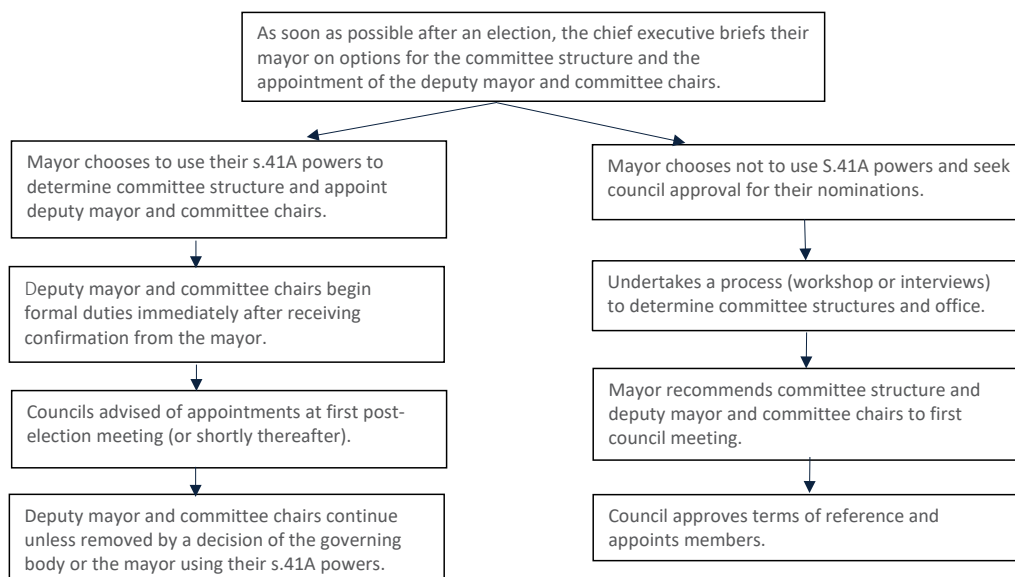
- Appoint the deputy mayor.
- Establish council committees, their terms of reference, appoint the chair of each of those committees and the members.
- Appoint themselves as the chair of a committee.
- Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

The council retains the ability to:

- Remove a deputy mayor appointed by the mayor.
- Discharge or reconstitute a committee established by the mayor.
- Discharge a committee chair who has been appointed by the mayor.

The mayor is a member of each committee of the council.

Recommended process for establishing committees.



10.2 Adoption of the Whakatāne District Council Annual Report 2023/24**10.2 Adoption of the Whakatāne District Council Annual Report 2023/24**

To: **Whakatāne District Council**

Date: **Thursday, 20 March 2025**

Author: **S Ellis / Acting Manager Strategy & Performance;
A Naidoo / Strategic Policy Analyst**

Authoriser: **L Woolsey / GM Strategy & Growth;
B Gray / GM Finance & Commercial Services**

1. Reason for the report - *Te Take mō tēnei rīpoata*

The purpose of this report is to present the Whakatāne District Council Annual Report 2023/24 to the Council for adoption.

2. Recommendations - *Tohutohu akiaki*

1. **THAT** the Whakatāne District Council Annual Report 2023/24 report **be received**; and
2. **THAT** the Council **notes** auditors will issue a qualified audit opinion; and
3. **THAT** the Council **adopts** the audited Whakatāne District Council Annual Report 2023/24, attached as Appendix 1 of this report, subject to any corrections identified prior to publishing in accordance with Section 98 of the Local Government Act 2002; and
4. **THAT** the Council **notes** the adoption is outside the statutory timeframe and a disclosure is included in the Annual Report; and
5. **THAT** the Council **notes** the Annual Report 2023/24 and a Summary thereof will be made publicly available within one month of the adoption of the Annual Report.

3. Background - *He tirohanga whakamuri*

The Whakatāne District Council Annual Report 2023/24 is a legislative requirement under the Local Government Act 2002 (LGA). The purpose of the Annual Report is to compare our actual activities and performance for the year with our intended activities and level of performance as set out in the Long-Term Plan and the Annual Plan, and to promote accountability to our community for the decisions made throughout the year.

The LGA typically requires an Annual Report to be adopted, by resolution, within four months after the end of the financial year to which it relates (31 October 2024). However, the statutory date was extended to 31 December 2024 as per the legislative change under LGA 2002, Schedule 1AA, Part 8, Section 47 and applied to an authority that adopted its 2024 -2034 long-term plan between 1 July – 30 September 2024, of which Whakatāne District Council is one.

10.2 Adoption of the Whakatāne District Council Annual Report 2023/24(Cont.)

The 2023/2024 annual report was planned to be adopted at the extraordinary meeting held on 19 December 2024, but this did not happen due to the continuation of the audit process. Council's annual report is audited by Audit New Zealand. Audit was paused over the summer break period and the process resumed in February 2025. The Annual Report is now ready for adoption.

4. Discussion – Kōrerorero**4.1. Audit process for the 2023/24 Annual Report**

Due to resourcing issues at Audit New Zealand, the commencement of this year's audit was delayed, and the auditing process began on 21 October 2024. Typically, a planning and interim audit would occur before the final audit. However, for the 2023/24 Annual Report these two separate audit processes ran concurrently. During this time Council staff worked with Audit NZ to provide all the necessary information requested. This is an extensive process which involved 250 separate requests for information (of which there can be multiple items requested in one request).

Council will receive a (qualified) audit opinion following on from the 2022/23 Annual Report which identified an error in how we were reporting against a measure that is externally sourced. Audit identified that the Council and its afterhours call centre provider were not recording and classifying complaints in accordance with the Department of Internal Affairs guidance and the method of recording was likely to have understated the actual number of complaints received. This error impacted multiple Councils and a solution was sought during the 2023/24 year. While it was not able to be resolved in the 2023/24 financial year, the solution has been implemented in the 2024/25 financial year.

The final signed Audit opinion for the Whakatāne District Council Annual report 2023/24 can only be issued following the adoption and signing of the Annual Report at the Council meeting today. The final audit opinion will be included as an appendix in the final Annual Report 2023/24 that will be published on our website.

5. Options Analysis - *Ngā Kōwhiringa*

No options have been identified relating to the matters of this report. It is a statutory requirement to adopt an annual report.

6. Significance and Engagement Assessment - *Aromatawai Pāhekoheko***6.1. Assessment of Significance**

The decisions and matters of this report are assessed to be of low significance, in accordance with the Council's Significance and Engagement Policy. The level of significance was determined by legislative requirements as well as the nature of the Annual Report which covers all of Councils services, activities and financial activities, noting there may be a moderate to high level of public interest in the Annual Report.

10.2 Adoption of the Whakatāne District Council Annual Report 2023/24(Cont.)**6.2. Engagement and Community Views**

Engagement on this matter is not being undertaken in accordance with Section 6.0 of the Council's Significance and Engagement Policy. The decision to adopt the Annual Report is a statutory requirement. No consultation is considered necessary as the intent of the Annual Report is to inform the community.

7. Considerations - *Whai Whakaaro***7.1. Strategic Alignment**

No inconsistencies with any of the Council's policies or plans have been identified in relation to this report.

7.2. Legal

Council is required to adopt an Annual Report as determined by the Local Government Act 2002.

7.3. Financial/Budget Considerations

Audit costs are budgeted through Council's Long Term and Annual Plans. Should there be a difference in actual costs versus what was budgeted this may have a financial impact. An invoice for Audit New Zealand's services will be determined post adoption.

7.4. Climate Change Assessment

There are no significant or notable impacts associated with the matters of this report. It should be noted that the Annual Report includes a climate change section with achievements for the 2023/24 financial year. This includes the ongoing monitoring of Council's energy use and carbon footprint.

7.5. Risks

The Council is adopting its Annual Report outside the statutory deadline, which carries reputational risk. To mitigate this risk, staff have worked closely with Audit New Zealand to complete the process as quickly as possible. Audit New Zealand's opinion will be included as an appendix in the published Annual Report, which will be made available to the public. The prolonged audit process and late adoption of the Annual Report have the potential to impact other workstreams. To manage this, workstreams are being prioritised accordingly.

8. Next Steps – E whai ake nei

Once the Annual Report is adopted and signed by the Mayor and Chief Executive, Audit New Zealand can formally issue their opinion.

The LGA requires that within one month of the adoption of the Annual Report, both the full Annual Report and Summary are made publicly available. The intention is for both the full Annual Report and Summary to be made available on the Council's website.

The project will close with an internal debrief process, providing opportunities to highlight what went well and identify opportunities for improvement for the 2024/2025 Annual Report.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024

Attached to this Report:

- Appendix 1 – Whakatāne District Council Annual Report 2023/2024
- Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



ANNUAL REPORT TE PŪRONGO Ā-TAU 2023/24

For the period 1 July 2023 to 30 June 2024

whakatane.govt.nz

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Contents

Rārangi Upoko

Message from Mayor Dr Victor Luca	3
Your Council	4
Who we are and what we do.....	5
Our vision and community outcomes	6
Our strategic priorities.....	7
DELIVERING ON OUR VISION, OUTCOMES AND PRIORITIES	8
How to read this section of the report	9
OVERVIEW OF OUR FINANCIAL AND NON-FINANCIAL PERFORMANCE	13
LEADERSHIP AND COMMUNITY	18
STRATEGY AND FUTURES	25
TRANSPORT CONNECTIONS	33
PLANNING FOR THREE WATERS:	42
Three waters consent replacement strategy.....	42
WATER SUPPLY	43
Drinking Water Quality Assurance Rules (DWQAR) performance assessment summary	47
SEWAGE AND TREATMENT DISPOSAL	54
STORMWATER DRAINAGE.....	59
WASTE MANAGEMENT AND MINIMISATION.....	64
COMMUNITY SAFETY.....	69
COMMUNITY EXPERIENCE	78
CORPORATE SERVICES	87
COUNCIL CONTROLLED ORGANISATIONS	90
Whakatāne Airport	91
TOI EDA	94
Bay of Plenty Local Authority Shared Services	96
Local Government Funding Agency (LGFA)	97
THE COUNCIL'S INVOLVEMENT IN OTHER ACTIVITIES	98
Better Off Funding Projects	99
Our commitment to addressing climate change.....	102
Reducing our energy use	103
Celebrating our awards.....	104
FINANCIAL STATEMENTS	107
Financial statements index	108
STATEMENT OF COMPLIANCE	192
AUDIT OPINION	193

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Message from Mayor Dr Victor Luca

Kupu whakataki
o te Koromatua

Our annual report is similar to that of a publicly traded company. It informs residents about the services, community projects, and facilities Council provided from 1 July 2023 to 30 June 2024 and most importantly how your money is being spent.

More specifically what this document shows is how the Council performed against defined measures to help assess how we are delivering services for our communities in both financial and non-financial terms. I liken it to a 'report card'. I think it shows that the Council has been 'diligent and conscientious', but as always, there will be 'room for improvement'. I continue to advocate for an *as low as reasonably achievable* approach to setting rates.

The Council delivers more than 30 different services and manages around \$1.4 billion worth of community assets. Without doubt, we are a large and very diverse business, and as such, the context in which we operate is fundamental to success.

At the beginning of the reporting period, we were already a month in to developing our 2024-34 Long Term Plan. We did this in the context of unprecedented geopolitical tensions and a maelstrom of economic uncertainty and inflation we have not seen in more than a decade partly fuelled by those tensions. In this we were not alone – councils' across the country faced extremely hard decisions on how to cover funding deficits and strike the balance between delivering only basic services and planning for communities that will serve future generations. In terms of our rates increases we were in the middle of the pack.

Throughout the Long Term Plan development process I called for the community to share its voices. As the Mayor I clearly expressed my own expectations. The Council ran its biggest engagement programme ever with 23 organised opportunities for people to find out more about the plan and let us know what they thought. We received almost 1,000 submissions from individuals and groups and heard from around 80 submitters in-person, which informed two days of Council deliberations. I applaud those people who got involved; I will always want more. I believe we need to explore better methods of engaging including the use of mobile telephony.

The repeal of the previous government's Water Services Reform has continued uncertainty and reinstated significant funding pressures, exceeding what the community can afford via rating increases. This is an ongoing challenge for the Council and I am exploring how we navigate through the minefield.

I encourage people to delve into the detail of this report. It is thorough, and I believe most people will be very surprised at the breadth of responsibility the Council has and the services it has delivered for our communities in the past 12 months.

Dr Victor Luca
Mayor KOROMATUA

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Your Council Ngā Kaikaunihera



Dr Victor Luca
Mayor



Lesley Immink
Deputy Mayor



Toni Boynton
Councillor, Kāpū-te-rangi
Māori Ward



Gavin Dennis
Councillor, Rangitāiki
General Ward



Andrew Iles
Councillor, Te Urewera
General Ward



Wilson James
Councillor, Rangitāiki
General Ward



Julie Jukes
Councillor, Whakatāne-
Ōhope General Ward



Tu O'Brien
Councillor, Rangitāiki
Māori Ward



John Pullar
Councillor, Whakatāne-
Ōhope General Ward



Ngapera Rangiaho
Councillor, Toi ki Uta
Māori Ward



Nándor Tanczos
Councillor, Whakatāne-
Ōhope General Ward

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Who we are and what we do

Ko wai mātau, ā, he aha ā mātau mahi

The Council plays a crucial role in the Whakatāne District by providing essential services, facilities and recreational opportunities people use every day. The Whakatāne District is governed by 11 elected community representatives who make key decisions to guide our activities and shape the future of the district.

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 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 with good-quality infrastructure, public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Our mahi involves the delivery of a wide range of services and facilities that whānau/families, households, businesses, and visitors rely on and use every day. At the top of our list are services that ensure the health and safety of our communities, such as providing clean drinking water, appropriate treatment and disposal of wastewater, and local transport networks that allow people to move safely around the district. Many other Council activities play an essential role in making this a great district for us to live, work and play.

Our work is organised into eleven groups – including the corporate services group, which supports the delivery of our other activities. A Council-Controlled Organisation (CCO) operates the Whakatāne Airport in a Joint Venture agreement with the Ministry of Transport Te Manatu Waka.

THE FOLLOWING ARE OUR GROUPS OF ACTIVITIES:



Our groups of activities, and everything we do at the Council works towards our vision, outcomes, and strategic priorities; to ensure and monitor our success each group of activities have performance measures. Our 'Delivering on our Outcomes, Vision and Priorities' section will report on the outcomes and strategic priority the activity works towards, how we performed, what the activities cost and how they were paid for in accordance with PBE FRS 48 Service Performance Reporting standard.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Our vision and community outcomes

Tō mātau matakitenga me ngā hua hāpori

Our vision - ‘More life in life’ - and community outcomes were established through the Long Term Plan 2021-31. Our vision and outcomes set out the high-level direction and goals the Council will work towards to achieve its primary purpose to support and enhance the social, cultural, economic, and environmental wellbeing of our communities. Our vision embraces the Council’s role in supporting our communities to flourish, fulfil their potential and live life to its fullest. A strong, resilient, and enabled Council organisation will help ensure we can achieve the things that are most important to us all.

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

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Our strategic priorities

Ngā rautaki mātua



Strengthening iwi,
hapū and whānau
partnerships



Preparing for population
growth and housing
demand



Enhancing the
environmental
outcomes of
our activities



Improving the safety,
security and resilience
of infrastructure



Building climate change
and natural hazard
resilience



Enhancing the vibrancy of
our communities



Facilitating economic
regeneration
and employment
opportunities



Ensuring Council is
enabled and fit for
the future

The strategic priorities are the eight priorities the Council consulted the community on when developing the 2021-31 Long Term Plan. The eight priorities provide the Council with key areas of focus to achieve our vision of 'More life in life'. Each priority is supported by strategies, programmes of work and key projects.

All the activities we carry out contribute to the achievement of our community outcomes. If we achieve all the expectations we have set for our service delivery, we will be making progress on achieving all eight priorities.

Delivering on our vision, outcomes and priorities

Te whakatutukitanga o
te matakiteanga, ngā hua
me ngā mahi mātua



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

How to read this section of the report

He whakamāramatanga o tēnei wāhanga

Delivering on our vision, outcomes and priorities reports on how well the Council's activity groups performed in 2023-24 against the performance measures and targets set out in the 2021-31 Long Term Plan. An overview of our performance is provided before moving into sections for each of these activity groups.

For each activity grouping it will tell you:

Service Performance

What community vision and outcome it supports.



**CONSTRUCTIVELY AND
COLLABORATIVELY
ENGAGING WITH
WHĀNAU, HAPŪ AND
IWI**



**STRONG, CONNECTED,
INTERDEPENDENT,
DIVERSE
COMMUNITIES**



**INTERGRATING
NATURE INTO
OUR DECISION
MAKING**



**THRIVING
CIRCULAR
COMMUNITIES**

What's happened this year and which strategic priority it has contributed to.



How well we performed against our performance measures.

Funding Impact Statements

What these activities cost and how they were paid for.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Service performance

All the activities we carry out contribute to the achievement of our vision, outcomes and our eight priorities. Each activity has performance measures that show how well we are delivering our services to the community. The performance measures and targets are from year three (2023-24) of our 2021-31 Long Term Plan, which you can find on our website whakatane.govt.nz/Public-Documents/Council-Plans.

The Council has 69 non-financial measures contained in the 2021-31 Long Term Plan. Within the 69 non-financial performance measures, 33 are mandatory as outlined in the Local Government Act 2002. These mandatory performance measures follow Department of Internal Affairs guidance and are indicated by an (M).

Monitoring our non-financial performance allows us to see how we are tracking against the levels of service we said the community can expect from us. This means we can identify areas for specific focus if required. We review our measures and structure every three years when we develop each long term plan. This is the third time we are reporting on our performance against the 2021-31 Long Term Plan measures, the last in this planning cycle.

We have selected a range of measures to help the public assess the level of service for major aspects that are meaningful for the community. These include measuring how timely we are, our key project milestones, community perceptions and how happy users are. Fifteen of our measures relate to our 2023/24 Resident Survey, which is undertaken by SIL Research. The purpose of this research is to engage with residents, to determine levels of satisfaction and perceptions of the Council's services, communications, and management. One hundred and fifty survey responses were collected each quarter, providing a total sample of 600 surveys for the final analysis.

Overall results are reported with margins of error at a 95 percent confidence level, with individual margins of error provided as a note below each measure throughout this report. There are no significant judgements on aggregation.

For our emergency management measures, a survey is conducted every two years by the Bay of Plenty Civil Defence Emergency Management Group. The survey asks respondents 10 statements that are applicable to them.

In reporting our performance, we indicate whether our result has met the year's target or has not met the year's target. Where possible an explanatory note is given to provide further information as to why we have or have not met the target. An exception to this is when it is a satisfaction measure, as we cannot make assumptions on why respondents of the survey were not happy with the service or facility. For comparison to previous years, we have provided the results of the performance measures from the last two years where we have the result available.

The Statement of Service performance within the Annual report was prepared in accordance with and comply with New Zealand Generally Accepted Accounting Principles (GAAP) and comply with Public Benefit Entity Accounting Standards (PBE accounting standards) for a Tier 1 entity.

What these activities cost and how they were paid for (Funding Impact Statement)

The Funding Impact Statement for each group of activities shows our budgeted costs, as provided for in our Long Term Plan 2021-31, and our actual costs during the 2023/24 year. It also describes how the activities were funded and includes information about our internal borrowing movements for the activities in 2023/24. An explanation of the categories used in these statements can be found on the next page.

Explanation of categories in the Funding Impact Statements

Funding Impact Statements break down costs and funds at an operational (OPEX) and capital (CAPEX) level. Operational costs include the ongoing maintenance and delivery of our services, while capital costs relate to the cost of constructing a new asset or extending or renewing an existing asset. Capital expenditure is generally 'one-off' in nature, whereas operational costs are ongoing. Taking all this information into account, we can then see how much we received, how much we spent, and whether we have a surplus or deficit at the end of the year.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Operational****Sources of operating funding (revenue)**

General rates, uniform annual general charges (UAGC), rates penalties	Revenue from general rates charged on the capital value of all properties within the district, fixed charges across the whole district (UAGC), and penalties for late payment of rates.
Targeted rates	Rates where the benefit or use of a service can be assigned to specific households or communities, such as water, stormwater or promotion and economic development.
Subsidies and grants for operating purposes	Money received from other organisations that contribute to the operational cost of the service.
Fees and charges	Includes admission charges for Council facilities and regulatory fees e.g. permits and dog registration.
Internal charges and overheads recovered	Charges received from other departments of the Council such as overheads and direct costs.
Interest and dividends from investments	Money earned from our savings and investments through interest and dividend payments.
Local authorities fuel tax, fines, infringement fees, and other receipts	Miscellaneous revenue from other sources generally not of a significant nature e.g. local authority petrol tax.
Total operating funding	Total revenue from the day to day operation of this activity.

Applications of operating funding (expenditure)

Payments to staff and suppliers	The day to day cost of running this activity. Salaries, wages, consultant charges, materials and services.
Finance costs	Interest payments we make on funds borrowed (loans).
Internal charges and overheads applied	Money paid to other departments of the Council such as overheads and direct costs.
Other operating funding applications	Miscellaneous expenses including bad debt expense, rates remissions and loss on disposal of assets.
Total applications of operating funding	Total operating expenditure for this activity.
Surplus (deficit) of operating funding	Total revenue less total expenditure.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Capital****Sources of capital funding**

Subsidies and grants for capital expenditure	Money received from other organisations that contribute to the capital cost of the service.
Development and financial contributions	Money paid by developers towards providing assets or extending existing assets to cater for increased demand due to growth, e.g. extending sewerage systems.
Increase (decrease) in debt	Borrowing money to pay for future and/or new assets, parts of assets or to fund temporary deficits, less loan repayments.
Gross proceeds from the sale of assets	Revenue to be raised from the sale of assets belonging to this activity.
Lump sum contributions	Payments made by an eligible ratepayer for the purposes of contributing to a capital project. However, we do not accept Lump sum contributions for targeted rates.
Total sources of capital funding	Total capital funding for this activity.

Applications of capital funding

Capital expenditure	Capital expenditure creating a completely new asset or extending or renewing an existing asset to provide the same or greater service than it currently provides e.g. extending a sewer pipe to increase capacity. The expenditure is split to fund level of service improvements versus population growth and/or renewal works. While a lot of our capital projects contribute to more than one of these drivers, legislation requires us to allocate each project to just one driver in the Funding Impact Statements.
Increase (decrease) in reserves	Transferring funds into and from a reserve account held for a special purpose. Includes: transferring development contribution revenue to development contribution reserves; using funds from depreciation reserves, and using funds from operational reserves to provide or to assist with maintaining existing assets or services.
Increase (decrease) of investments	Net movement of investments.
Total applications of capital funding	Total capital expenditure for this activity.
Surplus (deficit) of capital funding	Sources of capital funding less applications of capital funding.
Funding balance	Net operating funding less net capital funding.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Overview of our financial and non-financial performance

Te tirohanga whānui o ngā
hua ahumoni me ngā hua kē

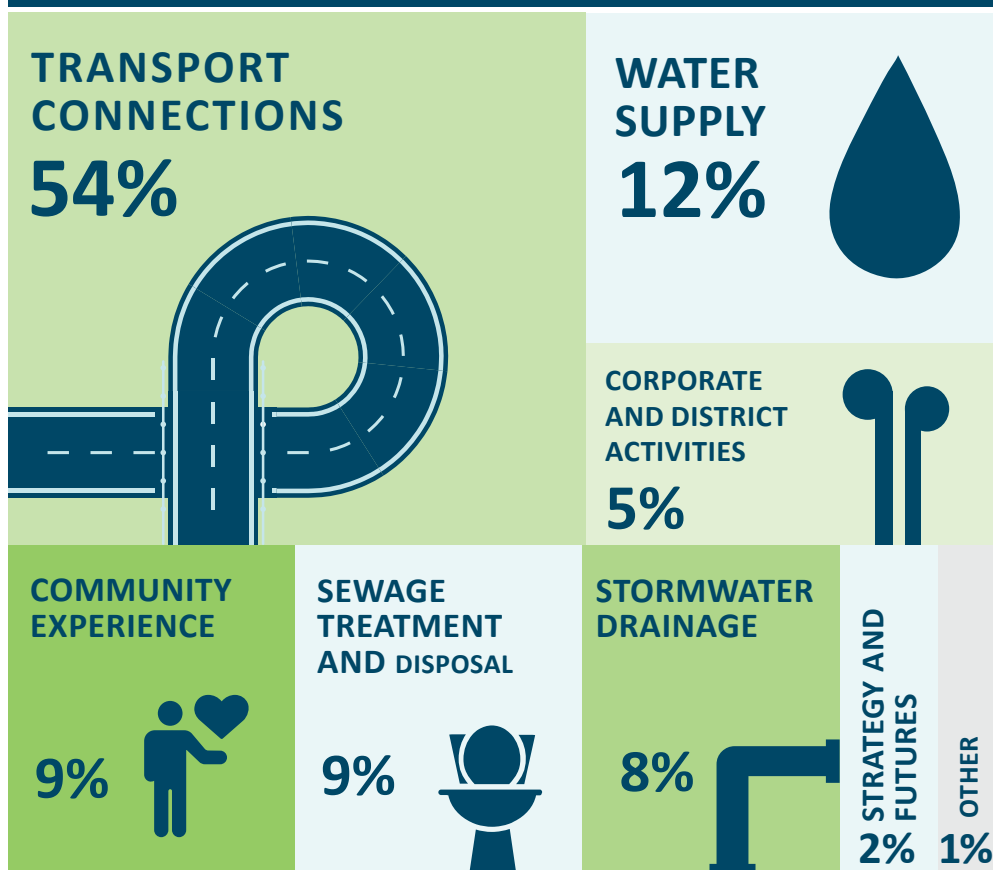


10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



**We spent
\$45.5 million
delivering on new or improved assets
for our communities.**

Capital expenditure is the cost of buying or building a new asset, renewing an existing one or improving an asset to deliver a better service for our communities.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Operating spend against budgets

Te whakapaunga o te pūtea whakahaere i ngā tahua

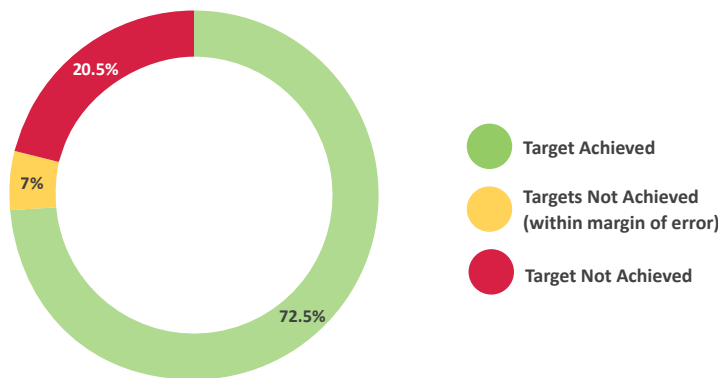


10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

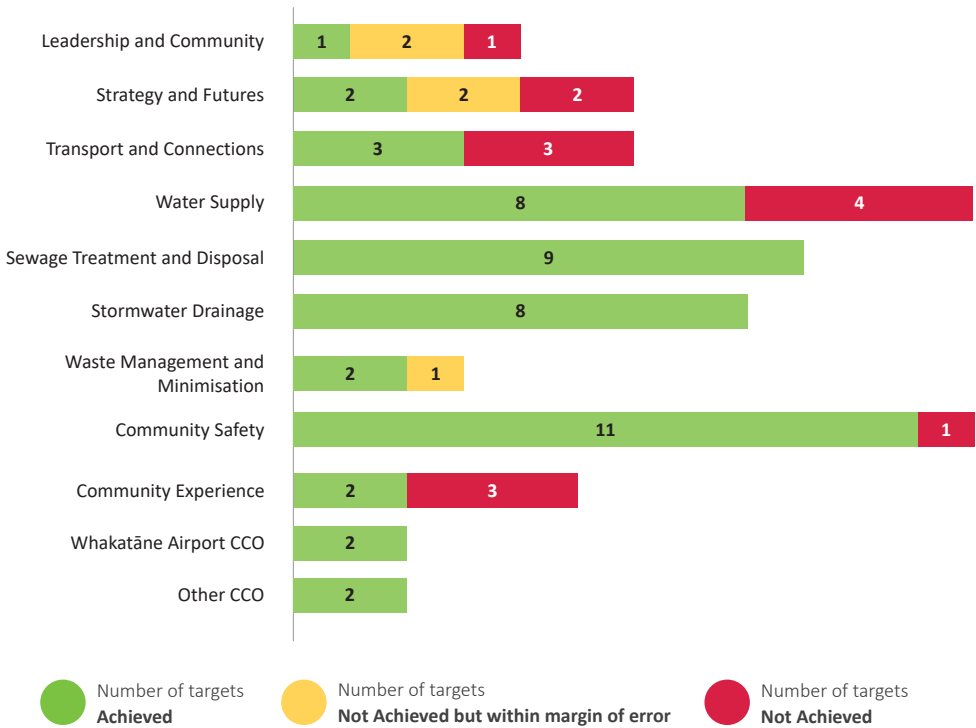


Overview of Non-Financial Performance

Te tirohanga whānui o ngā mahi kē



2023/24 Non-Financial Performance Measure results



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**In summary our performance measure results show:**

- The Council met target for 72.5 percent of all performance measures
- 85 percent of the mandated measures were met

Overall, 53 percent of residents were satisfied with services received from the Council on par with the national average of 54 percent. Taken together, 2024 results should be viewed in the context of the challenging economic environment that both the Council and residents are currently operating in. Residents are feeling the pressures of increasing costs of living and are more likely to assess Council performance and decision making in this light. Evidence indicates that residents have become even more proactively engaged in Council processes, and making formal submissions to the Council specifically. The occurrence of the Long Term Plan in the current year saw significant engagement in this process highlighting the increased importance of these issues and concerns to residents as the Council faces increasing costs and financial demands. Despite decreases in our own results, we have continued to perform well against broader benchmarks- indicating we are still maintaining comparable levels relative to similar councils nationally.

The Statement of Service Performance has been prepared in accordance with Tier 1 PBE financial reporting standards, which have been applied consistently throughout the period, and complies with PBE financial reporting standards.

72.5% performance measures
achieved

85% mandated measures
met



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

LEADERSHIP AND COMMUNITY

Hautūtanga me te Hapori

Activities in this group:

- Local governance
- Iwi, hapu, whānau relationships
- Community engagement
- Community development

This group of activities provides open, effective, and accountable governance for the district and supports connected and inclusive leadership for our communities. We are committed to partnering with, and supporting the aspiration of iwi, hapū and whānau. We acknowledge the value of doing this, and the resulting positive outcomes for all communities.

We also work with local interest groups, stakeholder groups, the public, central government, neighbouring councils and others, because it helps us keep in touch with the priorities of our communities, and because it presents significant opportunities to deliver better outcomes for the district.

Contribution to the Council's vision and community outcomes:

Strong, connected, interdependent, and diverse communities.



Constructively and collaboratively engaging with iwi, hapū, and whānau.

1/4

Performance measures met

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

Live streaming Council meetings

*Strategic priority it
has contributed to:*



The refurbishment of the main Council building in 2023 involved the installation of new technology which has enabled live streaming from Council Chambers. The Council began live streaming meetings, via its YouTube channel, in February 2024. The purpose of live streaming is to provide people in our communities' greater opportunity to see the decision-making process as it happens and understand the context behind decisions. Live streaming delivers greater transparency and access to local government and democracy. Anyone can visit the Council's YouTube channel and watch Council meetings in real-time. These meetings are also recorded and uploaded to the YouTube channel so they can be viewed later.

Murupara Community Board

*Strategic priority it
has contributed to:*



The Murupara Community Board covers the Te Urewera General Ward and the Toi ki Uta Māori Wards areas and includes the communities of Waiohau, Galatea, Murupara, Te Whāiti, Minginui and Ruatāhuna. The ward is split into three subdivisions for election onto the Board. Murupara has three members, Galatea has two and Te Urewera has one. The Board welcomed three new members through-out the 2023/24 year. In September 2023 they welcomed Memory Edmonds and Sheena Jones. Both candidates were nominated for the two vacancies and were elected unopposed through a by-election. They replaced two members who had resigned.

In April 2024 a by-election was required for one vacancy for the Galatea-Waiohau Subdivision. The by-election was conducted by postal vote under the provisions of the Local Electoral Act 2001 and the Local Electoral Regulations 2001 and was undertaken by Election Services, under contract to the Council. Jesse Morgan-Ranui was elected in May 2024.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Māori relationships**

The Council is dedicated to collaborating with iwi, hapū and whānau within the district to achieve improved outcomes for communities. With Māori comprising 48.6 percent of the district's population and with many iwi and hapū located in some of Aotearoa's smallest and most remote communities, we strive for an inclusive and equitable approach that meets the diverse needs of all residents, by ensuring their voices are heard and integrated into decision-making.

Statistics – Ngā Tatauranga*

48.6 percent* of the population in the Whakatāne District is Māori.

* Source: 2023 New Zealand Census, StatsNZ.



There are eight settled iwi and 81 hapū in the district.

**Implementing our Te Toi Waka Whakareī Strategy**

Strategic priority it has contributed to:



In our 2023-24 Annual Plan we committed to implementing our Te Toi Waka Whakareī Strategy. Highlights from this year include Whakatāne Reorua, the establishment of the Reorua ki Whakatāne Fund, and the establishment of the Iwi Policy Hub governance group which aims to enable iwi to participate and engage in a significant suite of strategy, policy and legislative proposals that affect the Whakatāne District.

Whakatāne becomes a Reorua Bilingual centre

In September 2023 Reorua ki Whakatāne was established in partnership between Te Rūnanga o Ngāti Awa and the Council. Reorua ki Whakatāne provides more opportunities for people to learn and practice te reo Māori in an inclusive and supportive environment. Te Rūnanga o Ngāti Awa and the Council leadership teams have been working to establish Whakatāne as a bilingual centre to strengthen the cultural fabric of the town.

The initiative is supported by Aotearoa Reorua*, a national movement that supports towns and cities across New Zealand to become bilingual centres. Iwi partners and council's work together to develop a bilingual strategy for their centre to create more spaces, places, and opportunities where te reo Māori is seen, heard, and celebrated alongside the English language.

**Aotearoa Reorua is led by the Department of Internal Affairs with support from Te Puni Kōkiri, Te Taura Whiri i te Reo Māori and Te Mātāwai.*

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Reorua ki Whakatāne Fund**

Strategic priority it
has contributed to:



The Reorua ki Whakatāne Fund was established to promote the use of the Māori language in Whakatāne. This is a contestable fund available to not-for profit organisations and locally owned businesses in Whakatāne. The aronga/purpose of this fund is to support bilingual events and activities that help Whakatāne and Ngāti Awa meet the Reorua ki Whakatāne goals. Administered by the Council in partnership with Te Rūnanga o Ngāti Awa, this fund is part of the broader Aotearoa Reorua movement.

The first tranche of funding, which opened in March 2024, received 13 applications from businesses, community groups, and individuals for projects aligned with the initiative's goals of enhancing community benefits and fostering bilingualism. Applications included plans for educational purposes, building the awareness of tikanga, Matariki celebrations, the commemoration of Te Pūtake o te Riri: Wars and Conflicts in New Zealand, succession plans, wānanga, resources relating to kōrero and a pōhiri for the launch of Te Puāwaitanga o te Rangatahi. The second tranche of funding opened for applications in late May 2024.

Ka tau atu te tangata ki Whakatāne ka rangona te wairua
me te reo o Wairaka i raro i te korowai o Ngāti Awa.

**Within the warm embrace of Ngāti Awa the spirit and welcoming
voice of Wairaka resonates for all in Whakatāne.**



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Community engagement

*Strategic priority it
has contributed to:*



Throughout the year, we carried out a variety of initiatives aimed at delivering effective, helpful, and relevant communication and engagement for our communities.

In total, we delivered 274 communication and engagement campaigns across various projects and initiatives. Recognising the importance of reaching people through multiple channels, each campaign can include tactics like; social media posts, letters to residents, website updates, newspaper and radio adverts, consultation documents, FAQs, drop-in sessions, and attendance at events across the district.

Some of the major campaigns included (but not limited to):

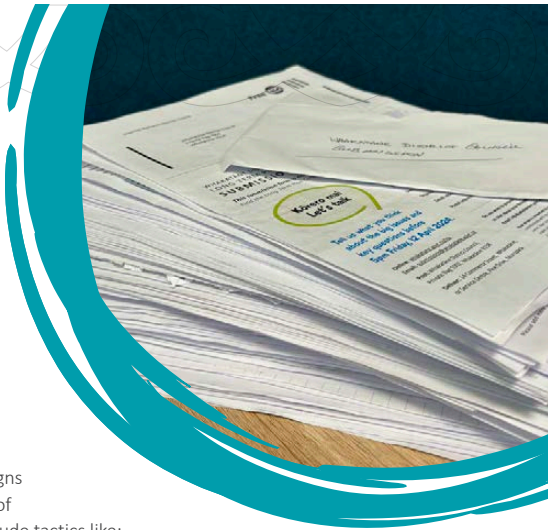
- Landing Road roundabout
- Fees and Charges
- Our Places – Eastern Bay Spatial Plan
- Rex Morpeth Recreation Hub
- Community safety camera (CCTV) project
- Long Term Plan consultation
- Climate Change consultation
- Mimiha Bridge
- Plan Change 8 – Making Room to Grow

Our website traffic remained relatively steady, with a 0.13 percent increase in active users (the number of unique users who engaged with our website), rising from 153,488 in 2023 to 153,689 in 2024. Sessions grew by 8.53 percent, from 297,298 in 2023 to 322,658 in 2024.

More than 13,536 people are now following our social media channels, and we received 24,459 engagement likes on our posts during the first half of the year. However, Facebook's recent metrics change means we now focus on tracking 'followers' instead of likes.

We maintained an active media presence, releasing 105 media stories and responding to 95 media/interview requests, with the majority addressed within 24 hours. Across the district, we produced 20 newsletters for our communities, including four for Murupara, five for Rangitāiki, and 11 for Ōhope/Whakatāne (Ko Konei).

During the year, 12 formal consultation processes were undertaken, with around 2,103 formal submissions received through our online engagement platform Kōrero Mai.



Community partnerships













*Strategic priority it
has contributed to:*



This year has seen the expansion of our community plan programme with the completion of the Ōtamakaukau (Awatapu) Plan and the update of the Edgecumbe Plan. The following community plans are in development: Murupara, Piripai (Coastlands) and Matatā. The development of a Diversity, Equity and Inclusion Policy has been a large focus this year, as has the adoption of the Community Funding Policy and associated improved processes.

The social sector continued to be supported through the Community Wellbeing Project including hosting networking events. The facilitation of the Youth Council and involvement in community and road safety have also been central to our community development work.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**How we performed***Ā mātau mahi*

PERFORMANCE MEASURES (HOW WE WILL MEASURE OUR SERVICE DELIVERY)	2024	2023	2022	MARGIN OF ERROR	TARGET
Percentage of users of the whakatane.govt.nz website that remain engaged.	 82%	 87%	 73%	NA	77%
	<p>We reached our target for engagement for this period. We are seeing a downward trend in the data as there has been an increase in short spikes and underlying 'bot' traffic that skews the long-term averages. Research is ongoing to find the best method to address this in reporting.</p> <p>Projects on the website included the launch of Live streaming of Council meetings, Online Property File development and testing with stakeholders and improvements to our civil defence event website processes.</p>				
Overall satisfaction with performance in communicating with residents and ratepayers.	 42%	 45%	 46%	±4%	2024: 50% 2023: 47% 2022: 45%
	<p>Overall, in 2024, 42% of residents were satisfied with Council's performance in communicating and consulting with the public, with no significant trends over time. However, there were noted differences based on both age and area.</p>				
User satisfaction with Council's Customer Service front desk.	 73%	 75%	 77%	±6%	76%
	<p>Satisfaction with customer service contact in 2024 (73%) was similar to 2023 (75%). The gradual downward trend over the last four years was not statistically significant and although the performance measure has not been met, it is still within the margin of error.</p> <p>Face to face contact is the third most common method of council contact, following telephone and email.</p>				
Overall satisfaction with services received from the Whakatāne District Council.	 53%	 61%	 61%	±4%	Equal to or above Aotearoa New Zealand benchmark. 2024: 54% 2023: 58% 2022: 62%
	<p>Overall, over half of residents (53%) were satisfied with services received from the Whakatāne District Council over the 2024 year (lower than 61% in 2023, but on par with both the overall national (54%) and district council (56%) New Zealand Benchmarking Survey figures.</p>				

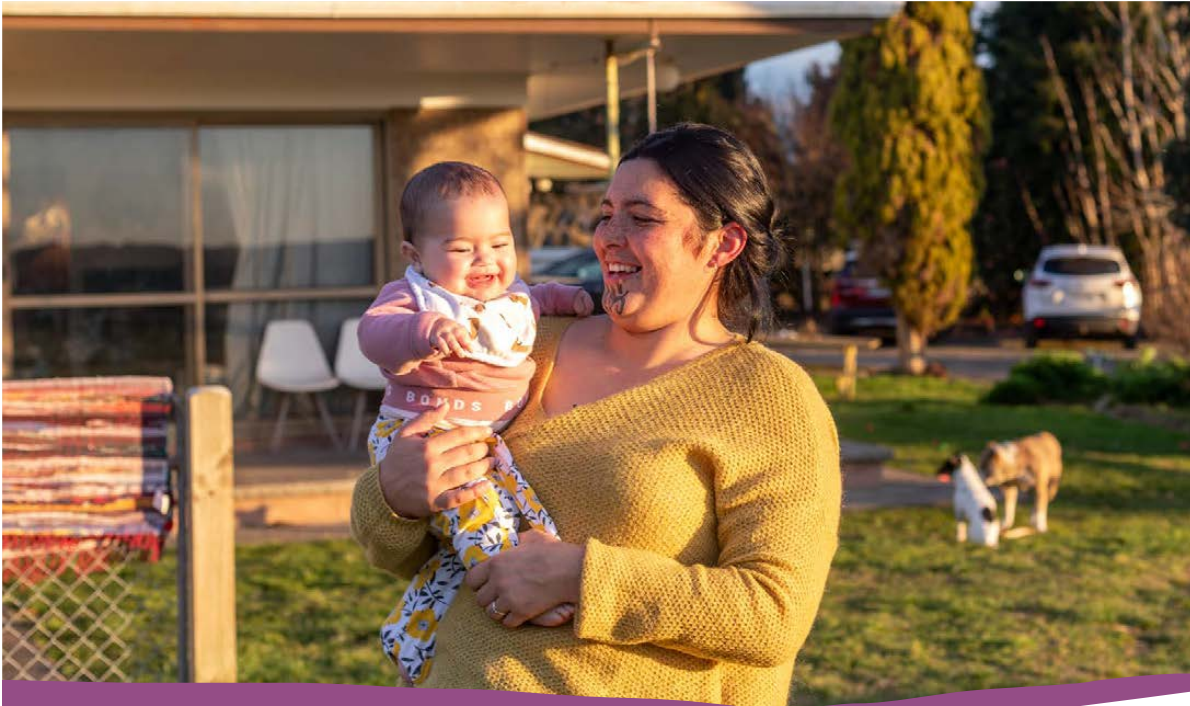
LEGEND  Achieved  Not Achieved (but within MOE ±%)  Not achieved

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: LEADERSHIP AND COMMUNITY WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024	LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL			
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	3,230	3,175	3,071
Targeted Rates	376	383	380
Subsidies and grants for operating purposes	-	-	179
Fees and Charges	-	-	(1)
Internal charges and overheads recovered	1,484	1,550	1,411
Local authorities fuel tax, fines, infringement fees, and other	23	3	99
Sources of operating funding (A)	5,113	5,111	5,138
Applications of operating funding			
Payments to staff and suppliers	3,655	3,698	4,153
Finance costs	2	1	3
Internal charges and overheads applied	1,374	1,310	1,688
Other operating funding applications	-	-	-
Applications of operating funding (B)	5,030	5,009	5,843
Surplus (deficit) of operating funding (A-B)	83	102	(706)
CAPITAL			
Sources of capital funding			
Subsidies and grants for capital expenditure	-	-	-
Development and financial contributions	-	-	-
Increase (decrease) in debt	(6)	(6)	(6)
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Sources of capital funding (C)	(6)	(6)	(6)
Applications of capital funding			
Capital expenditure			
- to meet additional demand	-	-	-
- to improve level of service	-	-	-
- to replace existing assets	-	-	-
Increase (decrease) in reserves	77	97	(711)
Increase (decrease) of investments	-	-	-
Applications of capital funding (D)	77	97	(711)
Surplus (deficit) of capital funding (C-D)	(83)	(102)	706
Funding Balance ((A-B) + (C-D))	-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

STRATEGY AND FUTURES

Ngā Rautaki me te tirohanga ki Anamata

Activities in this group:

- Strategy and policy
- Economic development and regeneration
- Resource management – policy

This group of activities develops strategies, plans and policies to address the challenges and opportunities facing our district- such as climate change, housing demand and land use planning, and economic development. As the needs of the district and communities change, we aim to meet these evolving needs, and work towards a future that is important to all of us

2/6

Performance
measures met

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Constructively and collaboratively engaging with iwi, hapū, and whānau



Integrating nature into our decision-making



Thriving circular economies

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What's happened this year?

I ahatia i tēnei tau?

The development of the Long Term Plan 2024-34

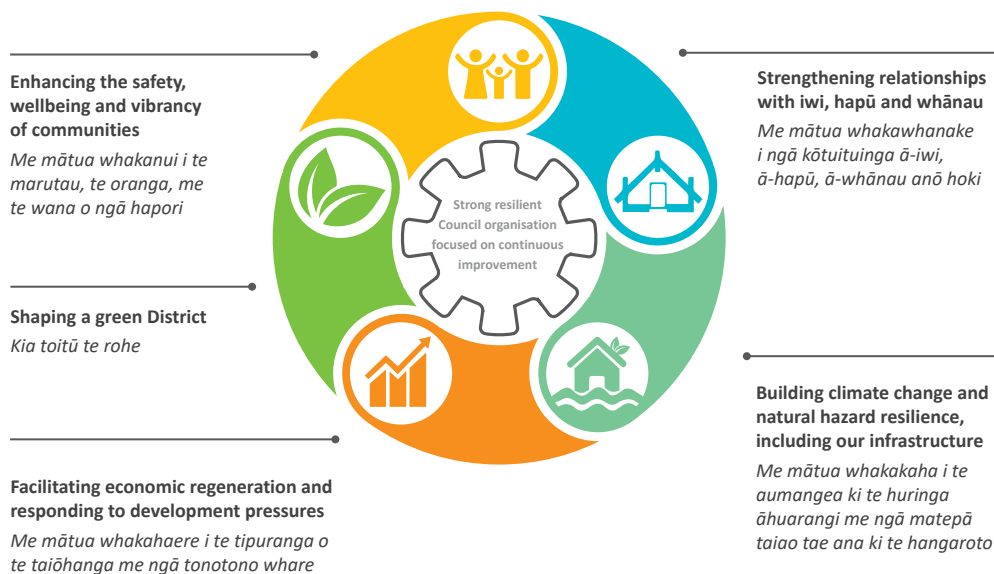
Strategic priority it
has contributed to:



The Long Term Plan, a critical requirement under the Local Government Act, serves as a comprehensive 10-year work programme and budget and includes specific funding and financial management policies and plans.

The Council reviewed its vision, community and strategic priorities through a series of workshops and pre-engagement for the Long Term Plan. The Council sharpened the pencil on its strategic priorities from eight down to five setting the framework for a thorough review of Council's Levels of Service (LoS) and opportunities for improvement.

These five priorities are as follows.



In June 2023, discussions with the community about the Long Term Plan 2024-34 started. We went out to communities to talk about the Council's proposed five strategic priorities and find out what's important when planning for the next 10 years. More than 360 submissions were received, which was the most the council had ever received during the early stages of developing a Long Term Plan.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Councils across Aotearoa New Zealand, including ours, are grappling with rising inflation, increasing costs, and critical infrastructure needs, leading to higher rates increases. Despite previous efforts to keep rates low, a funding gap has emerged, exacerbated by an unsustainable funding model that relies heavily on ratepayers. Amidst these challenges, the Council has remained focused on our communities, ensuring we understand what matters most as we developed the next Long Term Plan.

The Council received almost 1,000 submissions from individuals and groups and heard from approximately 80 submitters during public hearings that occurred in April and May 2024. There was a clear message from many submitters that 'times are tough'. The Council is acutely aware of the need to balance the extremes of delivering only basic services, with its requirement to plan for thriving, vibrant communities that will serve future generations.

Key decisions made through Long Term Plan include:

- The prioritisation of health and safety improvements up to \$7.8 million in value over the next four years for the War Memorial Hall and Rugby Park, and development of a master plan an external funding plan for redevelopment of the Rex Morpeth Recreation Hub.
- Retaining the status quo for kerbside collection, rather than introducing a new kerbside foodwaste collection service.
- Closing the funding deficit (caused by significant inflationary increases) over a six-year period.
- Lowering the fixed portion of rates (Uniform Annual General Charge) to 20 percent to address cost of living increases and better reflect the ability of lower-value property owners to pay.

The adoption of the 2024-34 Long Term Plan was anticipated to be completed by 30 June 2024 but faced delays.

The Long Term Plan 2024-34 was adopted on 5 August, 2024.



Making room to grow – Proposed Plan Change 8

*Strategic priority it
has contributed to:*



In 2021, the owners of 12 Huna Road approached the Council because they wanted to develop their property. There was a strong strategic case for the Council to develop this as a public plan change, allowing it to be rezoned and enable housing to provide for growth that meets the requirements under the National Policy Statement Urban Development. In addition, neighbouring properties have been included at their owners' request.

A concept plan for the development has been completed as well as the supporting technical work. The change will provide for a diverse range of housing, including Papakāinga housing, and a coordinated approach to the development of infrastructure. Papakāinga housing emphasises communal living and shared resources, creating a vibrant and supportive environment for residents. Kawarehe Trust, which owns the neighbouring land, Te Tohu o te Ora o Ngāti Awa, Ministry of Housing and Urban Development and the Council have worked together to plan for housing solutions that will meet the needs of Trust beneficiaries, whānau and the wider community.

In December 2023 the Environment, Energy and Resilience Committee approved the public notification of Proposed Plan Change 8, with the submissions and further submissions periods in February 2024 and May 2024, respectively. Council staff are now working through these and preparing for a hearing.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Ensuring our infrastructure, facilities and services have capacity for growth**

*Strategic priority it
has contributed to:*



One of the Council's core priorities throughout the previous and current financial years has been progressing the development of the Our Places – Eastern Bay of Plenty Spatial Plan. The plan will set out where and how we can grow across the Eastern Bay of Plenty to accommodate population and employment growth in a positive way, while contributing to our social, economic, environmental, and cultural wellbeing.

Partners in this collaborative project include the Eastern Bay of Plenty councils, iwi authorities and central government agencies. Building effective and enduring partnerships will ensure that the needs and development aspirations of all Eastern Bay of Plenty communities are understood, and the plan is focused on the most important community interests within the sub-region.

To address the challenging natural geography of the subregion, rising housing demand, pressure on existing infrastructure, and the growth of key industries, solutions must come from strong collaborative partnerships.

It is also important to manage growth so that we achieve appropriate well-being outcomes that enable communities to live and access the lifestyle they want.

The development of the Spatial Plan will help convey the Eastern Bay of Plenty's priorities, guiding investments and activities undertaken by the Council and the other partners to the plan. We anticipate completing the plan by mid to late 2025.

During the 2023/24 financial year, the following key activities have been undertaken:

- Three waters assessment and transport assessment of development options
- Finalising a draft development options report
- Initial 'Friends of Our Places' stakeholder meeting
- Planning for public engagement in late 2024

The Whakatāne District Plan has gone digital

*Strategic priority it
has contributed to:*



A district plan serves as a key document, offering crucial policy guidance and regulatory frameworks for land development and usage. Councils throughout the country were tasked with improving accessibility for district plans, with the Ministry for the Environment mandating all councils to have an online interactive plan that met the requirements of the National Planning Standards.

In May 2024 an ePlan tool was launched enabling access to information from the District Plan on any device. The ePlan allows users to pinpoint relevant information easily, with intuitive search functions and customisable filters, making it easier to do business with the Council in the regulatory space. Users can search for a specific property and use filters to narrow down the relevant parts of the District Plan they want to view. While the structure was rearranged to meet the requirements of the National Planning standards, the content of the District Plan did not change. Previously, the District Plan could only be accessed through separate maps in hard copy form or as a series of PDF documents.



*Check out the ePlan at
whakatane.govt.nz/eplan*

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Community events - Light Up Whakatāne and Local Wild Food Festival**

Strategic priority it
has contributed to:



The Local Wild Food Festival and Trust Horizon Light Up Whakatāne are important events in the Whakatāne District and the Council is proud to provide leadership, coordination and sponsorship of these two key events which reflect our people and place. Both these events are finalists in the NZ Event Awards and it is planned that their success will continue for years to come.

Trust Horizon Light Up Whakatāne celebrates the arts through an interactive light art trail and community festivals that focus on local music and dance. This event's purpose is to bring the community together in the town centre and it is a collaborative effort by Arts Whakatāne, EPIC town centre group and the Council. The event was held over ten nights from 28 July to 6 August 2023. Under the darkness of winter, light activations and digital displays by local and regional artists illuminated the Whakatāne CBD bringing light and joy to the community. A huge amount of community support from sponsors, funders, artists, performance groups, hapū, schools, businesses and community organisations contributed to the success of this event.

The Local Wild Food Festival took place in February 2024 at Mahy Reserve, Ōhōpe. The festival focuses on celebrating our natural food abundance and encourages the community to create dishes, taste local delicacies and learn about wild and local foods that are available in our rohe. The festival was supported by budding amateur chefs, judges, cooking demonstrations, hapū, school groups, environmental organisations and more- many of whom give their time for free. There was a challenge element to the food festival with prizes up for grabs across multiple categories. Participants were asked to create a dish using at least one wild food ingredient- from the land, sea, river or lake. Mahy Reserve provides a relaxed atmosphere with live music, food trucks, local food demonstrations and markets.

Attracting more visitors outside the peak summer period is a priority for the Tourism and Events team. Events, such as the Local Wild Food Festival, which attracted 2,300 people, including 45 percent from out of town, highlight the effectiveness of these initiatives.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Whakatāne Climate Pathway**

*Strategic priority it
has contributed to:*



Whakatāne District Council is committed to addressing the impacts of climate change and building community resilience. In 2020 it adopted its first Climate Change Strategy which set targets for both the organisation and wider district. In 2023 the strategy underwent a comprehensive review. This was a robust process that involved a technical advisory group, a steering group, as well as public consultation in August – September 2023 and again in April – May 2024 to gather feedback and input. The result is a pathway that helps Council and community partners work together to shape sustainable, low-emission, climate resilient communities.

The Council's adoption of the revised strategy in June 2024 signifies a commitment to supporting and facilitating the actions rather than asserting ownership. The Council acknowledges that achieving the strategy's targets requires a concerted effort from the entire community. While the Council will play a crucial role, it recognises that broader community engagement and action are essential. The supporting plan includes a broad range of actions from 'buying local and seasonal' to 'active travel to work or school' which the community can work towards collectively.

Our Climate Pathway defines a vision to deliver on our community's climate change aspirations, covering both adaptation (enhancing our resilience to a changing climate) and mitigation (significantly reducing our greenhouse gas emissions) and is available on our website whakatane.govt.nz/climate-change.

Wharfside at Port Ōhope – boosting revenue for local businesses

*Strategic priority it
has contributed to:*



Wharfside is one of several activations managed by the Council's Tourism and Events team to stimulate the visitor economy. The harbourside hub, situated at the Eastern end of Ōhope, meets demand from visitors staying nearby at the Ōhope Beach Top 10 holiday park, Ōhope Beach Resort and holiday homes. Over the summer period the popular spot hosted a variety of food trucks, Dream Bean coffee, Paddleboard and e-scooters hire, Mata Brewery, and a pop-up isite. An example of a business that experienced a boost in revenue over the summer period was Mata Brewery which operated a successful pop-up bar at Wharfside and reported its best summer to date. Wharfside is also a popular destination for events such as the Tio Ōhiwa Oyster Festival and the Tamariki Food Fair. Investment in this space will mean more opportunities for events and tourism.

During the summer season, marketing activity focused on attracting new visitors and encouraging holiday makers to spend more in town. Despite the challenging economic climate, the visitor market remained buoyant, with the return of international visitors boosting spend figures.

Total visitor spend for the Whakatāne District increased 4.3 percent to \$145.6 million for the year ending 31 January. The retail sector benefits most, making up 72 percent of the visitor dollar with hospitality following at 17 percent.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
Preparation of the Future Development Programme	Not Achieved	Not Achieved	Achieved	NA	District Plan changes to implement the Eastern Bay Spatial Plan and Future Development Strategy
	Note: The Spatial Plan is expected to be completed by mid to late 2025. Therefore, target for year three set in the 2021-31 Long Term Plan has not been met. Long Term Plan targets were set prior to the agreement of the project plan.				
Progress made to develop District Plan changes	Achieved	Achieved	Achieved	NA	Develop plan changes to ensure the District Plan remains responsive to local issues and is consistent with the requirements of the broader planning framework including the National Policy Statement for Freshwater Management
	National planning standards have been implemented and district plan is now electronic and on the website. Plan changes 4, 5 and 8 are all progressing.				
Satisfaction with efforts to attract and expand business	52%	53%	56%	±5%	2024: 57% 2023: 56% 2022: 56%
	Lack of knowledge about Council's business promotion activity continued in 2024 (41% of residents were unaware, similar to 2023). Nevertheless, over half (52%) of residents providing a rating remained satisfied with Council's efforts to attract and expand businesses; consistent in recent years with no significant trends over time. Satisfaction with business promotion was not significantly different across community board areas. However, residents aged under 65 remained less satisfied than those aged 65+.				
Satisfaction with efforts to promote tourism	52%	60%	62%	±5%	63%
	In 2024, 70% of respondents were able to rate Council's support of tourism promotion. 52% of these residents were satisfied with this service (5.7 average rating), representing a decrease from 2023 and continuing the downward trend measured since 2021. Notable differences were apparent in attitudes towards tourism promotion – with lower satisfaction outside Whakatāne-Ōhope, and among residents aged under 65.				
Satisfaction with efforts to enable and promote events	56%	60%	56%	±5%	2024: 61% 2023: 61% 2022: 60%
	56% of residents who provided a rating were satisfied with event promotion (average rating 5.8), slightly down from 2023 (but within the margin of error). Previously measured differences in tourism promotion perceptions continued, with lower satisfaction among younger residents, and those from Tāneatua-Waimana and Galatea-Murupara.				
Toi-EDA delivers initiatives under each of the three pillars; A Winning Brand, Economic Engine and Thriving Communities, that support the sustainable growth and development of the local economy.	Achieved	Achieved	Achieved	NA	At least three initiatives underway per year. For further information please refer to the Toi EDA section on page 94 of this document.

LEGEND Achieved Not Achieved (but within MOE ±%) Not achieved

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: STRATEGY AND FUTURES WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	ACTUAL 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		5,065	5,202	5,031
Targeted Rates		991	1,065	1,042
Subsidies and grants for operating purposes		887	21	892
Fees and Charges		2,431	2,480	50
Internal charges and overheads recovered		260	266	222
Local authorities fuel tax, fines, infringement fees, and other		29	30	2,886
Sources of operating funding (A)		9,664	9,062	10,123
Applications of operating funding				
Payments to staff and suppliers		6,227	4,866	6,480
Finance costs		248	245	426
Internal charges and overheads applied		2,085	2,077	2,529
Other operating funding applications		-	-	-
Applications of operating funding (B)		8,560	7,188	9,435
Surplus (deficit) of operating funding (A-B)		1,104	1,874	688
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		-	-	-
Development and financial contributions		-	-	-
Increase (decrease) in debt		410	(138)	82
Gross proceeds from sale of assets		2,225	1,894	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		2,635	1,756	82
Applications of capital funding				
Capital expenditure				
- to meet additional demand		67	34	-
- to improve level of service		-	156	747
- to replace existing assets		42	53	33
Increase (decrease) in reserves		3,629	3,387	(10)
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		3,739	3,630	770
Surplus (deficit) of capital funding (C-D)		(1,104)	(1,874)	(688)
Funding Balance ((A-B) + (C-D))		-	-	-
PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
60 Bunyan Rd Woodwaste Remediation	177,886	-	177,886	Project did not progress in 2024
Esplanade Canopy Roof	183,340	-	183,340	Project did not progress in 2024
Purchase 144 The Strand	-	446,822	446,822	Property Purchase
Integration Floodwall and Building	1,600,000	300,139	1,299,861	Underway, balance carried forward to 2025
Strategy and Futures Renewals Consolidated	251,402	33,436	217,965	Complete, full budget not required, partial carry forward to 2025

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

TRANSPORT CONNECTIONS

Ngā hononga waka

Activities in this group:

- Transport connections

This group of activities aims to provide a safe, reliable, and sustainable transport system that is accessible to everyone and caters to a variety of transport choices. This increasingly provides for pedestrians, cyclists, and the mobility impaired, alongside motorised vehicles.

We aim to deliver a well-functioning transport system that keeps people and places connected, supports a vibrant economy, and allows for efficient day-to-day running of our communities.

Note: Our transport network does not include State Highways or Baybus. These are delivered by NZ Transport Agency Waka Kotahi and Bay of Plenty Regional Council respectively.

3/6

**Performance
measures met**

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making



Thriving circular economies

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**What's happened this year?***I ahatia i tēnei tau?***Mimiha Stream Bridge***Strategic priority it
has contributed to:*

A new temporary bridge over the Mimiha Stream on the road to Ruatāhuna and Lake Waikaremoana opened in June 2024. The Council, in partnership with Tūhoe, have been working collaboratively to design a replacement bridge that reflects the rich history of the area and aligns with the aspirations of the iwi. Funded through Waka Kotahi NZ Transport Agency, the project highlights how a partnership approach can result in a robust and successful outcome.

The original Mimiha Stream Bridge was built around 1945, following World War II, and is now at the end of its useable life. A karakia was held to bless the temporary bridge and mark its opening to traffic, a significant milestone in the planned upgrade of the aging bridge.

Tūhoe and the Manawarū Tribal Authority view this project as more than just building a bridge; it's about honouring the past and the future of their community. The new design will represent their history and vision for sustainable development.

The temporary bridge was built beside the existing bridge, and care has been taken to minimise impacts on the stream and nearby bush. One of the main aims of the project is to minimise the footprint on the taiao/environment, avoid the use of plastics wherever possible, and keep resources used and location of work front of mind. Mimiha Stream is close to a popular swimming hole and mahinga kai/food gathering site, and the area attracts many outside visitors.

The demolition of the old bridge is the next step in the process to make way for the construction of its contemporary replacement. The new bridge will include enhanced safety features and improved accessibility and ensure the needs of the communities that access the area are met.

The Mimiha Stream Bridge provides the only access to Ruatāhuna and Lake Waikaremoana from the Whakatāne District and the Bay of Plenty, and access will be maintained through the construction period.

The upgraded permanent bridge structure is expected to be completed early 2025.

**Thornton Road safety improvements - Smith Road to Walker Road***Strategic priority it
has contributed to:*

This section of road had been identified through the government's Road to Zero Programme, which aims to reduce deaths and serious injuries on our roads. The main contributing factors to the high numbers of serious and fatal crashes occurring along this stretch of road was the presence of out of context curves and a narrow roadway.

Improvements were made to the two curves along this stretch of road, realigning to match the alignment with the rest of the road. Thornton Road was widened to provide right turning bays into the two side roads (Smith Road and Walker Road). Additional safety improvements included a wide centreline, wider shoulders, undergrounding and relocating of the adjacent power poles to remove them from the roadside runoff area.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Landing Road roundabout**

*Strategic priority it
has contributed to:*



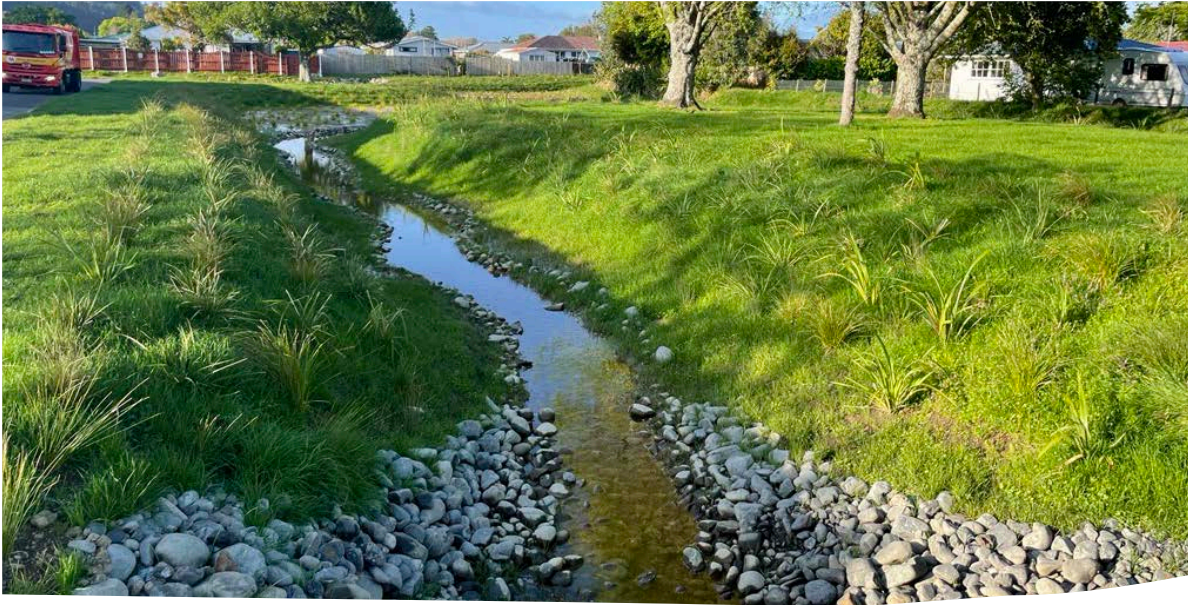
The Landing Road roundabout is a vital link to both urban streets around Whakatāne and connecting arterial routes. The Landing Road roundabout was due for renewal in 2023, having been in operation for more than 40 years. Being a site with such high traffic volumes, a more durable pavement structure with a longer life span was chosen, reducing future maintenance needs as compared with other road surfaces used in the district. Road works were undertaken in phases from September 2023 and were completed in December 2023.

Additional design and safety improvements were undertaken at the same time as the roundabout pavement and surface renewal to minimise disruptions to the public. Changes included installing pram crossings to better enable active mode access through the area and future proofing and relocating underground infrastructure services, including water and wastewater pipes by relocating services to the berm areas so access to these services in the future will not impact the road surface.

The completion of this upgrade, saw a new stacking lane established for traffic turning left off the bridge onto Landing Road. The stacking lane is designed to provide additional waiting room for cars to 'stack' as they wait their turn, improving safety and traffic flow. Additionally, traffic can now enter Landing Road via a right turn at the roundabout from Hinemoa Street replacing the old tear drop layout. Doing so is expected to encourage traffic off residential streets, such as Victoria Avenue, and on to the arterial network improving safety and amenity on residential streets. The new layout was ready ahead of the December – January holiday season and the last of the asphaltting, line marking and landscaping of the roundabout was completed in early 2024.

The project contractor, Waiotahi Contractors won category 2 in the Civil Contractors New Zealand (CCNZ) awards for projects between \$2 million- \$5 million, with a demonstration of civil construction excellence.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Peace Street and Apanui Linear Park**

*Strategic priority it
has contributed to:*



A major piece of work that was carried out this year was the Peace Street and Linear Park project which was a combination of three individual projects. These were,

- Peace Street stormwater improvements
- Peace Street and McGarvey Road intersection safety improvements
- Peace Street drainage reserve improvements, also known as Apanui Linear Park.

The Peace Street stormwater improvements involved the installation of high-capacity kerb and channel, and reshaping on the roadside shoulders to provide continuous run off for stormwater to discharge and no longer pond on the road surface for long periods of time following rain. The project also tied in with the stormwater capacity improvements undertaken in the Apanui Linear Park.

The Peace Street and McGarvey Road intersection had been identified through the government's Road to Zero Programme, which aims to reduce deaths and serious injuries on our roads. To reduce the crash occurrence at this intersection and improve safety for pedestrians and cyclists, a roundabout was installed with raised platform crossings on each of the four approaches.

2023/24 seal extension programme

*Strategic priority it
has contributed to:*



The Council's Long Term Plan includes an annual programme of seal extensions, with the key objective to improve health and wellbeing, through reducing dust migration from the unsealed road.

As part of the programme, the following roads were completed: Matatā Causeway, Paekoa Road, Rangi Road, Hallet Road, Mangone Road, Kawekawe Road and Opurana Road.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Completion of previous storm events permanent reinstatement**

*Strategic priority it
has contributed to:*



The Whakatāne District experienced severe weather events between July and August 2022, again in November 2022, and in May 2023, causing extensive damage to parts of our roading infrastructure and requiring permanent repairs.

This included the following repair sites, constructed during 2023/24:

- Two underslip repairs were completed on Herepuru Road, which involved significant drainage upgrades to manage underground springs, realignment through bank cuts, and the rebuilding of the underslip.
- Stanley Road had two underslip repairs involving major drainage improvements to manage underground springs, and construction of retaining walls to rebuild the underslip.
- Braemar Road required the replacement of a deep culvert that was washed out during the rain event.

All of these works had a significant impact on residents and road users due to the extent of the damage, as well as the extensive geotechnical assessments and design work required before repairs could begin. This led to road closures or sections reduced to one lane for a considerable period between the storm event and the start of construction. Given the complexity of the repairs and the limited road width remaining after the storm, full road closures were necessary for most of the construction period. The Council greatly appreciated the patience and cooperation of residents and road users throughout the repair process.

Active Whakatāne Strategy

*Strategic priority it
has contributed to:*



Our Active Whakatāne Strategy has seen the delivery of a range of projects throughout the 2023/24 financial year.

These projects have made it safer and easier for transport users and have enhanced our streets by creating safe crossing points and encouraging traffic away from our residential streets.

As part of our Active Whakatāne programme we have been working to make active travel like walking, cycling, and scootering, safer and easier for everyone. During the 2023/24 financial year we:

- Installed a raised crossing platform across the Salonika Street intersection for St Josephs and Allandale Primary schools and residents at the Disability Resource Centre.
- Installed a raised crossing platform across Goulstone Road to allow safer access to Rex Morpeth Park, the Aquatic Centre, Rugby Park and schools.
- Installed speedbumps, crossing platforms and narrowed the intersection on Pouwhare and Hikurangi streets. This has made the route slower and has improved accessibility for mobility impaired users, cyclists, and walkers by providing them level access across roads and improved the amenity of the local residential area by encouraging traffic to travel through the arterial network.
- Created a slow speed area and safe crossings outside Edgecumbe Primary and Edgecumbe College to reduce the risk to students and whānau in this busy area while providing additional parking capacity in this busy area. We also created a shared use path to encourage more active travel by school students.

These efforts under the Active Whakatāne Programme demonstrate our commitment to creating a safer and more accessible environment for active travel throughout our community.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**New e-bike Library**

*Strategic priority it
has contributed to:*



An e-bike library has been funded by the Climate Emergency Response Fund. This allows residents to trial different types of e-bikes for a small fee. Launched in August 2023, the library includes a range of town bikes, cargo bikes, and mountain bikes, and allows people to try an e-bike before purchasing one of their own.

The Whakatāne e-bike Library, an initiative funded by NZ Transport Agency Waka Kotahi, gives people the opportunity to borrow an electric bike (e-bike) for 21 days. All that's needed is a bit of paperwork and a \$100 koha to Cycling Without Age EBOP, the community partner operating the programme. Anyone who takes part in the scheme will also receive a \$100 voucher from Whakatāne Cycle Centre or Full Cycle Bikes toward the purchase of an e-bike.

The e-bike library launched initially with seven bikes but has since grown to 10 with support from Trust Horizon. Bike options include; cargo bikes, which are ideal for carrying children and bulky gear, a trike for those with mobility balance needs, and even one that can be used on and off-road.

The launch of the e-bike Library aligns with the Council's Active Whakatāne Strategy which aims to create a more comprehensive and connected network for anyone riding a bike. The official launch took place on Thursday, 10 August at the Whakatāne e-bike Library depot in Henderson Street, Whakatāne.

The project is funded by the Transport Choices package, which was part of the NZ Transport Agency Waka Kotahi Climate Emergency Response Fund (CERF) programme. The programme aims to demonstrate what's possible for communities nationwide by quickly providing people with healthier, more affordable, and safer transport choices that are good for us, and for the environment.

**Advertising screens for Locky Docks**

*Strategic priority it
has contributed to:*



In partnership with Trust Horizon, the Whakatāne District Council was excited to announce the addition of advertising screens to some of the districts Locky Dock stations this year. Locky Docks are free and secure parking/charging stations for both bikes and e-bikes and have been a game changer in promoting sustainable transport across the Whakatāne District.

The recent installation of digital screens adjacent to some stations offer a new outdoor platform for community messages, including spreading positivity and increasing awareness, whilst providing an opportunity for local businesses to advertise.

These digital screens have been installed outside Robert Harris, Caroline Eve on The Strand and at Mahy Reserve at Ōhope Beach. The Locky Docks and digital screens have been made possible thanks to Trust Horizon, NZ Transport Agency Waka Kotahi and the Whakatāne District Council.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
Satisfaction with Council roads	48%	48%	55%	±4%	57%
<p>The recent trending decline in satisfaction with roads finally stabilised in 2024, with satisfaction at 48% - consistent with 2023.</p> <ul style="list-style-type: none"> • It is worth noting that satisfaction with roads has been declining nationwide in part reportedly to the increased frequency of extreme weather events and the reported presence of potholes across New Zealand. • On average, residents in Tāneatua-Waimana were less satisfied with both roads and road safety. 					
The average quality of ride on a sealed local road network, measured by smooth travel exposure (M)	94%	94%	95%	NA	Above 90%
A measure of the quantity of roads meeting the national standard for smooth travel, based on the measure of roughness for different road classifications.					
Percentage of sealed local road network that is resurfaced (M)	7%	5%	7.5%	NA	6-7%
We have a three-year program of resurfacing sealed roads. We have achieved our target over the three-year period despite the dip in Year 2.					
Percentage of qualifying footpaths within the district that fall within the level of service or service standard for the condition of footpaths set out in the Activity Management Plan (M)	97%	100%	100%	NA	95% of all qualifying footpaths achieve a grade of three or less as measured through the three yearly footpath inspections
97% achieved grade 3 or less as measured in the 3 yearly footpath condition rating survey. This survey was conducted in 2023 and will apply to the next three years, this reporting period is year one. It will be carried out again in 2026/27.					
Percentage of emergency customer service requests relating to roads and footpaths responded to within two hours (M)	84.40%	90.50%	92.80%	NA	90%
Percentage of all other customer service requests relating to roads and footpaths responded to within seven days (M)	90.63%	95.70%	95.50%	NA	95%

LEGEND Achieved Not Achieved (but within MOE ±%) Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the 'Non-Financial Performance Measures Rules 2013' in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: TRANSPORT CONNECTIONS WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		(31)	(32)	(31)
Targeted Rates		6,492	6,695	6,656
Subsidies and grants for operating purposes		4,611	4,683	7,187
Fees and charges		35	36	195
Internal charges and overheads recovered		2,152	2,217	2,275
Local authorities fuel tax, fines, infringement fees, and other		870	904	351
Sources of operating funding (A)		14,128	14,502	16,633
Applications of operating funding				
Payments to staff and suppliers		7,321	7,423	9,715
Finance costs		434	478	887
Internal charges and overheads applied		3,230	3,263	3,768
Other operating funding applications		-	-	-
Applications of operating funding (B)		10,985	11,163	14,370
Surplus (deficit) of operating funding (A-B)		3,144	3,339	2,263
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		9,002	7,547	17,083
Development and financial contributions		93	96	27
Increase (decrease) in debt		3,008	1,239	5,420
Gross proceeds from sale of assets		-	-	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		12,103	8,882	22,530
Applications of capital funding				
Capital expenditure				
- to meet additional demand		4,068	1,870	192
- to improve level of service		4,875	3,986	14,142
- to replace existing assets		5,757	5,967	10,285
Increase (decrease) in reserves		546	397	174
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		15,247	12,221	24,793
Surplus (deficit) of capital funding (C-D)		(3,144)	(3,339)	(2,263)
Funding Balance ((A-B) + (C-D))		-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Active Whakatāne/Road to Zero	6,703,836	7,221,356	(517,520)	Active Whakatāne projects; Landing Road Roundabout, Thornton Road Safety Improvements, Peace Street Stormwater and Peace Street/McGarvey Road intersection upgrades among other minor improvement projects
Storm Damage	630,284	1,422,870	(792,586)	This covers 2x Herepuru, 2x Stanley and Braemar Storm Damage Repairs
SH30 Shaw Road to Whakatāne Bridge shared use path	2,599,779	-	2,599,779	Project cancelled following change of government
Whakatāne River Awatapu-Cutller Shared Use Path	599,949	-	599,949	Project cancelled following change of government
Pavement Rehabilitation	1,285,284	1,611,002	(325,718)	Renewal of underlying road pavement structure, in particular Landing Road Roundabout pavement and completion of Manawahe pavement renewal and design work for 24/25 pavement renewals
Footpath Renewal	800,000	651,831	148,169	Replacement of footpaths
Keepa Road Improvements	4,023,257	3,332	4,019,925	Project delayed, rebudgeted in year 1 and 2 of Long Term Plan
Improvements Structures	4,499,358	2,365,770	2,133,588	Renewal of Mimiha Stream Bridge on Ruatāhuna Road
Seal Extensions	1,111,917	1,087,900	24,017	Seal extensions: Matatā Causeway, Paekoa Road, Rangi Road, Hallet Road, Mangone Road, Kawekawe Road, Opurana Road
Edgecumbe to Thornton Cycle Trail	898,110	98,007	800,103	Better Off Funded Project, rebudgeted Long Term Plan 2025
Other Projects/renewals consolidated	10,313,215	10,156,667	156,547	District wide capital works

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PLANNING FOR THREE WATERS:

Three Waters Consent Replacement Strategy

The Council owns, operates, and maintains three waters infrastructure: municipal water supply, stormwater, and wastewater across urban areas within the Whakatāne District. Our three waters infrastructure, is separated into three Groups of Activities:

- Water supply
- Stormwater
- Wastewater

In the Annual Plan 2023/24 we deferred three waters infrastructure projects to the Long Term Plan 2024-34. Despite this deferral, planning for these future projects has remained a key priority focus for the Council this past year. The change in government and its repeal of the Water Services Reform has impacted the way we plan to deliver three waters.

The Water Services Reform under the previous government was an initiative aimed at transferring three waters assets from local councils to regional entities, placing financial responsibilities on these regional bodies. This transition was part of a proposed move towards centralised funding and financing arrangements. However, with the recent change in government and the repeal of the Water Services Reform, three waters assets are expected to remain under council ownership. This reversal has reinstated significant funding pressures, exceeding what the community can afford via rating increases.

The country is facing serious challenges with an estimated \$120- \$180 billion investment¹ required over the next 30 years to upgrade three waters infrastructure that will meet modern legislative requirements, as well as community and cultural expectations. Many of our resource consents for our three waters infrastructure were issued under the Resource Management Act 1991(RMA) following its enactment. These consents are set to expire soon and are the primary driver for needed upgrades. For the Whakatāne District, we will need to replace consents associated with four wastewater treatment plants, thirteen water take consents and various stormwater discharges across several urban areas. These upgrades will come with a significant financial cost to the community, estimated at around \$200 million to upgrade facilities with increased ongoing operational costs associated with more advanced infrastructure.

In May 2024, the Council's Infrastructure and Planning Committee approved the Three Waters Consent Replacement Strategy, which outlines the Council's approach to renewing resource consents for drinking water and wastewater. The Council is already underway with a plan for stormwater management and has lodged a comprehensive consent that will cover stormwater discharges in the Whakatāne township catchment. Similar consents for other schemes will start gradually over the next five to 10 years. The Three Waters Consent Replacement Strategy aims to ensure the Council meets its regulatory obligations, environmental responsibilities, and community expectations for the three waters services while delivering this large work programme as efficiently as possible.

The Council has allocated \$3.5 million in the Long Term Plan 2024-34 for the consent renewal program, with the planning, consenting and design aspects expected to take three to five years to complete.

¹ Te Tari Taiwhenua, Internal Affairs. (June 2022). *Three-waters-reform-case-for-change-and-summary-of-proposals-15-June-2022.pdf* (dia.govt.nz)

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



WATER SUPPLY

Ngā puna wai

Activities in this group:

- Water supply

This group of activities provides safe, reliable, and sustainable water supplies to the district. This currently includes provision to over 12,500 properties for domestic, industrial, commercial, and agricultural use. Water is also provided for urban firefighting requirements. With large areas of our district being rural, and in some cases isolated, many households have independent systems supplying their own needs.

8/12

**Performance
measures met**

Contribution to the Council's vision and community outcomes:



Strong, connected,
interdependent, and
diverse communities.



Integrating nature into
our decision-making



Thriving circular
economies



Constructively and
collaboratively engaging
with iwi, hapū, and whānau

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

Enhancing our water treatment plants

Strategic priority it
has contributed to:



Providing clean and safe drinking water to Whakatāne communities is a top priority for the Council. This year, we made upgrades and enhancements to our operations at the Braemar, Te Mahoe Treatment Plant and Murupara water treatment plants.

A major and innovative upgrade of the Braemar Water Treatment Plant was completed in February 2024. Representatives from Ngāti Awa, Ngāti Rangitihi, Tūwharetoa ki Kawerau and Ngāti Māhino the entities who have manawhenua in the Rangitāiki rohe were acknowledged for their guidance and support of this transformational project.

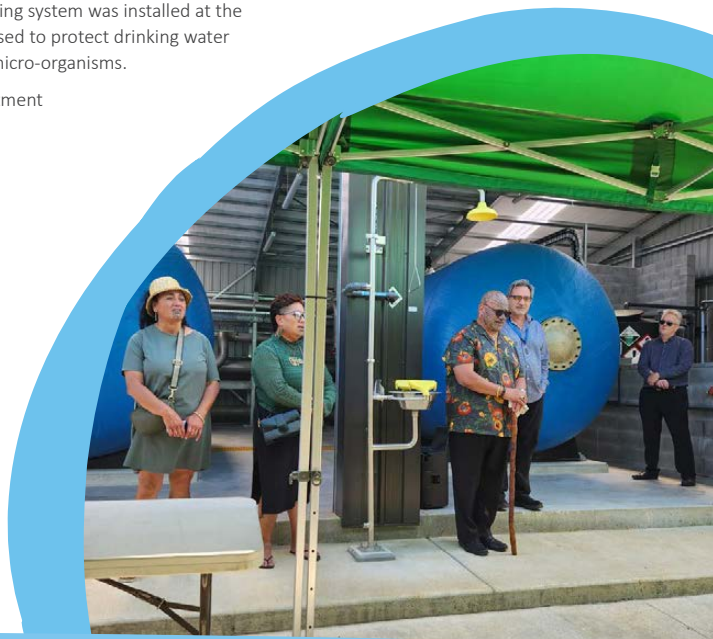
The Braemar water treatment plant provides water to communities across the Rangitāiki Plains from the Tarawera River to just outside the Whakatāne township. However, the water in its natural state does not align with the New Zealand Drinking Water Standards, which is why a new, innovative treatment plant was built.

The \$6.3 million project took just over a year complete and was carried out with assistance from central government's three waters stimulus funding (\$1.35 million). Arsenic removal, ultra-violet light purification and pH (acidity) treatment were included in the upgrade to provide a supply that complies with the Drinking Water Standards for New Zealand 2022 and Drinking Water Quality Assurance Rules. The new plant is now able to meet the compliance standards and while current demand peaks at around 6500 cubic metres, it has ability to extend to up to 15,000 cubic metres a day.

In March 2024, a UV disinfection treatment was installed at the Te Mahoe water treatment plant to enhance the safety of the water supply. UV disinfection provides an additional barrier against viruses, bacteria and protozoa.

In December 2023, an automated chlorine dosing system was installed at the Murupara water treatment plant. Chlorine is used to protect drinking water supplies from contamination against harmful micro-organisms.

This is a temporary measure until a water treatment plant facility can be built and commissioned in the future. The Council is working with Ngāti Manawa and community stakeholders for future planning.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Smart meters**

*Strategic priority it
has contributed to:*



The Council began rolling out smart meters for the ongoing renewal of water meters in late 2023. This will enable a meter reading to be able to be taken/automated from a slow driving vehicle. This will improve health and safety for meter readers, and improve efficiency.

Water meter installation – Matatā

*Strategic priority it
has contributed to:*



In November 2023 work began on installing meters on all connected properties within the Matatā water scheme boundary. Water meters allow for more effective and efficient identification of leaks, as many underground leaks go undetected without proper monitoring. This project was undertaken as the previously unmetered supply in Matatā indicated high water usage, that being double the national average household use for metered supply.

As households are metered the Council will be able to locate and fix water loss in the system more effectively. The system for charging for water did not change in the short term with property owners continuing to be charged a supply fee included in the land rates, rather than per cubic metre of water used.



Braemar Water treatment plant opening

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

During this Long Term Plan cycle (2021-31), the regulatory framework for drinking water transitioned from the Drinking-Water Standards (Revised 2018) (DWSNZ 2018) to the Drinking Water Quality Assurance Rules (DWQAR), which came into effect on 14 November 2022, which you can find online at www.taumataarowai.govt.nz

Wai Comply carried out an independent assessment of the Council’s performance as a water supplier against the DWQAR and Water Services (Drinking Water Standards for New Zealand) Regulations 2022 (DWS) for the period of 1 July 2023 – 30 June 2024. Please refer to the assessment summary table for a breakdown of compliance by scheme.

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	TARGET
The extent to which Council’s drinking water supplies comply with Part 4 of the Drinking Water Standards (bacteria compliance criteria) (M)	<div></div> 2 schemes compliant	<div></div> 3 schemes compliant	<div></div> 5 schemes compliant	All schemes compliant of 9
Please refer to the assessment summary table for a breakdown of compliance by scheme.				
The extent to which Council’s drinking water supplies comply with Part 5 of the Drinking Water Standards (protozoal compliance criteria) (M)	<div></div> 1 schemes compliant	<div></div> 1 schemes compliant	<div></div> 4 schemes compliant	8 schemes compliant of 9
Please refer to the assessment summary table for a breakdown of compliance by scheme.				

LEGEND

Achieved

Not Achieved
(but within MOE ±%)

Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the ‘Non-Financial Performance Measures Rules 2013’ in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



DRINKING WATER QUALITY ASSURANCE RULES (DWQAR) PERFORMANCE ASSESSMENT SUMMARY

A summary of performance for Council's nine water supplies is included in the table below.

Water Supply	Component	DWQAR Rule	Rule Set(s)	Outcome
Whakatāne Water Supply	Whakatāne WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Met
		T3 Protozoa	Protozoal Rules, Conventional Filtration 4.0 log OR Conventional Filtration 3.0 log and UV Disinfection, and General Rules	Met
	Whakatāne Zone	D3	Residual Disinfection	Met
			Microbiological	Met
	Ōhope Zone	D3	Residual Disinfection	Met
Matatā Water Supply	Awakaponga WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules, UV Disinfection, and General Rules	Not met
	Matatā Zone	D3	Residual Disinfection	Met
			Microbiological	Met
Murupara Water Supply	Murupara WTP	T3 Bacterial	Chlorine, General Rules	Not met
		T3 Protozoa	Protozoal Rules and General Rules	Not met
	Murupara Zone	D3	Residual Disinfection	Not met
			Microbiological	Met
Otumahi Water Supply	Paul Rd WTP	T3 Bacterial	Chlorine, General Rules	Met
		T3 Protozoa	Protozoal Rules, General Rules	Not met
	Te Teko WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules, UV Disinfection, and General Rules	Not met
	Otumahi Zone	D3	Residual Disinfection	Met
Rangitāiki Plains Water Supply	Braemar WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules, UV Disinfection, and General Rules	Not met
	Johnson Rd WTP	T3 Bacterial	Chlorine, General Rules	Not met
		T3 Protozoa	Protozoal Rules and General Rules	Not met
	Rangitāiki Plains Zone	D3	Residual Disinfection	Met
Rūātoki Water Supply	Rūātoki WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules, UV Disinfection, and General Rules	Not met
	Rūātoki Zone	D3	Residual Disinfection	Met
			Microbiological	Met
Tāneatua Water Supply	Tāneatua WTP	T3 Bacterial	UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules, UV Disinfection, and General Rules	Not met
	Tāneatua Zone	D3	Residual Disinfection	Met
			Microbiological	Met
Te Mahoe Water Supply	Te Mahoe WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules and General Rules	Not met
	Te Mahoe Zone	D2	Residual Disinfection	Met
			Microbiological	Met
Waimana Water Supply	Waimana WTP	T3 Bacterial	Chlorine OR UV Disinfection, General Rules	Not met
		T3 Protozoa	Protozoal Rules, UV Disinfection and General Rules	Not met
	Waimana Zone	D2	Residual Disinfection	Met
			Microbiological	Met

The following table provides summarised information relating to findings where the Rule Module or Rule Set(s) were assessed as 'Not Met'. The specific rules associated with the non-performance are reported within the respective statements for the period. Note: WTP refers to Water Treatment Plant.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Matatā Water Supply	
Awakaponga WTP	<p>The required online UVT monitoring (DWQAR T3.15 Table 22 and T3.91 Table 32) was not in place for part of the assessment period. The Council provided evidence that online UVT monitoring was installed in November 2023.</p> <p>WaterOutlook reports indicated that the requirements for UV disinfection were not met for two out of 366 days. During these events rules related to chlorine disinfection were also not met.</p>
Murupara Water Supply	
Murupara WTP	<p>A protozoa barrier meeting the DWQAR was not in place for the annual assessment period.</p> <p>A bacterial barrier meeting the DWQAR was not in place for part of the annual assessment period. Chlorination was implemented in December 2023. For the six-month period from January to June 2024, WaterOutlook reports indicated that chlorine performance demonstration was not met for 19 out of 182 days.</p>
Murupara Zone	<p>Chlorine residual was not in place for part of the annual assessment period. For the six-month period from January to June 2024, there were seven results where FAC was less than 0.1 mg/L, the maximum interval between FAC samples was exceeded five times (five or six days when the requirement is not more than four days), and one week where only two samples were reported (where three per week is the requirement).</p>
Otumahi Water Supply	
Paul Road WTP	<p>A protozoa barrier meeting the DWQAR was not in place for the annual assessment period</p>
Te Teko WTP	<p>The required online UVT monitoring (DWQAR T3.15 Table 22 and T3.91 Table 32) was not in place for part of the annual assessment period. The Council provided evidence that online UVT monitoring was installed in November 2023.</p> <p>WaterOutlook reports indicated that UV disinfection performance was not met for four out of 366 days.</p> <p>Chlorination is in place at the Te Teko WTP and contact time is provided in a reservoir. However, FAC, pH, and turbidity were continuously monitored post treatment plant, rather than at the point after the prescribed disinfection contact time has elapsed as required by the DWQAR.</p>
Rangitāiki Plains Water Supply	
Braemar WTP	<p>UV disinfection system was installed as part of WTP upgrades and was in place for the annual assessment period but monitoring and reporting of performance data in the form required by the DWQAR was only in place from March 2024 onwards.</p>
Johnson Rd WTP	<p>A protozoa barrier meeting the DWQAR was not in place for the annual assessment period.</p> <p>Chlorination is in place at Johnson Road WTP. There is no chlorine contact tank at Johnson Road WTP. Contact time is provided in the rising main. However, FAC, pH, and turbidity were continuously monitored post treatment plant, rather than at the point after the prescribed disinfection contact time has elapsed as required by the DWQAR.</p>

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Rūātoki Water Supply	
Rūātoki WTP	<p>The required online UVT monitoring (DWQAR T3.15 Table 22 and T3.91 Table 32) was not in place for part of the annual assessment period. UVT monitoring was installed in November 2023.</p> <p>WaterOutlook reports indicated that UV Disinfection performance was not met for 14 out of 366 days.</p> <p>Chlorination is in place at Rūātoki WTP and contact time is provided in a reservoir. However, FAC, pH, and turbidity were continuously monitored post treatment plant, rather than at the point after the prescribed disinfection contact time has elapsed as required by the DWQAR.</p>
Tāneatua Water Supply	
Tāneatua WTP	<p>The required online UVT monitoring (DWQAR T3.15 Table 22 and T3.91 Table 32) was not in place for part of the annual assessment period. Online UVT monitoring was installed in November 2023.</p> <p>Chlorination is in place at Tāneatua WTP and contact time is provided in a reservoir. However, FAC, pH, and turbidity were continuously monitored post treatment plant, rather than at the point after the prescribed disinfection contact time has elapsed as required by the DWQAR.</p>
Te Mahoe Water Supply	
Te Mahoe WTP	<p>UV disinfection was only in place for part of the annual assessment period. A UV disinfection treatment system was installed in March 2024 in addition to the cartridge filtration already in place.</p> <p>Chlorination is in place at Te Mahoe WTP and contact time is provided in a reservoir. However, FAC, pH, and turbidity were continuously monitored post treatment plant, rather than at the point after the prescribed disinfection contact time has elapsed as required by the DWQAR.</p>
Waimana Water Supply	
Waimana WTP	<p>The required online UVT monitoring (DWQAR T3.15 Table 22 and T3.91 Table 32) was not in place for part of the annual assessment period. WDC provided evidence that online UVT monitoring was installed in November 2023.</p> <p>Chlorination is in place at Waimana WTP and contact time is provided in a reservoir. However, FAC, pH, and turbidity were continuously monitored post treatment plant, rather than at the point after the prescribed disinfection contact time has elapsed as required by the DWQAR.</p>

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)


















PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	Target
<p>The total number of complaints per 1,000 connections, received by the Council about any of the following:</p> <ul style="list-style-type: none"> • Drinking water clarity • Drinking water taste • Drinking water odour • Drinking water pressure of flow • Continuity of supply <p>The Council's response to any of these issues (M)</p>	 14.18	 16.3	 14.82	Less than 30 overall
<p><i>Note: The process used by the Council's afterhours call centre service did not allow all calls to be recorded and classified as required by the Non-Financial Performance Measures Rules 2013.</i></p> <p><i>Although Council has recorded the number of planned and unplanned shutdowns to water supply, it has not recorded the number of calls received in relation to these shutdowns.</i></p> <p><i>In respect of calls received by the afterhours call centre service, Council were not able to determine the volume of calls received, nor the classification in respect of events with multiple calls.</i></p>				
<p>Satisfaction with the water supply and quality of drinking water (supplied by Council)</p> <p>Note: Margin of error ±4%</p>	 63%	 72%	 69%	70%
<p><i>In 2024, four-in-five residents (79%) reported being connected to Council's water supply (similar to 78% in 2023).</i></p> <ul style="list-style-type: none"> • Of those residents on Council's water provision, 68% were satisfied with the supply overall (6.7 average rating), although decreasing from the recent peak of 76% in 2023. • Differences were apparent between areas, with satisfaction notably lower in Tāneatua-Waimana. Residents aged under 65 also remained less satisfied with Council's water supply than did older residents. <p><i>57% of residents on Council's were satisfied with quality of their drinking water, a decrease from 68% in 2023. Quality concerns were particularly noted from Galatea-Murupara and Tāneatua-Waimana residents.</i></p>				
<p>Median response time to attend urgent callouts for areas supplied by Council, from the time that the local authority receives notification to the time that the service personnel reach the site (M)</p>	 0.47 hours	 0.6 hours	 0.77 hours	Less than 1 hour
<p>Median response time to resolve urgent callouts for areas supplied by Council, from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (M)</p>	 2.55 hours	 2.92 hours	 2.43 hours	Less than 8 hours
<p>Median response time to attend non-urgent callouts for areas supplied by Council, from the time that the local authority receives notification to the time that service personnel reach the site (M)</p>	 15.65 hours	 16.73 hours	 18.43 hours	Less than 24 hours

LEGEND Achieved Not Achieved (but within MOE ±%) Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the 'Non-Financial Performance Measures Rules 2013' in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	Target
Median response time to resolve non-urgent callouts for areas supplied by Council, from the time that the local authority receives notification to the time that service personnel confirm resolution of the fault or interruption (M)	 18.83 hours	 20.28 hours	 22.53 hours	Less than 48 hours
Average consumption of drinking water per day per resident in the district for metered areas supplied by Council (M)	 419.6 litres	 430.8 litres	 414 litres	2023 and 2024: Less than 260 litres 2022: Less than 270 litres
	A number of factors can contribute to council not meeting the target, including properties with internal leaks. As council is continuing to install water meters throughout the district a number of newly metered properties have shown to have previously undetected internal leaks. Meters are installed on properties in both urban and rural areas and a number of farm connections are high water users.			
Average consumption of drinking water per day per resident in the district for unmetered areas supplied by Council (M)	 344.9 litres	 345 litres	 376 litres	Less than 350 litres
Percentage of real water loss from Council - networked reticulation system for metered schemes based on the standard International Water Association (IWA) water balance (M)	 13.6%	 20.7%	 19%	Less than 20%
	Note: Percentage of metered properties for water systems within the Whakatāne district: Whakatāne and Ōhope 100%; Plains 100%; Murupara 5%; Rūātoki 100%; Tāneatua 94%; Matatā 9%; Waimana 100%; Te Mahoe 100%. Council staff have been trained to undertake water loss data analysis based on industry best practice, utilising the International Water Association (IWA) methodology, Benchloss New Zealand software and Water NZ Waterloss Guidelines. Real water losses are dependent upon the size of a water supply system, water pressure, total length of pipes and whether metered or unmetered. Metered supplies use the recorded production volume and the consumption volume of water, with adjustments made for expected unavoidable water losses. Small, unmetered water supplies are calculated using minimum night flow assessment reduced by the estimated night-time consumption. At times Council engages third-party consultants to review and validate Council data and processes.			
Percentage of real water loss from Council-networked reticulation system for unmetered schemes (M)	 55.2%	 38.3%	 42%	Less than 60%

LEGEND  Achieved  Not Achieved (but within MOE ±%)  Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the 'Non-Financial Performance Measures Rules 2013' in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: WATER SUPPLY WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		-	-	-
Targeted Rates		7,549	8,261	8,227
Subsidies and grants for operating purposes		-	-	-
Fees and charges		1,126	1,156	133
Internal charges and overheads recovered		254	259	126
Local authorities fuel tax, fines, infringement fees, and other		4	4	2
Sources of operating funding (A)		8,933	9,680	8,488
Applications of operating funding				
Payments to staff and suppliers		2,390	2,476	3,064
Finance costs		584	733	1,166
Internal charges and overheads applied		2,687	2,748	3,328
Other operating funding applications		-	-	-
Applications of operating funding (B)		5,661	5,957	7,559
Surplus (deficit) of operating funding (A-B)		3,272	3,723	929
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		-	-	-
Development and financial contributions		74	76	14
Increase (decrease) in debt		7,598	4,701	4,604
Gross proceeds from sale of assets		-	-	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		7,672	4,777	4,618
Applications of capital funding				
Capital expenditure				
- to meet additional demand		699	17	221
- to improve level of service		8,168	4,669	2,305
- to replace existing assets		1,828	3,030	3,029
Increase (decrease) in reserves		249	785	(9)
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		10,944	8,500	5,547
Surplus (deficit) of capital funding (C-D)		(3,272)	(3,723)	(929)
Funding Balance ((A-B) + (C-D))		-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Water Network Renewals	2,522,341	1,799,933	722,408	Project underway, rebudgeted in 2025 LTP
Whakatāne Water Treatment Plant Upgrade	200,000	311,056	(111,056)	Project rescoping occurring
Whakatāne Water Backflow Preventors	689,520	8,137	681,383	Project underway, balance carried forward to 2025
Keepa Road Water Main	200,000	-	200,000	Project design required, rebudgeted in LTP
Murupara Treatment Upgrades	2,432,527	52,473	2,380,054	Project underway, rebudgeted in 2025 LTP
Tāneatua Water Treatment Plant Access Track	300,000	48,812	251,187	Project underway, minor works required, \$50k balance carried forward to 2025
Rūātoki Water Treatment	655,005	130,718	524,287	Consultation underway, project rebudgeted in 2025 LTP
Plains Water Backflow Preventors	1,274,153	7,136	1,267,017	Balance carried forward to 2025
Otumahi Water Storage	5,483,193	586,567	4,896,626	Project underway, rebudgeted in 2025 LTP
Other Projects/Renewals Consolidated	3,084,814	2,610,226	474,588	District wide projects, balance carried forward to 2025

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

SEWAGE AND TREATMENT DISPOSAL

Te rāwekeweke me te rukea o te parakaingaki

Activities in this group:

- Sewage treatment and disposal

This group of activities provides the district with reliable and sustainable sewage treatment and disposal services. We aim to provide services to collect, treat, and dispose of wastewater in a safe and sustainable way that protects public health and doesn't compromise ecosystems.

9/9

Performance
measures met

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making



Thriving circular economies



Constructively and collaboratively engaging with iwi, hapū, and whānau

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

Matatā Wastewater Project

Strategic priority it
has contributed to:



Our Matatā Wastewater Project aims to deliver a sustainable wastewater solution for Matatā that improves public health and community wellbeing, prevents, or minimises the adverse effects on the environment, reflects co-design principles, and is affordable to build and operate. The project is supported by Te Niaotanga o Mataatua o Te Arawa Co-design Group, which includes representatives from Te Mana o Ngāti Rangitihi Trust, Tūwharetoa ki Kawerau, Ngāti Awa hapu (Ngāi Te Rangihouhiri, Ngāti Hikakino and Te Tawera) and our Council. Throughout 2023/24 we have continued working collaboratively on the co-design of the wastewater project, continued environmental monitoring of surface and ground water and ecological monitoring of invertebrates, and commenced testing of specific requirements and subsequent sites for possible land disposal and treatment.

Ferry Road wastewater pump station replacement and associated pipe network

Strategic priority it
has contributed to:



The current pump station on Ferry Road is more than 60 years old and is deemed not fit-for purpose. Work commenced to upgrade the wastewater pump station and associated pipe network project in April 2024. Upgrading the existing wastewater pump station includes safety upgrades, electrical enhancements, and increased pumping capacity.

In addition to replacing the pump station, a 1.3km pipeline is being laid, known as a rising main (red line), this will connect the new pump station on Ferry Road to the Hinemoa rising main which transports wastewater sewerage to the Whakatāne Wastewater Treatment Plant.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
Satisfaction with the sewage system for areas supplied by the Council	75%	77%	74%	±4%	75%
	58% of surveyed residents reported being connected to Council sewerage systems. 75% of these residents were satisfied with the sewerage system (average rating 7.5); consistent with results observed over recent years. Satisfaction was notably lower in both Tāneatua-Waimana and Rangitāiki.				
Total number of complaints received per 1,000 connections about any of the following: - sewage odour - sewerage system faults - system blockages - the Council's response to any of these issues (M)	8	10.88	13.29	NA	Less than 40
	The process used by the Council's afterhours call centre service did not allow all calls to be recorded and classified as required by the Non-Financial Performance Measures Rules 2013. In respect of calls received by the afterhours call centre service, Council were not able to determine the volume of calls received, nor the classification in respect of events with multiple calls.				
Median response time to attend a sewage overflow resulting from a blockage or other fault in the Council's sewerage system, from the time that the Council receives notification to the time that service personnel reach the site (M)	0.51 hours	0.67 hours	0.49 hours	NA	Less than 2 hours
Median response time to resolve a sewage overflow resulting from a blockage or other fault in the Council's sewerage system, from the time that the Council receives notification to the time that service personnel confirm resolution of the blockage or other fault (M)	4.26 hours	3.75 hours	1.93 hours	NA	Less than 8 hours
Number of dry weather sewage overflows from the Council's sewerage system per 1,000 connections to that sewerage system (M)	1.24	0.86	1.18	NA	Less than 3 overflows
Number of abatement notices received by the Council in relation to the resource consents for discharge from our sewerage systems (M)	Zero	Zero	Zero	NA	Zero
Number of infringement notices received by the Council in relation to the resource consents for discharge from our sewerage systems (M)	Zero	Zero	Zero	NA	Zero
Number of enforcement orders received by the Council in relation to the resource consents for discharge from our sewerage systems (M)	Zero	Zero	Zero	NA	Zero
Number of convictions received by the Council in relation to the resource consents for discharge from our sewerage systems (M)	Zero	Zero	Zero	NA	Zero

LEGEND Achieved Not Achieved (but within MOE ±%) Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the 'Non-Financial Performance Measures Rules 2013' in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What these activities cost and how they were paid for

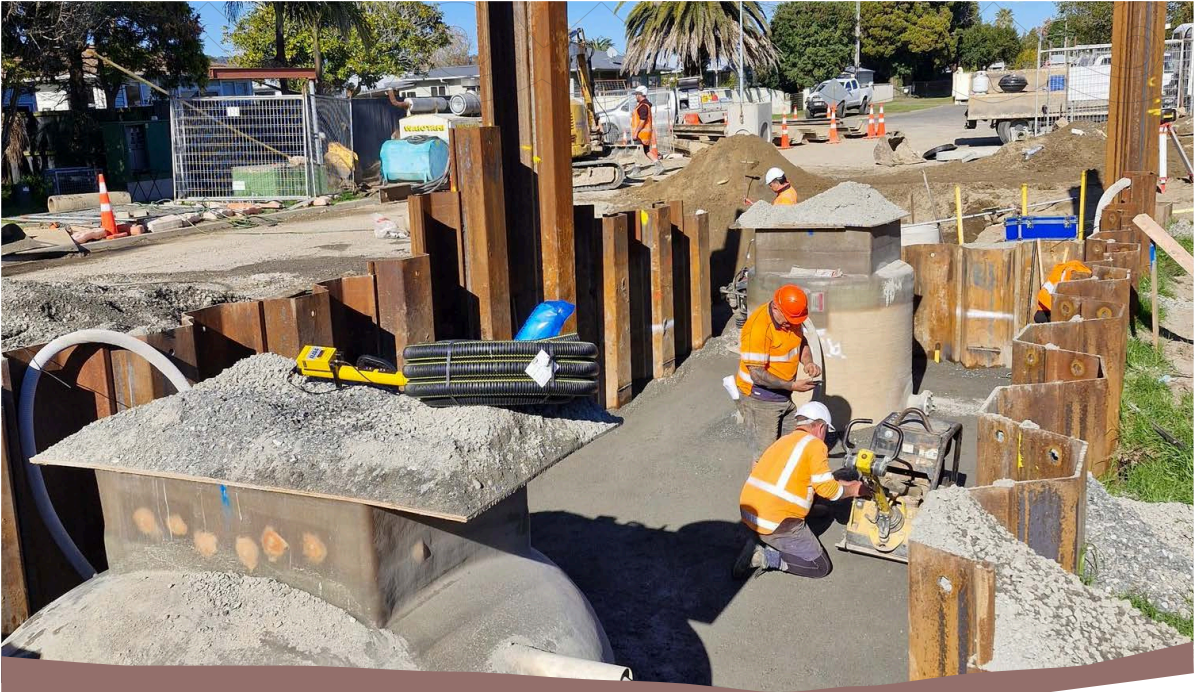
Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: SEWAGE AND TREATMENT DISPOSAL WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		442	471	852
Targeted Rates		5,306	5,457	5,403
Subsidies and grants for operating purposes		-	-	-
Fees and charges		207	214	466
Internal charges and overheads recovered		146	149	51
Local authorities fuel tax, fines, infringement fees, and other		-	-	24
Sources of operating funding (A)		6,102	6,291	6,795
Applications of operating funding				
Payments to staff and suppliers		1,234	1,270	2,417
Finance costs		341	337	634
Internal charges and overheads applied		2,079	2,127	2,568
Other operating funding applications		-	-	-
Applications of operating funding (B)		3,654	3,735	5,619
Surplus (deficit) of operating funding (A-B)		2,448	2,557	1,176
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		-	2,347	-
Development and financial contributions		89	92	9
Increase (decrease) in debt		645	526	2,578
Gross proceeds from sale of assets		-	-	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		734	2,965	2,587
Applications of capital funding				
Capital expenditure				
- to meet additional demand		38	14	49
- to improve level of service		1,183	3,433	1,295
- to replace existing assets		1,065	1,806	2,859
Increase (decrease) in reserves		895	267	(440)
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		3,182	5,521	3,763
Surplus (deficit) of capital funding (C-D)		(2,448)	(2,557)	(1,176)
Funding Balance ((A-B) + (C-D))		-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
EQ Sewer Network Renewals	882,401	1,414,373	(531,972)	Overspend relates to Ferry Road Wastewater Pump Station
Whakatāne Wastewater Discharge Resource Consent	391,370	5,233	386,137	Resource Consent Programme established and team being formed, budget carried forward to 2025
Upgrade Whakatāne Wastewater Treatment Plant	1,157,287	480,686	676,601	Project underway, budgeted in LTP
Edgecumbe Wastewater Relining	1,042,890	775,546	267,344	Project underway, budgeted in LTP
Matatā Wastewater Scheme	3,701,786	867,639	2,834,147	Project underway, budgeted in LTP
Murupara Wastewater Discharge Resource Consents	264,849	2,591	262,258	Resource Consent Programme established and team being formed, balance carried forward to 2025
Other Projects/Renewals Consolidated	2,073,950	656,975	1,416,975	District wide projects, balance carried forward to 2025

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



STORMWATER DRAINAGE

Te awakeri o te wai āwhiowhio

Activities in this group:

- Stormwater drainage

This group of activities helps protect people and property from the impacts of flooding as well as protecting public health from the potentially adverse effects of stormwater run-off. Because stormwater is discharged into streams, rivers, and coastal waters, it needs to be as clean as possible. While we do not treat stormwater run-off, we monitor stormwater discharge to ensure it meets the required standards. Alongside our stormwater activity, river stop banks are managed by Bay of Plenty Regional Council with the similar objective of protection from the impacts of flooding.

8/8

Performance measures met

Contribution to the Council’s vision and community outcomes:

- 

Strong, connected, interdependent, and diverse communities.
- 

Integrating nature into our decision-making
- 

Thriving circular economies
- 

Constructively and collaboratively engaging with iwi, hapū, and whānau

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

Whakatāne Stormwater 2050

*Strategic priority it
has contributed to:*



The Council is reviewing the management of stormwater including the quantity and quality of runoff. This is driven in part by the need to obtain a Comprehensive Stormwater Consent (CSC) for the Whakatāne urban area. The Council is using this as an opportunity to review the overall stormwater management system for Whakatāne to plan for a stronger, more resilient system.

The Council is already underway with a plan for stormwater management and has lodged a comprehensive consent that will cover stormwater discharges in the Whakatāne township catchment. Similar consents for other schemes will start gradually over the next five to 10 years.

Hinemoa stormwater improvements

*Strategic priority it
has contributed to:*



As we experience more frequent heavy rainfall events, it's important our stormwater management systems are fit-for-purpose too. The Hinemoa Stormwater Pump Station, while once sufficient, now falls short of modern standards, especially with the increasing intensity of rainfall events. This poses a flooding risk to lower-lying properties, requiring an upgrade to ensure future resilience.

The Council began upgrading the stormwater infrastructure in the Hinemoa Street area to address the limitations of the existing pump station, which currently cannot effectively service its 139-hectare catchment. The project includes relocating and upgrading the pump station and installing new stormwater pipes on Armstrong Avenue and Henderson Street.

The new pump station, which will be constructed at the back of James Street School's field, is designed to handle a one-in-ten-year local rainfall event, providing enhanced protection to vulnerable properties. This location was chosen due to the restricted space at the current site.

These upgrades are essential in response to the increasing frequency and intensity of heavy rainfall events.

The existing pump station no longer meets modern standards, posing a flooding risk to lower-lying properties. The improvements will ensure the stormwater management system is resilient and fit for future conditions. The project won't be completed until the next financial year.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
Number of flooding events in the district (M)	No flooding event	No flooding event	No flooding event	NA	Less than 3
Note: The DIA requires results for these measures to be presented according to the following definitions: 'Flooding event' - an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor. 'Stormwater system' - the pipes and infrastructure (excluding roads) that collect and manage rainwater run-off, from the point of connection to the point of discharge.					
For each flooding event, the number of habitable floors affected (per 1,000 properties connected to the Council's stormwater system) (M)	No flooding event	No flooding event	No flooding event	NA	Less than 10
Note: The DIA requires results for these measures to be presented according to the following definitions: 'Flooding event' - an overflow of stormwater from a territorial authority's stormwater system that enters a habitable floor. 'Stormwater system' - the pipes and infrastructure (excluding roads) that collect and manage rainwater run-off, from the point of connection to the point of discharge.					
The median response time to attend a flooding event, measured from the time that the territorial authority receives notification to the time that service personnel reach the site (M)	Zero	Zero	Zero	NA	Less than 3 hours
The number of complaints received about the performance of the stormwater system, expressed per 1,000 properties connected to the territorial authority's stormwater system (M)	6.02	8.50	9.49	NA	Less than 10
Note: The process used by the Council's afterhours call centre service did not allow all calls to be recorded and classified as required by the Non-Financial Performance Measures Rules 2013. In respect of calls received by the afterhours call centre service, Council were not able to determine the volume of calls received, nor the classification in respect of events with multiple calls.					
Number of abatement notices received by the Council in relation to the resource consents for discharge from our stormwater system (M)	Zero	Zero	Zero	NA	Zero
Number of infringement notices received by the Council in relation to the resource consents for discharge from our stormwater system (M)	Zero	Zero	Zero	NA	Zero
Number of enforcement orders received by the Council in relation to the resource consents for discharge from our stormwater system (M)	Zero	Zero	Zero	NA	Zero
Number of convictions received by the Council in relation to the resource consents for discharge from our stormwater system (M)	Zero	Zero	Zero	NA	Zero

LEGEND



Achieved

Not Achieved
(but within MOE ±%)

Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the 'Non-Financial Performance Measures Rules 2013' in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: STORMWATER DRAINAGE WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		322	320	387
Targeted Rates		3,959	4,213	4,151
Subsidies and grants for operating purposes		-	-	-
Fees and Charges		-	-	29
Internal charges and overheads recovered		2,525	2,637	3,636
Local authorities fuel tax, fines, infringement fees, and other		-	-	11
Sources of operating funding (A)		6,806	7,170	8,213
Applications of operating funding				
Payments to staff and suppliers		3,557	3,706	4,676
Finance costs		607	627	1,066
Internal charges and overheads applied		1,017	1,036	1,410
Other operating funding applications		-	-	-
Applications of operating funding (B)		5,181	5,370	7,152
Surplus (deficit) of operating funding (A-B)		1,625	1,800	1,061
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		-	-	-
Development and financial contributions		18	18	5
Increase (decrease) in debt		(124)	3,171	2,660
Gross proceeds from sale of assets		-	-	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		(106)	3,189	2,665
Applications of capital funding				
Capital expenditure				
- to meet additional demand		112	32	74
- to improve level of service		961	4,609	1,824
- to replace existing assets		2,948	3,584	1,749
Increase (decrease) in reserves		(2,502)	(3,235)	79
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		1,519	4,990	3,726
Surplus (deficit) of capital funding (C-D)		(1,625)	(1,800)	(1,061)
Funding Balance ((A-B) + (C-D))		-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Whakatāne Western Catchment Upgrade/Renewal	4,304,899	1,686,944	2,617,955	Project underway, balance carried forward to 2025
Apanui Linear Park	1,956,850	1,104,513	852,337	Project underway, balance carried forward, remaining works to be undertaken October / November
Whakatāne Stormwater - Pipe Upgrades	881,744	232,731	649,013	Project underway, balance carried forward to 2025
Whakatāne Stormwater- Pump Replacements	2,795,500	47,371	2,748,129	Project underway, rebudgeted in 2025 LTP
Whakatāne Stormwater- Spence Lane Entrance	-	98,365	(98,365)	Works completed
Ōhope Stormwater Upgrades	311,978	174,124	137,854	Resource Consent Programme established and team being formed - budget carried forward
Ōhope Comprehensive Consents and Upgrade	82,320	-	82,320	Resource Consent Programme established and team being formed - budget carried forward
Ōhope Capital Upgrade Comprehensive Management Plan	83,865	-	83,865	Resource Consent Programme established and team being formed - budget carried forward
Edgecumbe Comprehensive Consent and Upgrade	33,546	-	33,546	Resource Consent Programme established and team being formed - budget carried forward
Edgecumbe Stormwater Study	109,590	-	109,590	Resource Consent Programme established and team being formed - budget carried forward
Tāneatua comprehensive consent and upgrade	72,683	9,651	63,032	Resource Consent Programme established and team being formed - budget carried forward
Other Projects/Renewals Consolidated	509,277	293,271	305,314	Project underway, balance carried forward to 2025

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

WASTE MANAGEMENT AND MINIMISATION

Te Whakahaere me te Whakaiti Para

Activities in this group:

- Waste management and minimisation

The waste management and minimisation group is about protecting the health of people and the environment, by providing a reliable kerbside rubbish and recycling collection service and promoting waste minimisation and resource recovery. We aim to encourage and support waste reduction, reuse, and recycling through education programmes, and by providing the right infrastructure and services. Waste management must meet the requirements of several pieces of legislation, including the Waste Minimisation Act 2008, the New Zealand Waste Strategy 2023, and the Local Government Act 2002.

Contribution to the Council's vision and community outcomes:



Integrating nature into our decision-making



Thriving circular economies

2/3

Performance measures met

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

The Council is committed to improving user satisfaction, waste management, and waste minimisation in our communities and is actively working on the 27 actions outlined in our Waste Management and Minimisation Plan. We continue to provide kerbside services to over 14,000 properties (89 percent of all rateable properties) and operate two Resource Recovery Centres along with a green waste composting facility.

Changes to Whakatāne District kerbside recycling

Strategic priority it
has contributed to:



From 1 February, the Ministry for the Environment's standardised kerbside recycling standardisation came into effect, which required all councils to collect the same items in kerbside recycling across Aotearoa. This meant most New Zealanders can recycle the same things, no matter where they live in the country. Whakatāne District residents since February have been able to add plastics graded 5 and empty pizza boxes to their kerbside collections. The additions now accompany plastics 1 and 2, cardboard, paper and tins and cans as items that can be recycled via kerbside collections. However, aerosol containers were removed from collection because it is difficult to safely process the pressurised cans. This change should allow users to be more aware of what they can and can't recycle and increase social understanding and awareness.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Education and encouraging positive behaviour change**

*Strategic priority it
has contributed to:*



Despite growing concerns about the cost of food increasing year-on-year, Kiwi households are still throwing away more than \$3.2 billion worth of food every year. Food going off before it can be finished and before 'use by' and 'best before dates' are the top reasons for food waste, with bread, leftovers and fruit and vegetables listed as the top three most wasted items.

In an initiative to encourage our district to be conscious of our waste minimisation efforts, the Whakatāne District Council is participating in the Love Food Hate Waste NZ campaign, an initiative being run in conjunction with WasteMINZ. Love Food Hate Waste NZ is working towards a goal of reducing household food waste by 50 percent by 2030. In March 2024 we took part in the 'Eat me First' campaign designed to tackle food waste head-on, turning awareness and concern into meaningful behaviour change through the use of reusable 'Eat Me First' stickers. Following participation in the 'Eat Me First' campaign, the Solid Waste and Comms teams are using Council's Facebook page to help promote 'Leftover Legends' run by Love Food Hate Waste to encourage people to reuse leftovers instead of throwing them straight in the bin.

Other waste education and behaviour initiatives that support our Waste Management and Minimisation efforts and encourage user engagement with our services that have occurred throughout the year include:

- Providing waste education to 13 schools, 72 classes and 1,402 students, as well as providing recycling, composting and worm farm solutions for specialist school projects
- Distributing 17,000 free reusable produce bags, including distribution to 19 schools.
- Providing free recycling to 37 schools who have earned 526 native plants through our Paper for Trees programme.
- Provided waste advice and support to 15 community events.
- Upgraded our green waste composting facility.
- Dealt with 1,220 Requests for Service.
- Worked with community organisations such as HALO, the Police, Early Education Centres and Riding for the Disabled on clean-ups.
- Organised a staff clean-up of litter in the Ōhope Scenic Reserve.
- Worked with other Bay of Plenty and Waikato councils on regional waste projects.
- Undertaken major remediation works on two closed landfills.
- Re-running our popular Subsidised Home Composting Scheme.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
Amount of waste sent to landfill per person* each year	<div></div> 57.8% of the national average	<div></div> 52.8% of the national average	<div></div> 53.24% of the national average	NA	Below 70% of the national average amount
	427.57Kg per person sent to landfill, which is 57.8% of the national average. This is an increase on last year but still well below the national average.				
User satisfaction with refuse disposal (transfer station facilities)	<div></div> 78%	<div></div> 82%	<div></div> 86%	±5%	82%
	78% of users were satisfied with these facilities (average rating 7.4/10), similar to 2023 but down from 2022 – while remaining above the NZ benchmark (60%). Satisfaction was notably higher in Galatea-Murupara.				
User satisfaction with the kerbside waste collection service	<div></div> 89%	<div></div> 88%	<div></div> 88%	±3%	85%
	Most surveyed residents (89%) reported regular kerbside waste collection at their property in 2024 (consistent with previous years). • As in 2023, this remained the highest-rated service in 2024 with very high satisfaction (89%, 8.2/10 average rating) - one of the most consistent results across all service measures over time. • 1 in 3 (32%) respondents rated this service the maximum 10 out of 10. Compared with 67% NZ benchmark.				

*As per population estimates of the district provided by Stats NZ

LEGEND

Achieved

Not Achieved
(but within MOE ±%)

Not achieved

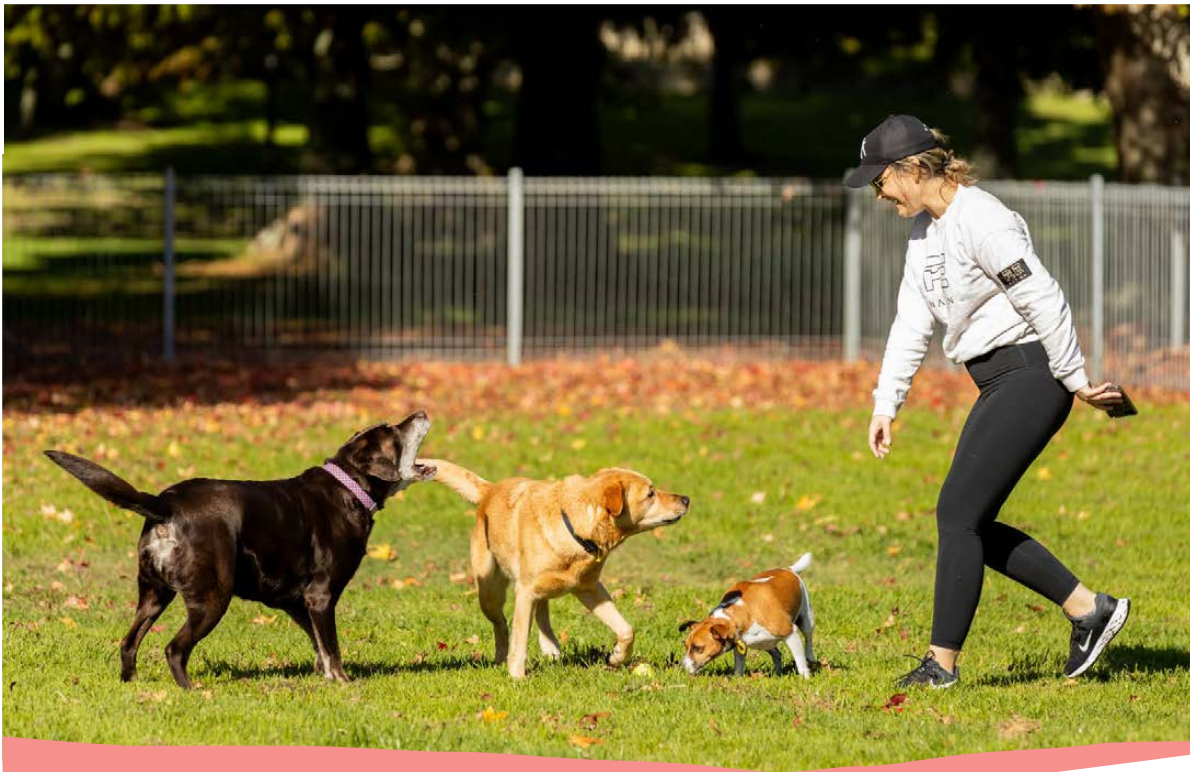
10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: WASTE MANAGEMENT AND MINIMISATION WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		1,676	1,701	1,645
Targeted Rates		3,483	3,751	3,725
Subsidies and grants for operating purposes		235	146	658
Fees and charges		1,717	2,016	2,356
Internal charges and overheads recovered		-	-	-
Local authorities fuel tax, fines, infringement fees, and other		-	-	71
Sources of operating funding (A)		7,110	7,613	8,454
Applications of operating funding				
Payments to staff and suppliers		6,104	6,620	8,125
Finance costs		60	51	118
Internal charges and overheads applied		551	561	641
Other operating funding applications		-	-	-
Applications of operating funding (B)		6,715	7,232	8,885
Surplus (deficit) of operating funding (A-B)		395	382	(430)
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		321	-	-
Development and financial contributions		-	-	-
Increase (decrease) in debt		(256)	(237)	464
Gross proceeds from sale of assets		-	-	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		65	(237)	464
Applications of capital funding				
Capital expenditure				
- to meet additional demand		5	5	6
- to improve level of service		328	9	14
- to replace existing assets		29	46	81
Increase (decrease) in reserves		99	85	(66)
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		461	145	34
Surplus (deficit) of capital funding (C-D)		(395)	(382)	430
Funding Balance ((A-B) + (C-D))		-	-	-

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Murupara Transfer Station Improvements	9,158	13,667	(4,509)	Complete
Recycling Park Minor Improvements	5,387	6,041	(654)	Complete
Local Organic Waste Processing Plant	403,190	-	403,190	Project not progressing
Renewals	47,985	80,862	(32,876)	Complete – renewals at Murupara and Whakatāne Resource Recovery Centres and Keepa Rd Greenwaste Composting Facility

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

COMMUNITY SAFETY

Te marutau o te hapori

Activities in this group:

- Health and safety
- Resource management – consents
- Building control
- Road safety
- Emergency management

This group of activities delivers a range of functions that contribute towards the Whakatāne District being a place where people feel safe and are protected from a range of risks to their health and wellbeing.

We aim to make sure that buildings and public places are safe for people that use them, and that legal standards are met. We also have a crucial role to play in civil defence emergencies, as our district has faced several natural hazard events in recent history.

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making

11/12

Performance measures met

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

Environmental Health and Safety and Community Compliance

*Strategic priority it
has contributed to:*



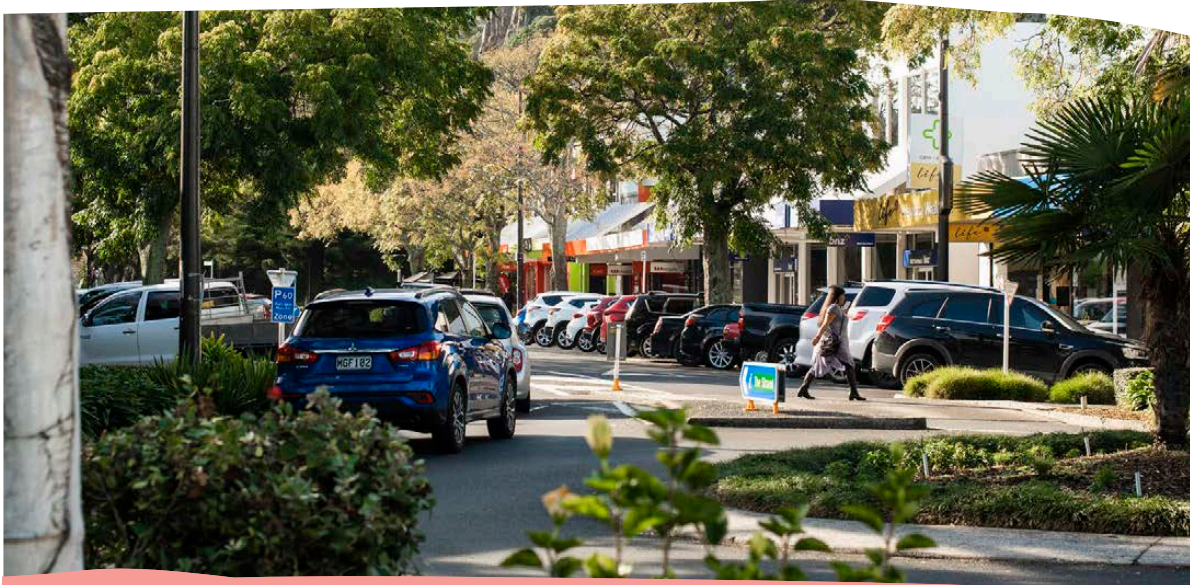
This year, we introduced a new initiative where every business that registers with our Environmental Health Team is offered a one-hour coaching session. During these sessions, business owners receive practical guidance on managing their Food Control Plans and ensuring all necessary documentation is completed accurately.

This proactive approach has already proven to be a game-changer, with verifiers noting improved compliance, heightened awareness, and overall better outcomes. Our commitment to maintaining high standards is further reflected in our continued accreditation which we hold for 18 months until the next external audit.

Highlights by numbers:

- 175 food premises are registered under Food Control Plans.
- 71 National Programmes are registered.
- Approximately 291 verifications completed.
- 46 Health Act registrations verified.
- 17 School Lunch Programmes have been verified.
- 92 liquor license inspections completed.

Our Parking and Bylaw team has also shifted its focus towards engaging the community rather than solely issuing fines or warnings. Wardens are increasingly taking an educational approach, explaining their actions to help diffuse potential conflicts and foster better understanding. This strategy has been effective in preventing escalations and building stronger relationships within the community.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Education safety campaigns and events**

Strategic priority it
has contributed to:



In order to increase safety awareness within our district, we hosted a range of events to share knowledge, provide advice, and engage our community in our safety initiatives and activities. Throughout the year these events included;

September Motorcycle Awareness Month

Motorcycle riders account for one third of fatalities, and are 21 times more likely to be killed or injured on our roads than other road users, travelling the same distance.

To raise awareness, the Eastern Bay Road Safety Programme team organised an action-packed event Saturday 9 September, during the September Motorcycle Awareness Month, with 200 in attendance. The 'Revved Up' event was for riders to brush up on their motorcycle skills and knowledge all while enjoying a free sausage sizzle and coffee.

There were some fantastic prizes up for grabs from our three local motorcycle businesses: Underwood and Wilkins, Tony Rees Motorcycles and Whakatāne Motorcycles. There were also live demonstrations and a skills race led by PassMasters, a certified rider training provider. All those attending had the opportunity to sign up for a free 'Ride Forever' programme, an initiative supported by ACC.

Amazing Race

A whopping 80 teams took part in the Amazing Safety Race, with over 300 participants from throughout the Eastern Bay, including Ōpōtiki, Rūātōki and Waimāna.

During the race the Eastern Bay Road Safety Programme team shared the importance of; wearing seatbelts, not texting and driving, knowing the road rules, sharing safety messages to others, being prepared in an emergency, reducing our carbon footprints, healthy body equals health mind, and how alcohol affects our mobility.

This kaupapa was supported by local organisations and businesses including Radio 1XX, SunFM1065, New Zealand Police, EPIC Whakatāne Town Centre, Whakatāne District Council, Bay of Plenty Civil Defence, Tuhoe Hauora and Bike Whakatāne.

It was a fun-filled day and was great to see our community engaged in an interactive way.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Biketober**

*Strategic priority it
has contributed to:*

**Biketober launched with a host of exciting events, including:**

- Murupara Community Wheels Day
- Giving E-Biking a go
- Women's basic bike maintenance course
- Family bike skills, games and BBQ
- Ride the Runway and tour of the Whakatāne flying school down at the Whakatāne Airport
- Give mountain biking a go at the Ōnepū Mounting Biking Park
- The Chase mountain biking race series
- Burma Road Night Ride
- Wheels day – prizes and rewards for all kids that brought their wheels to school
- Go by Bike Day – biking to Robert Harris and receiving a free coffee
- European tour highlights
- TrioBike ride in Ōhōpe
- Whakatāne Cycle Tour
- Ōhōpe Mystery Cycle Tour
- Unlock a Coffee by learning how to use the LockyDock Stations

These fun and educational cycling related events were received positively by the community, with the launch day seeing us fitting safety bells, some roller-skating appearing in Murupara, a 'wheely' good turn out with 621 Tamariki from local Kura taking part in our Wheels Day, and free car seat clinics as part of the fun. These initiatives provided an opportunity to showcase a multitude of alternative transport modes in a fun and safe way.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Contributing to growth and sustainability**

*Strategic priority it
has contributed to:*



In 2023/24, the Resource Consents team processed 174 consents, contributing to the continued growth and sustainability of the district. Some of the most notable developments this year include:

Seven Papakāinga developments:

These projects involved multiple dwellings around shared facilities, supporting rural living and enhancing community togetherness. Papakāinga developments are unique in that they allow for the use of productive land in rural areas, reflecting a significant contribution from iwi to the district's rural amenity and economy.

Two large solar farms:

We granted consents for two additional solar farms, one on the Rangitāiki Plain and the other in Galatea. These new projects, each spanning just under 100 hectares, add to the growing number of renewable energy developments in the district. This marks a significant shift in land use toward electricity generation, underscoring our commitment to sustainable energy solutions.

Large Rural subdivisions for Kiwifruit farming:

Several subdivisions were approved to facilitate the expansion of kiwifruit farming, a sector that has seen renewed growth in the past three to four years. While this growth is welcome for the district's economy, it has also introduced challenges, including limited worker accommodation and increased noise from frost fans and bird scaring devices. These developments have led to a higher demand for District Plan monitoring to address the associated impacts.

Building control

*Strategic priority it
has contributed to:*



Our 2023/24 customer survey revealed strong performance in several key areas of our building consent process. We measured customer satisfaction across categories such as feeling valued, professionalism, integrity, ease of process, timeliness, value for money, and overall satisfaction.

This year, 100 customers provided feedback, an increase from 83 responses in the previous year. We maintained consistency in our 'overall satisfaction' measure, achieving a final score of 70 percent, exceeding our target of 60 percent.

Key metrics included:

- Average ratings for all categories ranged from 6.10 to 7.66, with the most common response being a 10.
- 435 building consent applications were granted out of 437 received, with an average processing time of 10.99 working days, well within the statutory timeframe of 20 days.
- The total value of consents granted reached \$68.71 million, including 19 consents with a value of \$1 million or more.

Building consents remain a significant portion of our work, and we are committed to delivering consistent, professional, and efficient service. We have actively participated in audits as a Building Consent Authority and have successfully maintained our accreditation.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Emergency Management**

Strategic priority it
has contributed to:



We are actively advancing our Emergency Management Preparedness so that the district is prepared for and can effectively respond to an emergency.

Preparing for a tsunami

Tsunami preparedness initiatives include readiness information for the public in the form of booklets and social media releases. These online and hard copy booklets provide information and maps relevant to the District tsunami zones. We have also completed the upgrades of coastal tsunami information boards, with a list of potential future locations.

Preparing for earthquakes

Earthquake reduction and readiness works such as seismic strengthening as well as minor upgrades to the Te Teko War Memorial and Waimana-Nukuhou North Memorial Hall were completed in October 2023. Seismic strengthening is part of several measures being taken to build greater community across the District. Building upgrades were carried out to ensure the building is structurally sound, and will better equip the Halls for community readiness and response efforts in the case of an emergency.

Expanding our resources and supplies

We are in the process of expanding our emergency resource and supplies, which will be stored in outlying communities throughout the district, and associated with community emergency response teams. Additional emergency supplies will be stored at elevated locations in highly populated areas. The council has begun liaising with community stakeholders and local iwi leaders in outlying communities to identify optimal locations for Emergency Evacuation Centres and determine essential equipment requirements, such as welfare kits and connectivity needs, should these communities be cut off from main centres.

Other district – wide emergency equipment, welfare kits, increased radio and digital connectivity, and an alternative Emergency Operations Centre form part of the Better Off Funding packing within this project.



Tsunami evacuation zones are now **BLUE**.

Scan to view if you're in the **BLUE**.

























74 |
WHAKATĀNE DISTRICT COUNCIL TE KAUNIHERA Ā-ROHE O WHAKATĀNE
Annual Report Te Pūrongo ā-Tau 2023/24

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	TARGET
Percentage of licenced premises inspected at least once per year, excluding special licences.	 100%	 88%	 100%	100%
	A fully staffed team for the 2023/24 ensured we met our target.			
Percentage of complaints relating to abandoned cars, litter, and general bylaw offences responded to within two working days	 92.71%	 96.4%	 91.30%	90%
	No significant change to last year			
Percentage of after-hours excessive noise complaints responded to promptly*	 95%	 98%	 95.60%	90%
	<p>*'Promptly' is defined as responding to excessive noise complaints within the following timeframes: Area 1 (Ōhope, Whakatāne, Tāneatua, Coastlands, Awakeri, Thornton Road to Golf Links Road): less than 60 minutes Area 2 (Edgecumbe, Matatā, Otamarakau, Otakiri, Onepū, Te Teko, Te Mahoe and Wainui to the Ōpōtiki intersection): less than 100 minutes Area 3: (Murupara, Galatea, and environs): less than 120 minutes.</p> <p>No significant change to last year.</p>			
Percentage of environmental health complaints (excluding noise) to within two working days	 86%	 93%	 96.50%	90%
	A staff shortage through-out the year, meaning we were unable to meet the target. There is a nationwide talent shortage of environmental health officers, impacting our ability to hit this target.			
Percentage of aggressive/threatening dogs and roaming stock complaints responded to within one hour	 90.37%	 89.70%	 94.30%	90%
	This is core function of Council, to deliver public safety. The target was met for the year, no significant change to the year prior.			
Percentage of all other animal control complaints responded to within two working days	 97.24%	 98.90%	 99%	90%
	No significant change.			















LEGEND  Achieved  Not Achieved (but within MOE ±%)  Not achieved

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	TARGET
User satisfaction with Council's resource consent process	 66.5%	 65%	 63%	60%
Results are from 20 returns received from a total of 174 granted consents (i.e. 11.5% return rate). The returns tend to be extreme, i.e. 4 were 2/10 or less and 11 were 8/10 or more, giving a median of 85%.				
User satisfaction with Council's building consent process	 69.69%	 69%	 64%	60%
No significant change				
The change from the previous year in the number of fatalities and serious injury crashes on the local road network, expressed as a number (M)	 23 Crashes (4 Fatal and 19 Serious) 2 less than the previous year	 25 (2 more than the previous year)	 23 (2 more than the previous year)	Fewer crashes than the previous year
There was a slight improvement on the previous year with an overall reduction of 2 crashes. Motorcycle riders were overrepresented at 43% of crashes.				
The district is prepared for and can effectively respond to an emergency	 Advancing	 Advancing	 Advancing	Advancing
We are actively advancing our emergency response and preparedness through initiatives in the form of resources through information and awareness for our community.				
Percentage of residents that have an understanding of what consequences would be if a disaster struck their area	Results are provided every second year	 87.5%	Results are provided every second year	80%
Results available every second year only, no target year 3				
Percentage of residents that have taken any action to prepare for an emergency	Results are provided every second year	 87.5%	Results are provided every second year	80%
Results available every second year only, no target year 3				

LEGEND



Achieved

Not Achieved
(but within MOE ±%)

Not achieved

(M) - This performance measure is mandatory for all Councils to report on, set under the 'Non-Financial Performance Measures Rules 2013' in accordance with section 261b of the Local Government Act 2002.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: COMMUNITY SAFETY WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties		4,033	4,019	3,887
Targeted Rates		-	-	-
Subsidies and grants for operating purposes		310	320	497
Fees and Charges		2,573	2,624	2,955
Internal charges and overheads recovered		51	52	37
Local authorities fuel tax, fines, infringement fees, and other		1,019	1,039	217
Sources of operating funding (A)		7,986	8,054	7,593
Applications of operating funding				
Payments to staff and suppliers		3,861	3,903	4,809
Finance costs		78	68	117
Internal charges and overheads applied		3,283	3,257	4,311
Other operating funding applications		-	-	-
Applications of operating funding (B)		7,222	7,228	9,238
Surplus (deficit) of operating funding (A-B)		763	827	(1,645)
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure		-	21	176
Development and financial contributions		-	-	-
Increase (decrease) in debt		(268)	(277)	(131)
Gross proceeds from sale of assets		-	-	-
Lump sum contributions		-	-	-
Other dedicated capital funding		-	-	-
Sources of capital funding (C)		(268)	(256)	45
Applications of capital funding				
Capital expenditure				
- to meet additional demand		-	-	-
- to improve level of service		-	-	176
- to replace existing assets		-	21	-
Increase (decrease) in reserves		495	550	(1,767)
Increase (decrease) of investments		-	-	-
Applications of capital funding (D)		495	571	(1,600)
Surplus (deficit) of capital funding (C-D)		(763)	(827)	1,645
Funding Balance ((A-B) + (C-D))		-	-	-
PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Speed Limit Sign - Enhancement	21,548	-	21,548	Project did not progress
<i>Better Off Funded.</i>				
Emergency Community Resilience	638,707	175,546	463,160	Better Off Funded Project, balance carried forward to 2025

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

COMMUNITY EXPERIENCE

Ngā wheako hāpori

- Recreation
- Community facilities
- Arts and culture
- Ports and harbour
- Whakatāne Holiday Park

This group of activities provides and maintains a range of services, spaces and facilities for community use, recreation, and amenity. We aim to provide activities and spaces that enhance the quality of life for our residents and visitors and that celebrate our beautiful district, arts, and culture.

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Constructively and collaboratively engaging with iwi, hapū, and whānau

2/5

Performance measures met

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

What's happened this year?

I ahatia i tēnei tau?

Arts, Culture and Creativity Strategy – Te Rautaki Toi, Ahurea me Auahatanga

Strategic priority it has contributed to:



A thriving arts and cultural presence is essential to achieving Council's Long Term Plan vision, 'more life in life' and maintaining our user satisfaction within our arts and culture services. To support this, Elected Members adopted the first district-wide Arts, Culture and Creativity Strategy – Te Rautaki Toi, Ahurea me Auahatanga. The strategy was developed in partnership with the district's arts, culture and creative communities to guide our district's future investment in the arts, and was funded by Creative NZ. The strategy was well received by Elected Members who acknowledged the passion and dedication of those involved in its development, including staff members, community creatives, volunteers and ngā toi Māori practitioners. The strategy uses the waka hourua (twin hulled boat) as a framework to encourage, enhance, and support communities to have conversations about our past, present, and future through various forms of expression and creativity.

Life and works of Tame Iti explored in powerful exhibition

Strategic priority it has contributed to:



Te Kōputu a te Whanga a Toi – Whakatāne Library and Galleries was proud to host 'Thou Shalt Not', an immersive exhibition featuring the multifaceted works of renowned Māori artist and activist, Tame Iti. 'Thou Shalt Not', a title from Tame's memories as a young child being asked to recite the Ten Commandments at school, provided a unique glimpse into the distinguished artist's life through the dynamic range of works.

The reference to the Ten Commandments serves as a metaphorical framework for the exhibition, and a standout feature was the inclusion of iconic works, symbols of resistance and resilience.

Tame Iti's nephew's horse blanket formed a vital part of his 1995 Fiscal Envelope submission to the Crown was one of many powerful representations of both his artistic endeavours and commitment to advocating for Māori rights.

Tame Iti was involved in the development of the exhibition and oversaw the daily progress within the gallery space. There were also opportunities for the public to catch Tame in action in the gallery studio space during one of his pop-in impromptu painting sessions, initiating user engagement.

We encouraged members of the public to immerse themselves in Tame Iti's world, reflect on the historical narratives embedded in each piece of art, and stay open to the crucial dialogue woven through the works.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**38th Annual Molly Morpeth Canaday Art Awards**

*Strategic priority it
has contributed to:*



Following weeks of preparation, in February 2024 staff at Te Kōputu a te Whanga a Toi / Whakatāne Library and Galleries put together the finishing touches on one of the country's longest standing art accolades ahead of its opening weekend. Now in its 38th year, the prestigious Molly Morpeth Canaday Award 2024, run by Arts Whakatāne, encouraged and celebrated the development of fine art on a national level and supported both emerging and established artists from across Aotearoa New Zealand.

The event officially opened on the evening of 6 February, with an award ceremony featuring a prize pool of \$25,000 donated from a variety of sponsors. The following day, the exhibition opened to the public where a stunning selection of sixty-two finalists' work was displayed at Te Kōputu a te Whanga a Toi which showcased an exciting selection of contemporary art from across the motu. A total of 495 award entries were received this year, highlighting the significance of this prestigious event. The exhibition showcases the talent amongst the New Zealand art community and provides an opportunity for our users to highlight their creativity and innovation.

Annual over 80's Event

*Strategic priority it
has contributed to:*



As in previous years, Whakatāne District residents over the age of 80 were encouraged to attend the annual festive over 80's morning tea. The occasion, hosted jointly by The Council and Community Boards, was an opportunity to acknowledge the contribution the older generation had made to our communities. The morning tea was held in the Reception Lounge at the Whakatāne War Memorial Hall early December, where guests were served hot beverages and food by the Mayor Dr Victor Luca, Councillors, and Community Board representatives, while enjoying entertainment provided by local pre-schoolers. The event, now in its twenty-third year, is much-anticipated by elected members and those in the wider community. Talent guests from the Floral Arts society lent their artistic flair to style the venue, which is always a highlight for the keen gardeners attending the popular event.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Whakatāne Aquatic and Fitness Centre Maintenance

*Strategic priority it
has contributed to:*



Whakatāne Aquatic and Fitness Centre closed for three weeks in April 2024 which allowed contractors to carry out scheduled maintenance and improvement works. Both the pools and gym closed, which meant contractors could undertake improvement and maintenance works on the changing room and toilet facilities, hot water system, and the 25 metre indoor pool. Maintenance investment was necessary for the facility to continue to operate safely and efficiently for our users.

Whakatāne Holiday Park

*Strategic priority it
has contributed to:*



Whakatāne Holiday Park has seen a steady year-on-year increase in revenue and guest nights over the past three years. A financial milestone of reaching \$1 million in net revenue was achieved before the end of the year. Although we did not meet our performance target for the number of total guest nights at the Whakatāne Holiday Park this year, guest nights were up 1.4 percent from the previous year. Meeting our guest night target is challenging due to a post COVID-19 reduction in the international tourist market coupled with the changing behaviours of guests, with less people camping in tents. However, we are seeing an increase the demand for our cabins, and we are focusing on the financial return rather than the number of guest nights. We have continued to invest in upgrading the facilities and have received positive feedback from guests regarding user satisfaction. Attracting more guests to the holiday park has remained a focus throughout the year. Efforts contributing to this include a marketing rebrand which is ready to be launched later in 2024.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**River access improvements to Wairaka Centennial Park**

*Strategic priority it
has contributed to:*



Improvement works to the river-edge of Wairaka Centennial Park in Whakatāne commenced in late April 2024. The improved design was confirmed following a positive consultation process with tangata whenua, Wairaka Marae Whānau, local boating representatives and the wider community. The improvements allowed for safe, accessible stairs, and a ramp to be constructed in the area. Since opening in 2017, the playground and surrounding green spaces have been enjoyed by many, however the access steps to the Whakatāne River raised concerns. We listened to these concerns and undertook the removal of all intermediate steps and handrails from the existing concrete terraces on the southern side of the river access area, removed the perimeter wall of the river access area to below sand level, and installed wider concrete terraces with a lower gradient. Intermediate steps were then added between the terraces along with handrails. In addition, a new ramp was installed from the existing boardwalk through to the river access area at the base of the new steps, with handrails placed either side. The overall new design aims to improve the existing situation in terms of access, safety, cultural outcomes, environmental outcomes, and usability.

Planning for future generations: Improving our recreation facilities

*Strategic priority it
has contributed to:*



Improvements to the wider Rex Morpeth Recreation Hub were included in the Long Term Plan 2021-31 budget, with the Rex Morpeth Recreation Hub Master Plan project getting underway in late 2022. Initial key users and wider community engagement, analysis of the engagement and development, testing and refinement of several master plan options were undertaken throughout 2023. Through this process three draft master plan options were developed and discussed with key users at a workshop in August 2023. Master plan options, including an enhanced status quo option, were further refined, and community wide engagement on these options was carried out over a four-week period during September-October 2023. More than 300 submissions were received, with most respondents identifying that some or all of the park's facilities needed upgrading. Submitters included local clubs and organisations.

The final version of the master plan, developed with recommendations from a consultant, was presented to the Living Together Committee in December 2023 and this plan was included in the community consultation in April 2024 for the Long-Term Plan 2024-34. The master plan proposes a redevelopment of the Hub with any upgrades delivered in stages over 10 years to allow time to carry out detailed design and planning, seek feedback, obtain external funding and carry out construction works. This includes:

- A multi-purpose facility with significant upgrades to Whakatāne War Memorial Hall, including the Little Theatre
- a sports pavilion to replace the existing Rugby Park grandstand
- an accessibility-friendly playground
- increased carparking space
- Other required improvements over the Rex Morpeth Recreation Hub area.

Through the Long Term Plan 2024-34 consultation a significant number of submitters indicated their preference was to carry out necessary upgrade or a complete 'do nothing' option as their preferred option. The main reasons for this focused on the projected rates rise, the current economic climate and the need for other core infrastructure projects to be prioritised. It was concluded that closing the door now on planning for the future of the Rex Morpeth Recreation Hub will only defer the problem and the cost to future generations of ratepayers. It was recommended to continue to plan for the staged investment in the Rex Morpeth Recreation Hub, a key community asset for the Eastern Bay of Plenty. The Council cannot and should not do it alone, it must partner to plan, fund and deliver the improvements for the success of the project and for future generations.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



How we performed

Ā mātau mahi

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
User satisfaction with recreation facilities in the Whakatāne District (sports fields, parks and reserves, playgrounds, boat ramps and wharf facilities)	<div></div> 76%	<div></div> 78%	<div></div> 83%	NA	77%
There is no significant trend over time. There was a dip in satisfaction levels for both Boat Ramps and Wharf facilities and Playgrounds. Note: Index results are average scores of other calculated measures. Unlike other measures in this report, index results are not directly collected from the population and do not have margin of errors.					
User satisfaction with public swimming pools in the Whakatāne District	<div></div> 77%	<div></div> 81%	<div></div> 81%	±6%	75%
1-in-3 residents (32%) reported visiting a swimming pool in the District in 2024 (up from 26% in 2023 and 25% in 2022). Satisfaction among swimming pool users (77%) in 2024 remained high and similar to 2023 (81%) – and 10%-points above the national benchmark. In 2024, satisfaction was lower among 18-39 year olds; but higher for males than for females (7.3 vs 6.5 on average).					
User satisfaction with community facilities in the Whakatāne District (public toilets, public halls, cemeteries, crematorium facilities)	<div></div> 68%	<div></div> 79%	<div></div> 74%	NA	74%
Among public toilet users, the percentage satisfied decreased in 2024 (50%) compared to 2023 (59%), although average ratings were consistent (5.6 vs 5.8) overall. As with the Whakatāne Exhibition Centre, many residents could not rate public halls in the district. However, visitation of halls increased in 2024 (27%) compared to 2023 (20%). Visits to cemeteries remained low in 2024, with 1-in-5 residents (20%) reporting this (similar to 2023). 69% of these residents were satisfied with cemeteries overall – although lower than in 2023. Note: Index results are average scores of other calculated measures. Unlike other measures in this report, index results are not directly collected from the population and do not have margin of errors.					

LEGEND

Achieved

Not Achieved (but within MOE ±%)

Not achieved

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	MARGIN OF ERROR	TARGET
User satisfaction with art and culture services in the Whakatāne District (Te Whare Taonga o Taketake - Whakatāne Museum and Research Centre, District Libraries, Te Kōputu a te Whanaga a Toi - Whakatāne Library and Exhibition Centre)	<div></div> 81%	<div></div> 84%	<div></div> 82%	NA	77%
	<p><i>In 2024, just 1-in-10 residents (11%) reported visiting the Whakatāne Museum and Research Centre. However, visitors report very high satisfaction at 78% in 2024, consistent with 2023 and remaining above results from 2020-22. Thirty one percent of residents in 2024 reported visiting the Whakatāne Exhibition Centre (up slightly from 29% in 2023); satisfaction remained high for visitors at 84%.</i></p> <p><i>Note: Index results are average scores of other calculated measures. Unlike other measures in this report, index results are not directly collected from the population and do not have margin of errors.</i></p>				
Total guest nights in the Whakatāne Holiday Park	<div></div> 25,472	<div></div> 25,115	<div></div> 24,985	NA	2024: Above 29,000 2023: Above 29,000 2022: Above 28,000
	<p><i>We did not meet target due to the ongoing impact from the decreased international tourist market and the and changes in guest behaviour (length of stay is shorter in duration, and there is an increasing demand for cabins rather than camping).</i></p> <p><i>When the target was set, the park had permanent residents, this is no longer the case with only temporary visitors staying at the park.</i></p>				

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LEGEND Achieved Not Achieved (but within MOE ±%) Not achieved

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: COMMUNITY EXPERIENCE WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024	LTP 2022/23 \$000	LTP 2023/24 \$000	Actual 2023/24 \$000
OPERATIONAL			
Sources of operating funding			
General rates, uniform annual general charges, rates penalties	12,033	12,186	11,785
Targeted Rates	-	-	-
Subsidies and grants for operating purposes	19	20	4
Fees and charges	2,753	2,823	2,777
Internal charges and overheads recovered	1,865	1,897	2,089
Local authorities fuel tax, fines, infringement fees, and other	103	105	592
Sources of operating funding (A)	16,774	17,031	17,247
Applications of operating funding			
Payments to staff and suppliers	8,331	8,485	10,585
Finance costs	505	621	1,059
Internal charges and overheads applied	6,426	6,554	7,907
Other operating funding applications	-	-	-
Applications of operating funding (B)	15,262	15,660	19,552
Surplus (deficit) of operating funding (A-B)	1,512	1,371	(2,305)
CAPITAL			
Sources of capital funding			
Subsidies and grants for capital expenditure	1,197	52	638
Development and financial contributions	121	123	143
Increase (decrease) in debt	5,770	3,822	3,810
Gross proceeds from sale of assets	-	-	-
Lump sum contributions	-	-	-
Other dedicated capital funding	-	-	-
Sources of capital funding (C)	7,088	3,997	4,592
Applications of capital funding			
Capital expenditure			
- to meet additional demand	2,416	106	86
- to improve level of service	1,273	763	1,338
- to replace existing assets	2,339	1,780	2,551
Increase (decrease) in reserves	(2,916)	(1,381)	(1,688)
Increase (decrease) of investments	5,488	4,100	-
Applications of capital funding (D)	8,599	5,368	2,287
Surplus (deficit) of capital funding (C-D)	(1,512)	(1,371)	2,305
Funding Balance ((A-B) + (C-D))	-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Library Collection Improvement	32,322	21,676	10,646	Complete
<i>Better Off Funded.</i> Hono Hapori Community Outreach	446,107	212,681	233,426	Better Off Funded Project, balance carried forward to 2025
Playground Shade Sails	43,472	40,892	2,580	Complete
Whakatāne Escarpment Mitigation	79,394	171,431	(92,037)	Complete, third party cost recovery of \$88k
Awatapu Lagoon Wetland Construction	419,460	24,946	394,514	Planning is underway
Bollards	150,000	151,790	(1,790)	Complete
Mitchell Park Market Space Drainage	50,000	-	50,000	Balance carried forward to 2025
Mitchell Park Market Space Landscape and Shade	150,000	-	150,000	Balance carried forward to 2025
Mitchell Park Market Space Toilets	300,000	-	300,000	Balance carried forward to 2025
Sullivan Lake Foopaths and Retaining Walls	5,105	5,197	(92)	Complete
<i>Better Off Funded.</i> Southern Districts Regeneration - Minginui	150,000	-	150,000	Better Off Funded Project, balance carried forward to 2025
<i>Better Off Funded.</i> Southern Districts Regeneration - Murupara	199,999	-	199,999	Better Off Funded Project, balance carried forward to 2025
Whakatāne New Cemetery	1,091,056	16,343	1,074,713	Rebudgeted in the LTP
Whakatāne Aquatic New Office and Training Space	150,000	93,813	56,187	Complete
Tidal Pool Remediation	187,638	37,606	150,031	Project underway, balance carried forward to 2025
Wharfside Fire and Safety Upgrade	40,000	-	40,000	Balance carried forward to 2025
Wharfside Glass Doors and Windows	50,000	54,479	(4,479)	Complete
Wharfside Landscaping and Shade	100,000	-	100,000	Balance carried forward to 2025
Wharfside Toilets	350,000	-	350,000	Balance carried forward to 2025
Whakatāne Harbour Eastern Wall Strengthening	479,870	-	479,870	Rebudgeted in the LTP (2026 and 2027)
Holiday Park - Renewals	180,000	94,696	85,304	Funding to be carried over for the renovation of ablution block
Holiday Park Upgrades	60,000	53,661	6,339	Complete
Multi, Sports Events Centre	207,263	83,811	123,452	Master planning underway
<i>Better Off Funded.</i> Earthquake Strengthening Halls-Enhance Resilience	755,561	425,264	330,297	Better Off Funded Project, balance carried forward to 2025
Other Projects/Renewals Consolidated	3,160,543	2,486,415	674,127	District projects, largely complete

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

CORPORATE SERVICES

Ngā ratonga rangatōpū

Activities in this group:

- Corporate and district activities

This group of activities delivers a range of functions and services that support all activities of the Council. These are often referred to as our 'internal activities' and includes functions such as communication, digital services, financial services, human resources and property.

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.

What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

Corporate services costs are the indirect costs incurred by the Council that are not directly tied to the production or delivery of a specific activity or service, the operating costs associated with the delivery of corporate services that support the wider activity delivery of the Council to the community.

The costs of corporate services are allocated to each activity using an appropriate allocation base. For example, the cost of the people and capability enabling service may be allocated based on the number of employees each activity has. This overhead allocation methodology, which is common good practice, means that the costs of corporate services are funded through the indicative percentages of each actual activity.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What these activities cost and how they were paid for

Te utu o ēnei ngohe, ā, i pēhea i whakaea

FUNDING IMPACT STATEMENT: CORPORATE SERVICES WHAKATĀNE DISTRICT COUNCIL, YEAR ENDED 30 JUNE 2024		LTP 2023 \$000	LTP 2024 \$000	Actual 2024 \$000
OPERATIONAL				
Sources of operating funding				
General rates, uniform annual general charges, rates penalties	667	2,542	3,386	
Targeted Rates	-	-	(549)	
Subsidies and grants for operating purposes	-	-	31	
Fees and Charges	559	29	11	
Internal charges and overheads recovered	15,603	15,551	19,112	
Local authorities fuel tax, fines, infringement fees, and other	354	361	558	
Sources of operating funding (A)	17,184	18,483	22,550	
Applications of operating funding				
Payments to staff and suppliers	13,462	13,169	13,528	
Finance costs	(253)	65	2,321	
Internal charges and overheads applied	1,814	1,593	1,350	
Other operating funding applications	1,533	1,505	801	
Applications of operating funding (B)	16,556	16,332	17,999	
Surplus (deficit) of operating funding (A-B)	627	2,151	4,551	
CAPITAL				
Sources of capital funding				
Subsidies and grants for capital expenditure	-	-	637	
Development and financial contributions	-	-	-	
Increase (decrease) in debt	6,995	(90)	18,218	
Gross proceeds from sale of assets	-	-	-	
Lump sum contributions	-	-	-	
Other dedicated capital funding	-	-	-	
Sources of capital funding (C)	6,995	(90)	18,855	
Applications of capital funding				
Capital expenditure				
- to meet additional demand	5,389	2,079	137	
- to improve level of service	3,418	91	1,013	
- to replace existing assets	1,085	1,257	1,271	
Increase (decrease) in reserves	(2,269)	(1,365)	20,985	
Increase (decrease) of investments	-	-	-	
Applications of capital funding (D)	7,623	2,062	23,406	
Surplus (deficit) of capital funding (C-D)	(627)	(2,151)	(4,551)	
Funding Balance ((A-B) + (C-D))	-	-	-	

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

PROJECT NAME	BUDGET 2024	ACTUAL 2024	VARIANCE	PROJECT COMMENT
Enterprise Resource Planning System Replacement	2,000,000	-	2,000,000	Reclassified as Opex and Rebudgeted in LTP
Alarms and Cameras Te Koputu, Customer Services and AC	40,000	-	40,000	Timing, anticipated to complete in 2025 financial year
Exhibition Centre LED Lighting	81,621	6,134	75,487	Timing, anticipated to complete in 2025 financial year
Library HVAC- fit for purpose	138,009	-	138,009	Timing, anticipated to complete in 2025 financial year
<i>Better off Funding.</i> CCTV Upgrade Enhancement	718,868	637,168	81,700	Installation complete, refining of communication methodology in progress
Other Projects/Renewals Consolidated	1,603,371	1,777,219	(173,847)	Complete



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



COUNCIL CONTROLLED ORGANISATIONS

Ngā Rōpū e whakahaerehia ana
e te Kaunihera

A Council Controlled Organisation (CCO) is a company or organisation in which the Council, or a number of councils, hold 50 percent or more of the voting rights, or can appoint 50 percent or more of the trustees, directors or managers. The Council engages in this form of partnership where it provides advantages for a more effective, efficient and financially-viable means of delivering services.

We have an interest in the following CCO's:

- Whakatāne Airport (Joint Venture)
- Toi-Economic Development Agency (Toi-EDA)
- Bay of Plenty Local Authority Shared Services Limited (BOPLASS) (company)
- New Zealand Local Government Funding Agency (LGFA) (company)

Each CCO is required to agree to a Statement of Intent with its stakeholders (including the Council) and to make this available to the public. The Statement of Intent sets out the CCO's nature and scope of activities, key performance targets, and reporting requirements along with other matters. At the end of each financial year, each CCO must report performance against its Statement of Intent.

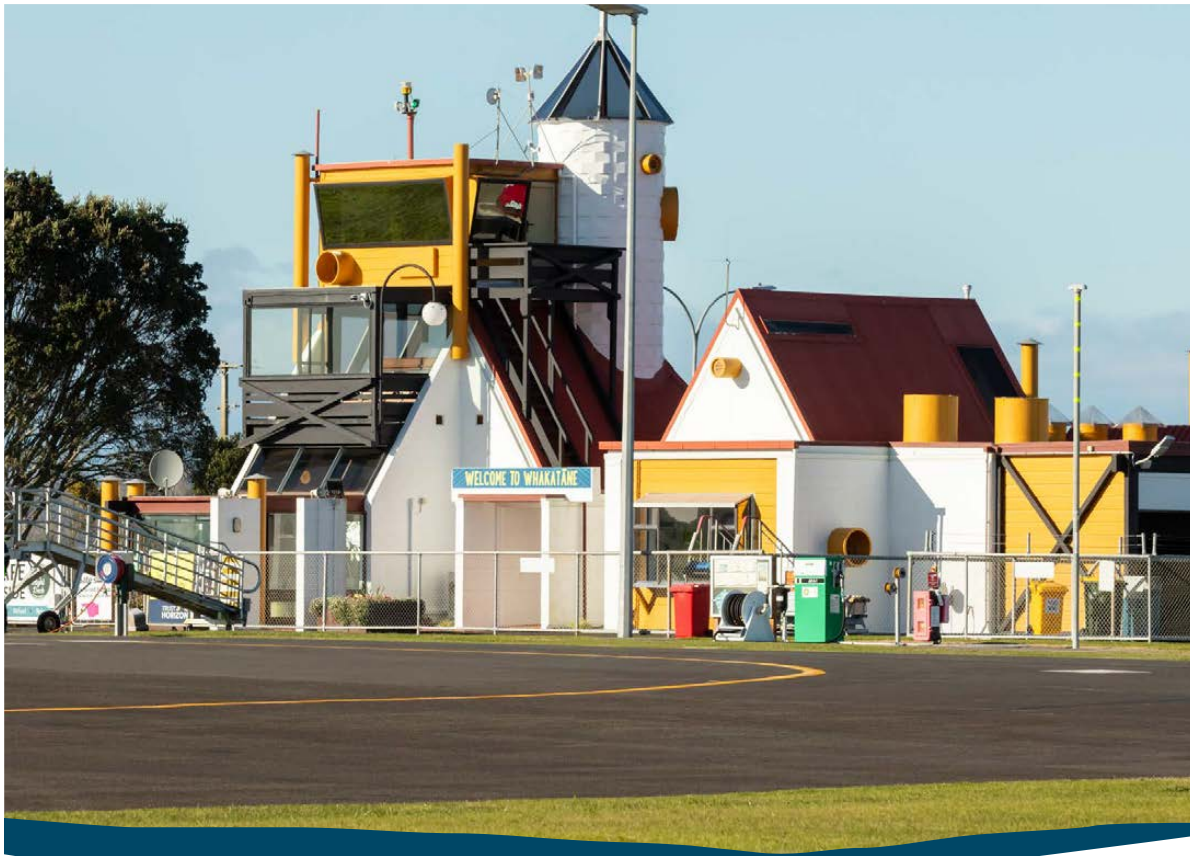
We manage and monitor our investment in CCO by reviewing statements of intent, and annual reports at our Revenue and Finance Committee. Copies of the statements of intent and annual reports are available on our website.

The following explains what these organisations do, our objectives in regard to ownership, nature and scope of activities, key performance targets and outcomes.

4/4

Performance
measures met



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

WHAKATĀNE AIRPORT

Te Papa Rererangi o Whakatāne

About this organisation

Mō tēnei rōpū

The Whakatāne Airport is a CCO under the Local Government Act 2002. It was formed as a CCO in 2006 and is a joint venture partnership between the Council and the Ministry of Transport Te Manatū Waka (MOT), with each party owning a 50 percent share.

The Whakatāne Airport is a valued community asset, connecting Whakatāne and the wider Eastern Bay of Plenty to the rest of the country. It plays a vital role in our economic infrastructure, supporting trade, tourism, and overall economic growth for the Eastern Bay of Plenty. The airport has historical ties to Ngāti Taiwhakaea and Ngāti Awa, with opportunities to develop partnerships. Continuous investment and upgrades are needed to maintain and enhance this critical infrastructure in line with Civil Aviation Authority (CAA) requirements.

Our policies and objectives regarding ownership in this organisation

The Council's objective for this organisation is to see the maintenance of an active regional airport which is a vital economic resource for the Whakatāne District and an essential part of the regional transport infrastructure.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Nature and scope of activities

Te hōkaitanga o ēnei mahi

Aviation services: The airport is maintained as a non-certified aerodrome in accordance with Civil Aviation Authority requirements, enabling it to provide commercial passenger and freight air services through third parties, and as aviation services to clubs and private members.

Leases: Land surplus to the airport’s present operational requirements is leased for grazing. Lease of the airport land is also available to ancillary commercial operators and associated industries.

The objectives of Whakatāne Airport include:

- Providing high-quality facilities and services in proportion with existing levels of aviation activity, and in accordance with all the appropriate acts, regulations and rules pertaining to airport and aviation operations in line with the size of Whakatāne Airport.
- Operating the airport in a sound, environmentally-sustainable and businesslike manner.
- Ensuring that the airport is administered efficiently, effectively and safely to the benefit of scheduled flight operations, commercial operators and recreational users.
- Improving the long-term value and financial performance of the airport.
- Promoting a safe, accessible, affordable and reliable air transport system for the Eastern Bay of Plenty region.

It makes a social contribution rather than a financial return, and as such is considered a public benefit entity.

Performance targets

Ngā whāinga tiritiringa

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	TARGET
The Airport is maintained to Civil Aviation Authority (CAA) requirements	<div></div> Achieved	<div></div> Achieved	<div></div> Achieved	To be achieved
	The Airport is governed by the Airport Expositions Document and the Airport Operations Plan which comes under the CAA. This is a living document and is kept actively updated.			
Minimum of two executive management meetings per year with our Airport Operator and Airline	<div></div> Achieved	<div></div> Achieved	<div></div> Achieved	2
	There are documented and minuted meetings with both J&P (Airport Operator) and Air Chatham’s (Airline).			

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



What happened this year?

I ahatia i tēnei tau?

Overall airport activity has stabilised this financial year, which indicates the Whakatāne Airport can expect a modest increase in air traffic over the coming years. As a Joint Venture airport with the Ministry of Transport the Whakatāne Airport has a renewed focus on improving its financial performance while continuing to enhance safety. Many initiatives have been identified through the process of developing the Whakatāne Airports Master Plan and Strategic Plan 2024-29.

The aim is to further develop a fantastic asset for our community while reducing the liability this asset has historically had on rate payers. One of the major steps forward the Whakatāne Airport has made is the introduction of a new landing fees structure. This was a robust process which culminated in the new structure being approved for introduction on 1 July 2024 by the Minister of Transport. As the Whakatāne Airport and community works through the implantation of the Strategic Plan 2024-29, the strategic planning outlined paves the way for a promising future for the Whakatāne Airport.

PROJECT NAME	BUDGET 2023/24	ACTUAL 2023/24	VARIANCE	PROJECT COMMENT
Airport Land Redevelopment	1,199,898	5,292	1,194,606	Project rebudgeted in LTP (2025 and 2026)
Airport Hardstand Upgrade	39,884	3,620	36,265	Complete
Airport CCTV Upgrade	49,996	44,266	5,730	Complete
Other Projects/Renewals Consolidated	248,357	56,835	191,523	Complete or carried over
	1,538,135	110,012		



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

TOI EDA

About this organisation

Mō tēnei rōpū

Toi EDA is the economic development agency for the Eastern Bay of Plenty and is based in Whakatāne. It is a partnership between Kawerau, Opōtiki and Whakatāne District councils, and the Bay of Plenty Regional Council, working together with local iwi. Toi EDA undertakes activities to contribute to the sustainable growth and development of the local economy.

Toi EDA's purpose and vision is to grow the Eastern Bay of Plenty: Tini o Toi – kia tipu, kia puawai- To create, grow and blossom the myriad of Toi. Toi EDA contributes to the outcomes of the economic development and regeneration activity in the Strategy and Futures group of activities.

Our policies and objectives regarding ownership in this organisation

Ā mātau kaupapa here me ngā whāinga ki tēnei rōpū

The Council's objective for this organisation is to recognise the strength of a coordinated approach to economic development in the Eastern Bay of Plenty. To support major economic development opportunities that will provide a benefit to the communities of the Whakatāne District and Eastern Bay of Plenty.

Nature and scope of activities

Te hōkaitanga o ēnei mahi

Attract people to work, live and play in the Eastern Bay of Plenty

- Encourage alignment of Māori economic development activity and Toi EDA activity
- Support and develop industry
- Advocate for improved infrastructure and transportation
- Foster communication with communities and partners
- Secure and diversify the Toi EDA funding base

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Performance targets

Ngā whāinga tiritiringa

The Council has elected, along with its other partner councils, to exempt Toi EDA from the provisions related to Council Controlled Organisations as provided under the Local Government Act Part 1 section for the three-year period to March 2025. This means that it does not have to meet the specific reporting requirements related to CCOs. Exemption from these requirements allows Toi EDA to focus more of its limited resources on economic development.

A performance target was set through the 2021-31 Long Term Plan under the 'Strategy and Futures' activity. For performance on this measure see page 31 of this report.

What's happened this year?

I ahatia i tēnei tau?

TOI EDA – Council Controlled Organisation

Strategic priority it
has contributed to:



The Council and Toi EDA have collaborated on various initiatives throughout the year including the reviewing of the Eastern Bay of Plenty Economic Development Strategy 2018 (in conjunction with Ōpōtiki District Council, Kawerau District Council, Bay of Plenty Regional Council) to prepare for new rounds of Regional Infrastructure Fund applications, previously known as the Provincial Growth Fund.

Bay of Plenty Aquaculture Group hosted their inaugural Bay of Plenty Aquaculture Summit in August 2023 in Whakatāne. This event was supported by Toi EDA, the Council, Bay of Plenty Regional Council, WSP and the Ministry of Primary Industries.

The Rebel Business School, a social impact organisation, ran a local business startup programme in Whakatāne in November and December 2023. This was a 10 day course which had an uptake of 37 participants, including 70 percent from Māori businesses. Partners for this initiative included Ministry of Social Development, Toi EDA, Whakatāne District Council, Ministry of Pacific Growth and Te Wānanga o Aotearoa. At the conclusion of the programme, a trade show was held to enable participants to setup a stall and promote their new or growing business.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Bay of Plenty Local Authority Shared Services

About this organisation

Mō tēnei rōpū

Bay of Plenty Local Authority Shared Services Limited (BOPLASS) is a company owned by nine councils, which includes: Whakatāne District Council, Bay of Plenty Regional Council, Rotorua Lakes Council, Western Bay of Plenty District Council, Kawerau District Council, Tauranga City Council, Ōpōtiki District Council, Taupō District Council and Gisborne District Council.

BOPLASS investigates, develops, and delivers shared services, joint procurement, and communications for the participating councils. In the past year the Council has continued to benefit from substantial cost savings because of participating in this CCO. Key areas where savings were achieved included the costs of insurance, postal services, software, and aerial photography. During the last year significant benefits have been achieved through inter-regional collaboration with BOPLASS leading several procurement projects across large collectives of councils.

Our policies and objectives regarding ownership in this organisation

The Council’s objective for this organisation is to promote shared services between local authorities in the Bay of Plenty/ Gisborne regions and elsewhere.

Nature and scope of activities

Te hōkaitanga o ēnei mahi

BOPLASS provides benefit to councils and their stakeholders through improved levels of service, reduced costs, improved efficiencies and increased value through innovation.

The principal nature and scope of the activities of BOPLASS is to:

- Use joint procurement to add value to goods and services sourced for member councils.
- Establish the underlying technology, framework, platform and policies to enable and support collaboration.
- Pursue best practice in the management of all activities to obtain best value and minimise risk.
- Demonstrate financial responsibility by ensuring that its activities are adequately funded from savings achieved, levies, council contributions, or government funding where available.
- Allow other councils or organisations to participate in its activities where this will benefit its member councils directly or indirectly.
- Actively monitor and engage with shared service developments across the public sector to identify opportunities for further development and establishing best practice.
- Represent the collective views of its shareholders in matters with which it is associated.

Performance targets

Ngā whāinga tiritiringa

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	TARGET
In our Annual Report, we will report the total estimated savings to the Council for each financial year	<div>Achieved</div>	<div>Achieved</div>	<div>Achieved</div>	Initiatives provide financial savings of greater than 5 percent and/or improved service levels to the Whakatāne District Council
	Council continues to see significant financial benefits through joint procurement initiatives, such as licencing agreements.			

BOPLASS set six performance measures through its Statement of Intent 2023-26 and reported achieving all targets in its 2023/24 Annual Report. For more information visit whakatane.govt.nz/about-council/council-initiatives/boplass

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Local Government Funding Agency (LGFA)

About this organisation

Mō tēnei rōpū

New Zealand Local Government Funding Agency (LGFA) is a company owned by the New Zealand Government (20 percent) and 30 local councils (80 percent), with Whakatāne District Council holding a 0.44 percent share. It specialises in financing the New Zealand local government sector. LGFA was established to raise debt on behalf of councils on terms that are more favourable to them than if they raised the debt directly. As LGFA is majority owned by councils, it constitutes a Council Controlled Organisation under the Local Government Act 2002.

The Local Government Funding Agency allows councils to borrow funds at lower interest margins than would be otherwise possible. In the past year this has provided the Council with access to a broader range of borrowing options, so less ratepayer funds are spent on interest repayments. Find out more about the LGFA in our Long Term Plan or on the LGFA website.

Our policies and objectives regarding ownership in this organisation

Ā mātau kaupapa here me ngā whāinga ki tēnei rōpū

The Council’s main objective for ownership in LGFA is to access shared funding at better rates and for more flexible terms.

Nature and scope of activities

Te hōkaitanga o ēnei mahi

- Raises debt funding for the purpose of providing debt financing to New Zealand local authorities and CCOs (participating borrowers).
- May raise debt funding either domestically and/or offshore in either New Zealand dollars or foreign currency.
- Only lends to participating borrowers that have entered into required relevant legal and operational arrangements and comply with the LGFA’s lending policies.
- May undertake any other activities considered by the LGFA Board to be reasonably related, incidentally to, or in connection with, that business.

Performance targets

Ngā whāinga tiritiringa

PERFORMANCE MEASURES (How we will measure our service delivery)	2024	2023	2022	TARGET
Estimated annual savings for the Council is between 5 bps and 10 bps (weighted average) below trading bank margins for term loans.	<div>Achieved</div>	<div>Achieved</div>	<div>Achieved</div>	Estimated annual savings for the Council is between 5 bps and 10 bps (weighted average) below trading bank margins for term loans.
Comparisons were made between LGFA weighted average interest and trading banks weighted average interest as at 30 June 2024. LGFA on average, as at 30 June 2024, was charging 1.71% (171 bps) less interest than comparable mortgage rates at trading banks.				

LGFA set 17 performance measures through its Statement of Intent 2023-26 and reported achieving 14.5 targets in its 2023/24 Annual Report. For more information visit whakatane.govt.nz/files/documents/2024-12/lgfa_annualreport_2024_0.pdf

THE COUNCIL'S INVOLVEMENT IN OTHER ACTIVITIES

Te mahi a te Kaunihera
i ētahi atu ngohe

This section of the annual report covers other initiatives the Council has been involved in throughout the year such as the securing of external funding, commitment to climate change and achievements through awards.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

BETTER OFF FUNDING PROJECTS

The Whakatāne District is set to benefit from community projects funded by the Department of Internal Affairs Better Off Funding package throughout 2024. The Council was successful in receiving the first tranche (\$5.66 million) from the Department of Internal Affairs Better Off Funding package in December 2022, to be used toward projects designed to boost local amenities and outcomes for residents. Progress updates for each of the seven projects are as follows:

Eastern Bay of Plenty Spatial Plan (\$200 thousand)

Strategic priority it has contributed to:



Better Off Funding has successfully assisted in accelerating progress with investigative work associated with the Eastern Bay of Plenty Spatial Plan Project. Funding toward this portion of the Spatial Plan is now complete. The funding has assisted with:

- The launch of the 'Our Places – Eastern Bay Spatial Plan' website, providing information and resources about the project and its outcomes.
- Developing and finalising key maps that show the current and future growth scenarios for the region based on various factors and assumptions.
- Refreshing the project plan to reflect the changes and progress made throughout the project.
- Conducting workshops, briefings, and meetings with the Control Group, Technical Group, and Governance Group, which consisted of representatives from various stakeholders and agencies involved in the project.

Community safety camera project (\$1 million)

Strategic priority it has contributed to:



The delivery and installation of 33 new safety cameras, also known as CCTV, across the Whakatāne District, alongside the upgrade of 11 existing cameras has been delivered and a monitoring contractor appointed and in place.

All work has been completed for the scope of the project as originally agreed and delivered on time and under budget. The underspent budget will be used to deliver additional cameras and software upgrades along with additional radio functionality.

The project team are now working alongside the monitoring contractor and NZ Police ICT team to address minor teething issues with the connectivity of radios.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Natural Hazard Resilience (\$1.36 million)**

*Strategic priority it
has contributed to:*



This project aims to improve the Civil Defence readiness and community resilience of the Whakatāne District in case of natural disasters. The project has seen the completion of seismic strengthening to the Waimana-Nukuhou North Memorial Hall in October 2023, with work on the Te Teko War Memorial Hall progressing well and ahead of schedule with a targeted completion date of May 2024.

Work on upgrading an alternative Emergency Operations Centre on higher ground is complete. The project is developing Community Emergency Hubs across the Whakatāne District, which will provide emergency resources to support the community following a natural hazard emergency or other event.

Engagement with local marae and other community organisations to build awareness and gain support for the hubs continues to be positive.

He Waka Hono Hapori Community Connections and Outreach (\$500 thousand)

*Strategic priority it
has contributed to:*



The aim of this project is to enhance accessibility to Council services in remote communities. It involves the deployment of two specially equipped vans to serve as mobile hubs of engagement, information and service delivery.

The Council recognises the importance of reaching all communities within the Whakatāne District. The initiative aims to bridge the gap between outlying communities and the main township of Whakatāne, ensuring that vital information and services are accessible to everyone, especially those who may face barriers in accessing traditional council buildings.

The two vans arrived in late May 2024 and will undergo a special fit-out and the application of graphic designs. Each van will be equipped with resources, including access to digital devices, Wi-Fi, and printing capabilities. Moreover, the design allows for flexibility to accommodate specific equipment tailored to Council activities, ensuring we are catering to a variety of needs to reach our communities.

The service will be known as Honoa Hapori Community Connections, and it is anticipated the vans will be ready to service the communities by December 2024.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Edgecumbe to Thornton shared Pathway (\$900 thousand)***Strategic priority it has contributed to:*

This project began in the earlier part of the year, with the first stage of the shared pathway commencing in September 2024. The first stage involves resurfacing an existing grass walking track beginning at Edgecumbe Squash and Tennis Club on College Road and ending at Edgecumbe Skatepark.

The shared pathway is part of the broader vision of walking and cycling loops intended for the Whakatāne District. It forms part of the Active Whakatāne Strategy which aims to develop rural community projects and improve the connections between outlying communities.

Options for the remaining stages are still being researched and include options for riverbank trails or roadside trails. This has seen the project completion date pushed out to December 2025.

The finalised route of the remaining pathway to Thornton is still to be confirmed and staff are working with some property owners on concerns they have.

**Collective Iwi Policy Hub (\$1 million)***Strategic priority it has contributed to:*

This project aims to equitably resource iwi to participate and engage in a range of strategy, policy and legislative proposals that affect the Whakatāne District.

The project is on track, with a Program Manager appointed in December 2023, who has initiated engagement with the four iwi Chief Executives. The Hub is developing terms of engagement, resourcing needs, support staff recruitment and forward support plans.

The next priority is to ensure perspectives and priorities are included in the Eastern Bay Spatial Plan and climate change projects, with planning in progress to define the scope of these projects. The second half of 2024 is expected to see the start of new work and resources for the hub.

Southern District Towns Regeneration (\$700 thousand)*Strategic priority it has contributed to:*

This project supports the strategic visions of Ngāti Manawa and Ngāti Whare, which aim to revitalise Murupara and Minginui. This involves developing masterplans that align with the aspirations of these iwi and communities.

The Minginui Community will be invited to begin vision and master planning with the help of external consultants. The activation project for Minginui will follow after this work is done. The project has been slightly delayed due to consultant availability. The new completion date is June 2025.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Our commitment to addressing climate change

Te utanga ki te huringa āhuarangi

Although we did not set any specific targets for climate change through our Long Term Plan 2021, we are part of the Toitu Carbon Reduce Programme and also report every six months on our action plans from the Climate Change Strategy 2021-24. We developed a new Climate Change Strategy in the reporting period which includes emission related targets that will be reported on for the coming periods.

During the 2023/24 financial year, the Council’s carbon footprint amounted to 3,801 tonnes of carbon dioxide equivalent (tCO2e), reflecting a 12 percent increase from the 2022/23 financial year in which emissions were recorded as 3,402 tCO2e. A summary of our top carbon emission sources is shown below:

Emission Source	Carbon emitted (tCO2e)	Percentage of emissions	Comment
Wastewater Treatment Plant	2,173	57%	Our Wastewater Treatment Plant is our largest emission source, and we had a 2 percent decrease compared with 2022/23 year.
Electricity	463	12%	Our electricity emissions increased over the last year by 3 percent but have declined by 40 percent since the base year (2018).
Diesel	382	10%	The Council’s diesel emissions have decreased by 2 percent from the 2022/23 financial year.
Natural Gas	228	6%	Natural gas emissions increased by 93 percent compared with the 2022/23 year due to increased use of natural gas by the Whakatāne Aquatic and Fitness Centre. Natural gas is being slowly phased out.
Waste	195	5%	The recording of waste emissions has been improved providing greater visibility of our waste emissions. Increased visibility helps us to work towards reducing these over time.
Refrigerant Leaks	176	5%	Some large-scale refrigerant leaks occurred in the year across three different gas types, HFC134a, R410A, R407C. Anti vibration work has been undertaken to prevent further leaks.

The figures in the above table are certified by our 2023/24 Toitu audit.

The emission sources included in this carbon footprint are selected based on Councils ability to influence any emission reductions and what information is available to Council to measure the emissions. We have chosen to measure our scope 1 and 2 emission sources and a selection of scope 3 sources. The scope 3 sources selected include air travel, waste sent to landfill from Council facilities, and electricity and gas transmission and distribution losses. This means potentially significant emission sources such as carbon embodied in capital goods (e.g. roading material) are not measured. This is a Council only footprint and does not include emissions generated from the wider group such as the Whakatāne Airport. This is our gross emissions and therefore does not take into consideration absorption of carbon through forestry nor the use of offsets.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)


Reducing our energy use

Our Energy Management Programme has delivered continuous reductions and cost savings since it started in 2019.

This program aims to identify, implement, and monitor opportunities for energy savings and emission reductions and was established in collaboration with the Energy Efficiency and Conservation Authority (EECA) and the support of Energy Management Solutions (EMSOL). In the 2023/24 financial year, our Energy Management Programme has achieved significant cost savings and a reduction in carbon emissions.

Our Energy Management Programme has continued to show results, with continuing changes to reduce power usage across Council sites. We have successfully saved approximately \$94,142 through the implementation of energy-efficient practices and retrofitting initiatives with the help of our consultants and are looking at further concepts to help reduce these numbers further.

We have continued to see energy savings through energy reduction actions such as turning off swimming pool boilers over summer months, switching to LED lighting, and optimising heating, ventilation, and air conditioning systems. Our Three Waters Team has also incorporated energy efficient measures into infrastructure including more energy efficient high lift pumps.

Te Rāhui Herenga Waka Boat Harbour

Over the course of the year, Te Rāhui Herenga Waka Boat Harbour project received certification of its Site and Soil Contamination Management plan, and continues to progress options for the full remediation of the development site at 2 Keepa Road. This is a complex process and recognising the project's commitment to positive environmental outcomes, additional time has been required to work through analysis and consider the way forward.

Council as shareholder and Limited Partner of the Boat Harbour project receives reporting on progress and has contributed two tranches of its total equity commitment to date, totalling \$5.7 million.

77 Bunyan Road

Following an expressions of interest process Council entered into an Agreement for Sale and Purchase to sell the 26.9 hectare block of land at 77 Bunyan Road in 2017. The purchasers intend to develop the land for residential housing and are progressing through the consenting process.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Celebrating our awards

Me whakanui ka tika

He aha te mea nui o te ao? He tangata, he tangata, he tangata!

What is the most important thing in the world? It is people, it is people, it is people!

Each year Taituarā holds a series of awards to showcase and celebrate the outstanding people and mahi that contribute to the success of the local government sector. The Council is proud to be a leader in fostering a positive and productive work environment for its staff, ultimately benefiting the entire Whakatāne community. The Council has received national recognition of this at the annual Taituarā Local Government Excellence Awards in June 2024, being announced as the winners in two different categories.

Excellence in Organisation and People Development Award

For the second year in a row, the Council was announced as the recipient of the Excellence in Organisation and People Development Award for its innovative 'Reimagining Work' programme. This category recognises approaches that build an exceptional organisational culture or capability through the application of transformational leadership. A crucial aspect contributing to the success of these awards is the potential for other councils to easily replicate the winning project in their pursuit of similar improvements.

Reimagining Work began as a building refurbishment in response to required earthquake strengthening that has carried through to a fully hybrid working environment and its translation into a better overall work/life balance and an enhanced ability to meet the needs of the local community. The initiative was recognised by the judges as going beyond flexible working policies to become a highly transferable and measurable workplace transformation project encompassing systems, values, and leadership. The Reimagining Work programme emphasises that building successful local government isn't about bricks and mortar, it's about people.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Winners of Management Challenge, New Zealand

Ngā Toa Mahi Tahī, a team of six Council staff, were announced as the winners of the New Zealand leg of the Australasian Management Challenge at the Taituara awards. In May 2024, Ngā Toa Mahi Tahī participated in the New Zealand leg of the Management Challenge— an inter-council challenge sponsored by Marsh that is designed to sharpen the leadership and management skills of local government staff. The Challenge organisers highlighted the team’s collaborative spirit, respectful communication, and strong performance across a number of tasks. Ngā Toa Mahi Tahī will represent New Zealand against the top regional teams from across Australia in August 2024.

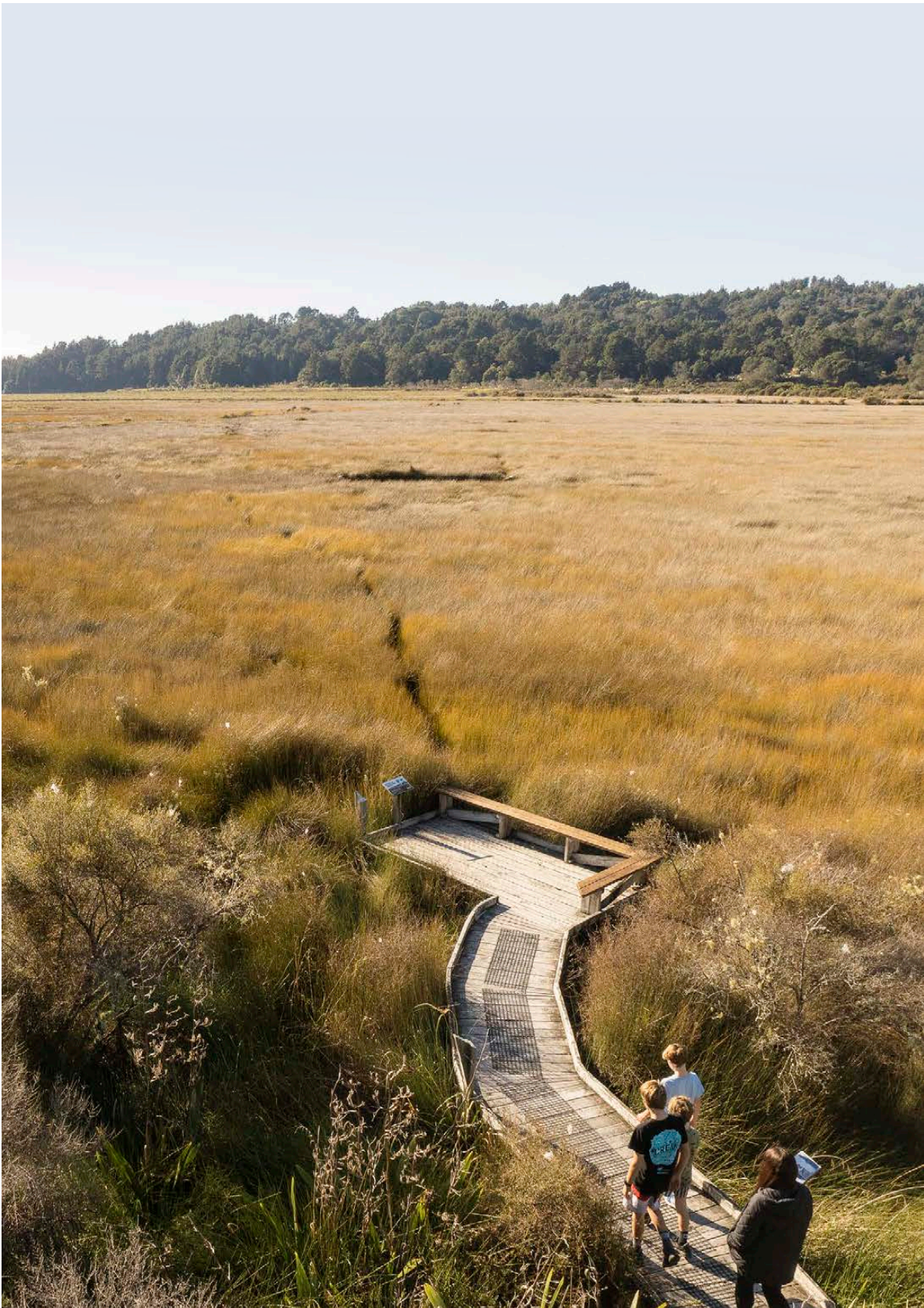
Most Beautiful Large Town

Whakatāne was crowned New Zealand’s most beautiful large town at the annual Keep New Zealand Beautiful Awards, in November 2023. The beautiful awards are New Zealand’s longest-running sustainability awards and provide a benchmark for environmental excellence. Run annually since 1972, the awards inspire, recognise and acknowledge those individuals, schools, community groups, towns and cities working passionately to keep New Zealand beautiful.

Those judging the award paid homage to the ‘dedication and passion’ of the Whakatāne people, and the districts committed focus to lwi engagement and community led projects.

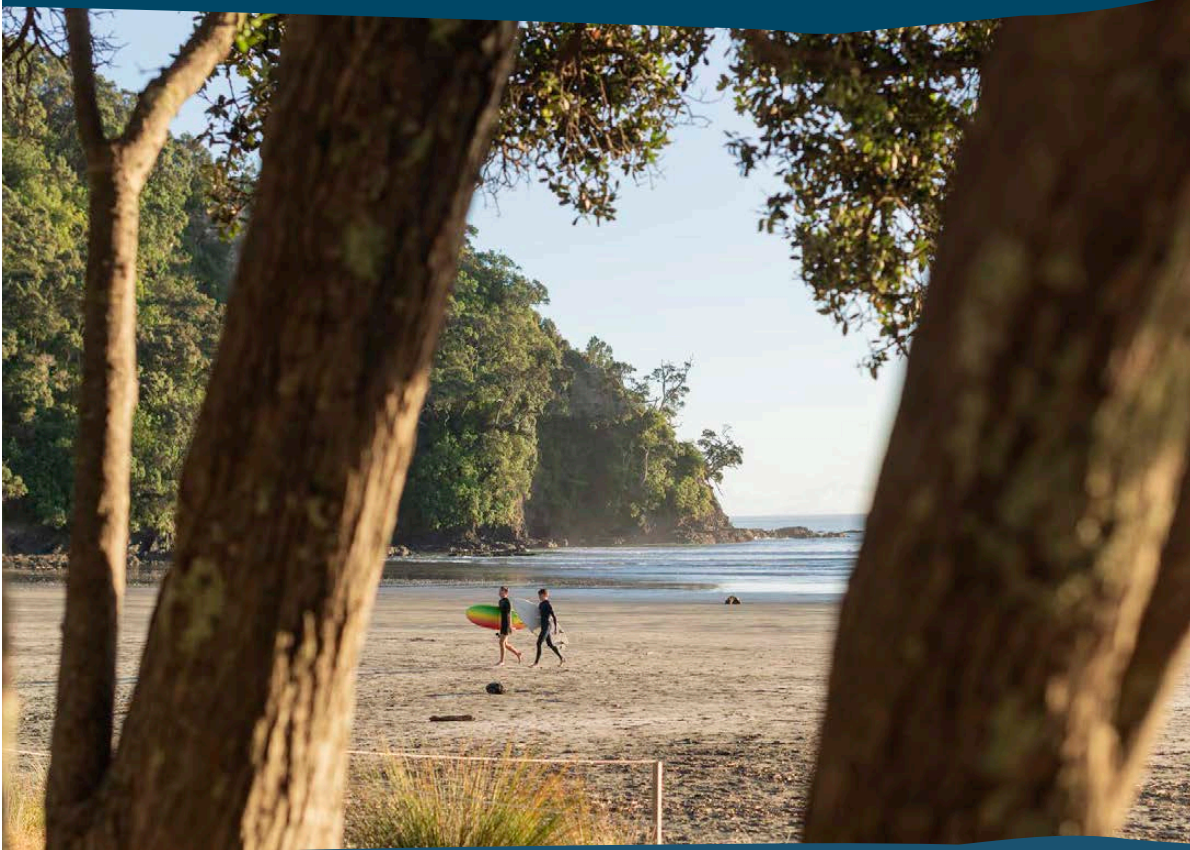
The Keep New Zealand Beautiful Awards judges were impressed with the sheer amount of work going on in the environment space; including, a new tree strategy aiming to increase canopy cover by 20 percent over the next 20 years, a new wetland ‘sponge park’ to help local streams recover from weed infestations, and a plan to rejuvenate nearby wetlands and restore the health of the Awatapu lagoon.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Financial statements

Ngā whakapuakanga pūtea



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Index to the financial statements

Introduction to financial section	109
Financial prudence.....	109
Funding impact statement- Whole of Council	115
Reconciliation from surplus of operating funding to operating surplus.....	116

Financial statements

Statement of comprehensive revenue and expense	117
Statement of financial position	119
Statement of movements in equity.....	120
Statement of cashflows	121
Statement of cashflow reconciliation to surplus / (deficit) after tax	122

Notes to the financial statements

Note 1: General accounting policies	123
Note 2: Revenue	125
Note 3: Personnel costs	130
Note 4: Finance costs.....	132
Note 5: Other expenses	133
Note 6: Depreciation and amortisation expense by group of activities	134
Note 7: Tax	135
Note 8: Cash and cash equivalents.....	136
Note 9: Receivables	137
Note 10: Inventories	140
Note 11: Derivative financial instruments.....	141
Note 12: Non-current assets held for sale	142
Note 13: Other financial assets	143
Note 14: Investment in CCOs and other similar entities.....	146
Note 15: Property, plant, and equipment	148
Note 16: Intangible assets	158
Note 17: Forestry assets	160
Note 18: Investment property.....	161
Note 19: Payables and deferred revenue.....	162
Note 20: Borrowings and other financial liabilities	163
Note 21: Employee entitlements	165
Note 22: Provisions	167
Note 23: Contingencies	169
Note 24: Equity	171
Note 25: Related party transactions.....	179
Note 26: Events after balance date	180
Note 27: Financial Instruments	181
Note 28: Explanations of major variances against budget.....	189
Other information	190
Statement of compliance	192
Audit opinion	193

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Introduction to the financial section

The financial section encompasses the essential financial details mandated by the Local Government Act 2002 and the Financial Reporting and Prudence Regulations 2014 for Whakatāne District Council (Council).

This section includes:

- Financial Prudence Benchmarks
- Whole of Council Funding Impact Statement (FIS)
- Financial Statements
- Notes to the Financial Statements

Rating Base Information outlines the basis on which rates are determined and trends observed over recent years.

The Whole of Council Funding Impact Statement (FIS) is compiled in line with the Financial Reporting and Prudence Regulations 2014. It presents the full year's results compared to the budget and the previous year, categorising revenue and expenditure as either operational or capital sources and applications of funds. Depreciation expense is excluded from the operational application of funds. In the Funding Impact Statement, depreciation is included in the movement of reserves as a source of capital funding.

Following the Whole of Council Funding Impact Statement, the Council's Financial Statements are presented in accordance with the Local Government Act 2002, and are prepared in line with New Zealand Generally Accepted Accounting Practice and the new Public Benefit Entity requirements.

The Financial Statement of Comprehensive Revenue and Expense presents operational and capital revenue and expenditure differently from the Funding Impact Statement.

Operating expenditure includes depreciation and some non-cash expenses such as provisions for doubtful debts. Depreciation is a non-cash operating expense that acknowledges the use of an asset over the year. Since assets will eventually wear out and need replacement, the cost of asset depreciation should be considered an operational cost. However, the Council does not always fully fund the costs of depreciation through rates and user fees and charges, such as for the replacement of road assets which are partly funded by NZ Transport Agency Waka Kotahi.

The Statement of Financial Position displays what the Council owns (its assets) and what it owes (its liabilities) at the end of the financial year. This statement provides a snapshot of the Council's net worth (assets less liabilities) at a specific point in time. It is supported by a Statement of Movements in Equity, which illustrates how the net worth of the organisation has changed over the year, and a Statement of Cashflows, which records the Council's transactions involving cash movements and explains the year-end cash balance.

The notes to the accounts offer a more detailed explanation of the items in the financial statements.

Financial prudence

Annual Report disclosure statement for the year ending 30 June 2024

The purpose of this statement is to disclose the Council's financial performance in relation to various benchmarks to enable the assessment of whether the Council is prudently managing its revenues, expenses, assets, liabilities and general financial dealings.

The Council is required to include this statement in its annual report in accordance with the Local Government (Financial Reporting and Prudence) Regulations 2014 (the regulations). Refer to the regulations for more information, including definitions of some of the terms used in this statement.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Rates affordability benchmarks

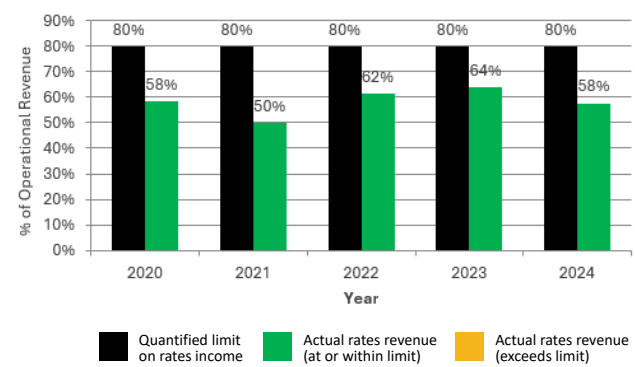
Local Government (Financial Reporting and Prudence) Regulations 2014 S.17

The Council meets this benchmark if:

- Its actual rates income for the year equals, or is less than, each quantified limit on rates; and
- Its actual rates increases for the year equal, or are less than, each quantified limit on rates increases.

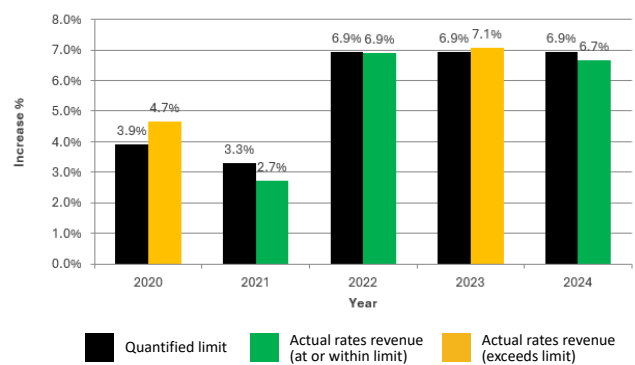
Rates (income) affordability

The following graph compares the Council’s actual rates income with a quantified limit on rates contained in the financial strategy included in the Council’s Long Term Plan. The quantified limit on rates revenue for each year of the Long Term Plan period of 10 years is 80 percent of total revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant, or equipment).



Rates (increases) affordability

The following graph compares the Council’s actual rates increases with a quantified limit on rates contained in the financial strategy included in the Council’s Long Term Plan. The quantified limit on rates increases, for 2020-2021 is the annual percentage increase in the Local Government Cost Index*+2 percent, and for 2022-2024 the quantified limit specified in the Long Term Plan is 6.93 percent.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Debt affordability benchmarks

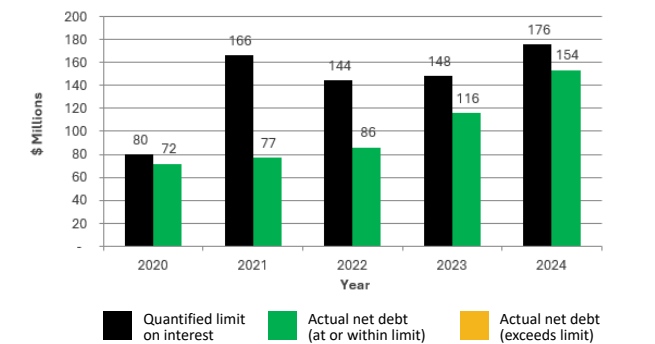
Local Government (Financial Reporting and Prudence) Regulations 2014 S.18

The Council meets the debt affordability benchmark if its actual borrowing is within each quantified limit on borrowing.
The Council has two quantified limits on borrowing:

- Its actual borrowing amount at the end of each year equals, or is less than, each quantified limit on borrowing amount; and
- Its actual borrowing cost for the year equals, or is less than, each quantified limit on borrowing cost.

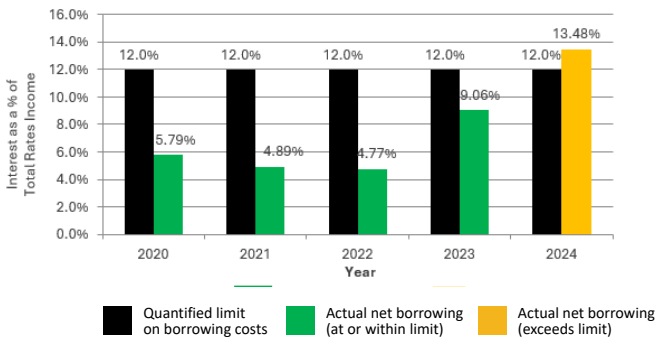
Borrowing amount

The following graph compares the Council’s actual amount of borrowing with a quantified limit on borrowing stated in the financial strategy in the Council’s Long Term Plan and within its Treasury Management Policy. The quantified limit for net debt as a percentage of annual income is capped at 175 percent.



Borrowing cost

The following graph compares the Council’s actual net cost of borrowing with a quantified limit on borrowing stated in the financial strategy included in the Council’s Long Term Plan and within its Treasury Management Policy. The quantified limit is 12 percent of total rates.



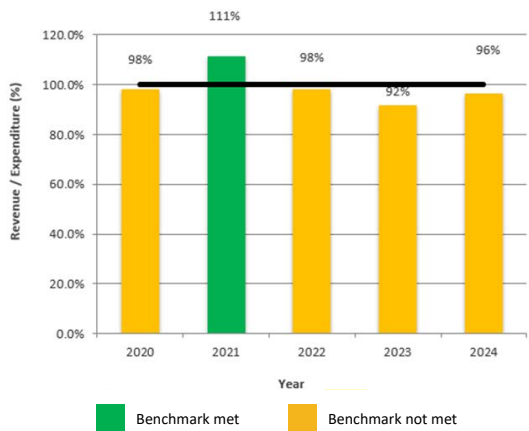
10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Balanced budget benchmark

Local Government (Financial Reporting and Prudence) Regulations 2014 S.19

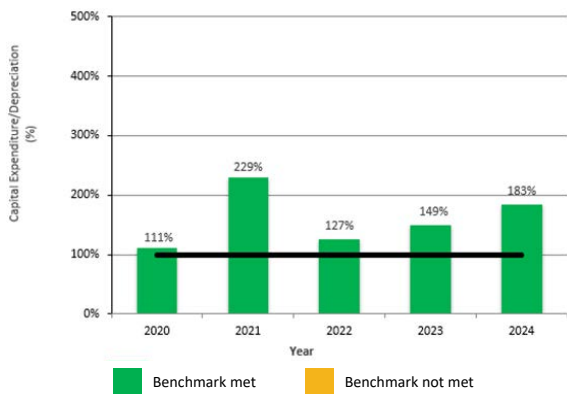
The following graph displays the Council’s revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant or equipment) as a proportion of operating expenses (excluding losses on derivative financial instruments and revaluations of property, plant or equipment). The Council meets this benchmark if its revenue equals, or is greater than, its operating expenses.



Essential services benchmark

Local Government (Financial Reporting and Prudence) Regulations 2014 S.20

The following graph displays the Council’s capital expenditure on network services as a proportion of depreciation on network services. The Council meets this benchmark if its capital expenditure on network services equals, or is greater than, depreciation on network services.



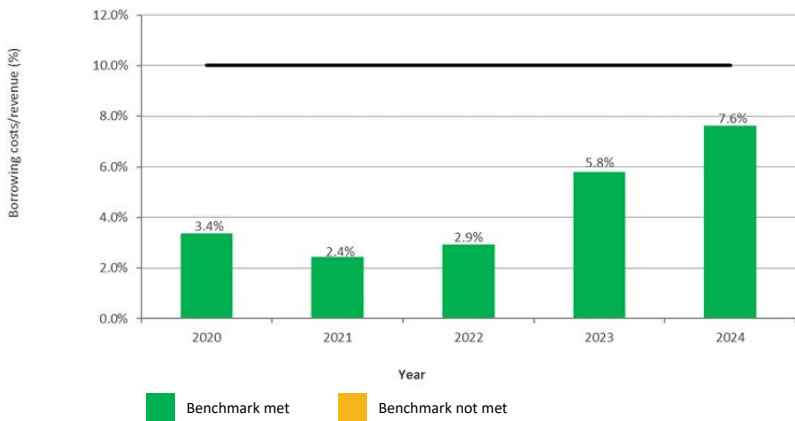
10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Debt servicing benchmark

Local Government (Financial Reporting and Prudence) Regulations 2014 S.21

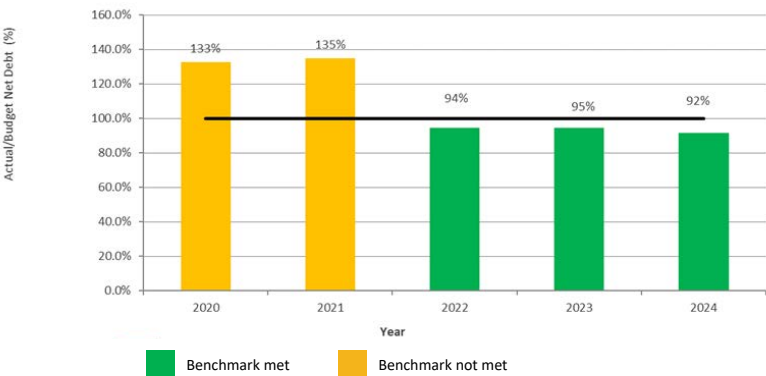
The following graph displays the Council’s borrowing costs as a proportion of revenue (excluding development contributions, financial contributions, vested assets, gains on derivative financial instruments, and revaluations of property, plant or equipment). Because Statistics New Zealand projects the Council’s population will grow more slowly than the national population growth rate, it meets the debt servicing benchmark if its borrowing costs equal, or are less than, 10 percent of its revenue.



Debt control benchmark

Local Government (Financial Reporting and Prudence) Regulations 2014 S.22

The following graph displays the Council’s actual net debt as a proportion of planned net debt. In this statement, net debt means financial liabilities less financial assets (excluding trade and other receivables). The Council meets the debt control benchmark if its actual net debt equals, or is less than, its planned net debt.



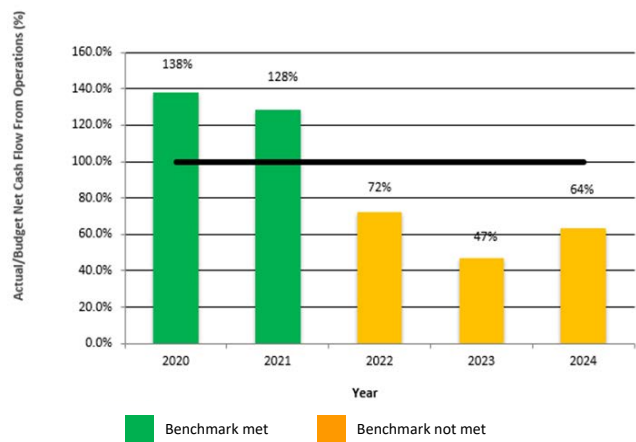
10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Operations control benchmark

Local Government (Financial Reporting and Prudence) Regulations 2014 S.23

This graph displays the Council’s actual net cash flow from operations as a proportion of its planned net cash flow from operations. The Council meets the operations control benchmark if its actual net cash flow from operations equals, or is greater than, its planned net cash flow from operations.



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



FUNDING IMPACT STATEMENT – WHOLE OF COUNCIL FOR THE YEAR ENDED 30 JUNE 2024

	2023 ANNUAL PLAN \$000	2023 ACTUAL \$000	2024 ANNUAL PLAN \$000	2024 ACTUAL \$000
Sources of operating funding				
General rates, uniform annual general charge, rates penalties	27,232	27,252	31,016	30,013
Targeted rates	28,364	28,480	29,824	29,036
Subsidies and grants for operating purposes	6,974	8,220	7,606	9,448
Fees and charges	10,351	9,569	10,863	8,969
Interest and dividends from investments	46	499	48	1,134
Local authorities fuel tax, fines, infringement fees and other receipts	2,253	2,436	2,531	3,675
Total operating funding (A)	75,220	76,455	81,889	82,275
Applications of operating funding				
Payments to staff and suppliers	57,153	65,154	67,645	67,551
Finance costs	2,606	4,918	8,281	7,798
Other operating funding applications	1,531	1,422	1,531	801
Total applications of operating funding (B)	61,290	71,494	77,457	76,149
Surplus (deficit) of operating funding (A – B)	13,930	4,961	4,432	6,126
Sources of capital funding				
Subsidies and grants for capital expenditure	15,823	8,880	26,841	18,534
Development and financial contributions	394	131	426	198
Increase (decrease) in debt	26,263	29,800	53,500	37,700
Gross proceeds from sale of assets	2,225	-	-	-
Lump sum contributions	-	-	-	-
Other dedicated capital funding	-	-	-	-
Total sources of capital funding (C)	44,705	38,811	80,767	56,432
Application of capital funding				
Capital expenditure				
- to meet additional demand	12,811	8,168	8,654	766
- to improve the level of service	28,009	19,114	42,001	22,852
- to replace existing assets	15,748	15,916	27,240	21,858
Increase (decrease) in reserves	(3,421)	(4,915)	3,204	17,082
Increase (decrease) of investments	5,488	5,488	4,100	-
Total applications of capital funding (D)	58,635	43,772	85,199	62,558
Surplus (deficit) of capital funding (C – D)	(13,930)	(4,961)	(4,432)	6,126
Funding balance ((A – B) + (C – D))	-	-	-	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



RECONCILIATION FROM SURPLUS OF OPERATING FUNDING TO OPERATING SURPLUS FOR THE YEAR ENDED 30 JUNE 2024

The following reconciliation bridges the difference between the funding impact statement and the statement of comprehensive revenue and expenditure.

	2024 ACTUAL \$000	2023 ACTUAL \$000
Total comprehensive revenue wholly attributed to Whakatāne District Council	7,060	51,092
Surplus of operating funding as per the funding impact statement	6,126	4,961
Difference	934	46,131
Operating surplus items not included in operating funding:		
- Vested assets	98	1,475
- Capital income	18,732	9,011
- Other gains	272	3,287
- Depreciation and amortisation expense	(26,392)	(23,086)
- Revaluation of assets	12,320	58,979
- Other losses	(1,974)	(4,480)
- Increase / (decrease) in provisions	(1,908)	71
- Income tax expense	-	(865)
- Other revenue and expense items	(214)	1,741
Operating surplus as per the statement of comprehensive revenue and expenditure	934	46,131

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

FINANCIAL STATEMENTS

Ngā whakapuakanga pūtea

STATEMENT OF COMPREHENSIVE REVENUE
AND EXPENSE FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Operating revenue				
Rates	2 (i)	59,049	60,260	55,217
Subsidies and grants	2 (ii)	27,983	33,613	17,722
Development contributions		198	426	131
Fees and charges	2 (iii)	8,969	9,290	8,001
Finance revenue	2 (iv)	1,127	48	499
Other operating revenue	2 (v)	3,780	3,773	4,857
Gains	2 (vi)	272	5,544	1,483
Total operating revenue		101,377	112,954	87,910
Operating expenditure				
Personnel costs	3	26,885	26,207	25,177
Depreciation and amortisation expense	6	26,392	27,896	23,086
Finance costs	4	7,798	8,281	4,917
Other operating expenses	5	43,375	41,911	37,526
Revaluation losses	5(i)	1,974	888	4,482
Total operating expenditure		106,423	105,183	95,188
Operating surplus/(deficit) before tax and share of equity accounted investments		(5,047)	7,771	(7,278)
Share of limited partnership and joint venture surplus/(deficit)	13	(213)	(450)	(381)
Surplus/(deficit) before tax		(5,260)	7,321	(7,660)
Income tax (expense)/benefit	7	(17)	-	(865)
Surplus/(deficit) after tax		(5,277)	7,321	(8,525)

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



STATEMENT OF COMPREHENSIVE REVENUE AND
EXPENSE (CONTINUED) AS AT 30 JUNE 2024

	NOTE	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Surplus/(deficit) after tax		(5,277)	7,320	(8,524)
Other comprehensive revenue and expenses				
Other comprehensive revenue and expense of joint venture	14	-	-	(227)
Revaluation of property, plant, and equipment gains /(losses)	24	12,320	59,862	58,979
Tax on other comprehensive revenue	7	17	-	865
Total other comprehensive revenue and expense		12,337	59,862	59,617
Total comprehensive revenue and expense		7,060	67,182	51,093

The summary of accounting policies and the accompanying notes form part of these financial statements.
Explanations of major variances against budget are provided in Note 28.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2024

	NOTE	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
ASSETS				
Current assets				
Cash and cash equivalents	8	17,623	4,812	3,815
Receivables	9	20,296	16,216	17,445
Inventory	10	427	296	313
Derivative financial instruments	11	35	-	134
Total current assets		38,381	21,324	21,708
Non-current assets				
Non-current assets held for sale	12	9,551	16,696	10,051
Derivative financial instruments	11	1,652	1,652	2,164
Other financial assets	13	350	-	350
Investment in CCOs and other similar entities	14	10,108	11,669	9,232
Investment in Limited Partnership (Boat Harbour)	13	5,857	9,800	5,674
Property, plant, and equipment	15	1,257,654	1,369,510	1,235,159
Work in progress	15	18,080	35,667	10,519
Intangible assets	16	860	2,549	602
Forestry assets	17	286	333	280
Investment property	18	43,226	49,583	44,043
Total non-current assets		1,347,622	1,497,459	1,318,075
Total assets		1,386,003	1,518,783	1,339,782
LIABILITIES				
Current liabilities				
Payables and deferred revenue	19	20,499	18,903	20,467
Derivative financial instruments	11	-	-	1
Borrowings and other financial liabilities	20	22,000	18,300	12,300
Employee entitlements and provisions	21	3,755	1,031	3,374
Provisions	22	1,245	705	757
Total current liabilities		47,499	38,939	36,899
Non-current liabilities				
Borrowings and other financial liabilities	20	132,500	162,500	104,500
Employee entitlements	21	570	527	502
Provisions	22	4,968	1,780	4,439
Total non-current liabilities		138,038	164,807	109,441
Total liabilities		185,537	203,746	146,340
Net assets (assets minus liabilities)		1,200,467	1,315,037	1,193,443
Equity				
Accumulated funds	24	442,241	490,683	447,522
Council created operating reserves	24	2,172	(1,684)	2,300
Restricted reserves	24	15,188	10,099	15,074
Asset revaluation reserve	24	740,866	815,760	728,547
Total equity		1,200,467	1,315,037	1,193,443

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Balance at 1 July		1,193,442	1,247,854	1,142,209
ECL adjustment due to adoption of PBE IPSAS41		-	-	141
Adjusted balance as at 1 July		1,193,442	1,247,854	1,142,350
Total comprehensive revenue and expense for the year		7,060	67,182	51,093
Other movements		(35)	-	-
Balance at 30 June	24	1,200,467	1,315,037	1,193,443

The summary of accounting policies and the accompanying notes form part of these financial statements.
Explanations of major variances against budget are provided in Note 28.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2024

	NOTE	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Cash flows from operating activities				
Receipts from rates revenue		56,782	60,260	54,061
Subsidies and grants received		26,202	35,630	16,456
Development and financial contributions received		198	426	131
Fees and charges received		12,718	8,400	10,917
Interest and dividends received		1,176	48	499
Receipts from other revenue		-	-	-
Total operating cash provided		97,076	104,764	82,064
Payments to suppliers and employees		(67,363)	(63,351)	(59,912)
Paid to agencies		(132)	-	(2,279)
Interest paid		(7,518)	(8,281)	(4,917)
GST (net)		(580)	-	(602)
Total operating cash applied		(75,593)	(71,632)	(67,710)
Net cash flow from operating activities		21,483	33,132	14,354
Cash flows from investing activities				
Receipts from sale of property, plant, and equipment		1,270	500	1,041
Total investing cash provided		1,270	500	1,041
Purchase of property, plant, and equipment		(45,257)	(81,505)	(43,383)
Purchase of investment property		(447)	-	-
Acquisition of investments		(941)	(5,815)	(115)
Total investing cash applied		(46,645)	(87,320)	(43,268)
Net cash flow from investing activities		(45,375)	(86,820)	(42,227)
Cash flows from financing activities				
Proceeds from borrowings		50,000	63,500	38,800
Repayment of borrowings		(12,300)	(10,000)	(9,000)
Net cash flow from financing activities		37,700	53,500	29,800
Net (decrease)/increase in cash, cash equivalents, and bank overdrafts		13,808	(188)	1,927
Cash, cash equivalents, and bank overdrafts at the beginning of the year		3,815	5,000	1,888
Cash, cash equivalents, and bank overdrafts at the end of the year	8	17,623	4,812	3,815

The summary of accounting policies and the accompanying notes form part of these financial statements.
Explanations of major variances against budget are provided in Note 28.

The GST (net) component of operating activities reflects the net GST paid and received with the Inland Revenue Department.
The GST (net) component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes. Property plant and equipment totaling \$nil (2023: \$nil) was acquired by means of finance leases during the year.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



STATEMENT OF CASHFLOW RECONCILIATION TO SURPLUS / (DEFICIT) AFTER TAX

	2024 \$000	2023 \$000
Surplus/(deficit) after tax	(5,277)	(8,525)
Add/(less) non-cash items	-	-
Share of Limited Partnership's surplus/(deficit)	213	382
Depreciation and amortisation expense	26,392	23,086
Property, plant, and equipment impairment	-	-
Vested assets revenue	(98)	(1,475)
(Gains)/losses property intended for sale	500	1,804
(Gains)/losses in fair value of forestry assets	(6)	(36)
(Gains)/losses in fair value of investment property	864	2,678
(Gains)/losses on derivative financial instruments	611	(1,201)
Tax	17	865
Total non-cash items	28,493	26,103
Add/(less) items classified as investing or financing activities	-	-
(Gains)/losses on disposal of property, plant, and equipment	(266)	(246)
Total items classified as investing or financing activities	(266)	(246)
Add/(less) movements in working capital items	-	-
(Increase)/decrease in receivables and prepayments	(2,852)	(4,629)
(Increase)/decrease in inventory	(114)	(17)
Increase/(decrease) in payables	32	1,823
Increase/(decrease) in income tax payables	-	-
Increase/(decrease) in provisions	1,017	(588)
Increase/(decrease) in employee entitlements	450	433
Net movement in working capital items	(1,467)	(2,978)
Net cash inflow/(outflow) from operating activities	21,483	14,353

NOTES TO THE FINANCIAL STATEMENTS

Ngā kōrero e tāpiri ake ki ngā
whakapuakanga pūtea

NOTE 1: GENERAL ACCOUNTING POLICIES

Reporting entity

Whakatāne District Council (the Council) is a territorial local authority established under the Local Government Act 2002 (LGA) and is domiciled in New Zealand and operates in New Zealand. The relevant legislation governing the Council's operations includes the LGA and the Local Government (Rating) Act 2002.

The financial statements have been prepared for the Council and exclude the Whakatāne Airport, which is a 50/50 joint equity venture between the Council and the Ministry of Transport.

The Council provides local infrastructure, local public services, and performs regulatory functions to the community. The Council does not operate to make a financial return. The Council has designated itself and the group as public benefit entities (PBEs) for the purposes of complying with generally accepted accounting practice (GAAP).

The financial statements of the Council are for the year ended 30 June 2024. The financial statements were authorised for issue by Council on 20 March 2025.

S98 of the Local Government Act 2002 normally requires that the Council adopts its annual report within four months after the end of the financial year. As the Council adopted its Long Term Plan 2024-2034 on 5 August 2024, Schedule 1AA, Part 8, S47 requires that the Council adopts its 2024 annual report within six months after the end of the financial year.

The council adopted the Annual Report 2024 on 20 March 2025 which was outside the statutory deadline.

Basis of preparation

The financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period.

Statement of compliance

The financial statements of the Council have been prepared in accordance with the requirements of the LGA and the Local Government (Financial Reporting and Prudence) Regulations 2014 (LG(FRP)R), which includes the requirement to comply with (NZ GAAP). The financial statements have been prepared in accordance with Tier 1 PBE accounting standards. These financial statements comply with PBE standards.

Presentation currency and rounding

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000).

Other than the remuneration and the severance payment disclosures in Note 3, and the related party transaction disclosures in Note 25, the remuneration, severance payment, and related party transaction disclosures are rounded to the nearest dollar.

Some rounding variances may occur in the financial statements due to the use of decimal places in the underlying financial data.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 1: GENERAL ACCOUNTING POLICIES (CONTINUED)****Other changes in accounting policies**

The have been no other changes in accounting policies.

Summary of significant accounting policies

Significant accounting policies are included in the notes to which they relate.

Significant accounting policies that do not relate to a specific note are outlined below.

Comparative figures

The Statement of comprehensive revenue and expense category comparatives are unchanged. In the Statement of financial position Goods and Services Tax (GST) have been combined with Receivables. Operational assets, infrastructural assets and restricted assets have been aggregated into "Property, Plant and Equipment". In the Statement of cashflows, development contributions have been split out as a separate item from the fees and charges and other revenue category.

Where presentation or classification of items in the financial statements has been amended, comparative figures have been restated to ensure consistency with the current period.

Goods and services tax (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables- which are presented on a GST-inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense. The net amount of GST recoverable from, or payable to, the IRD is included as part of receivables or payables in the statement of financial position. The net GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows. Commitments and contingencies are disclosed exclusive of GST.

Budget figures

The budget figures are those approved by the Council in its Annual Plan 2023/24. The budget figures have been prepared in accordance with NZ GAAP, using accounting policies that are consistent with those adopted in preparing these financial statements.

Critical accounting estimates and assumptions

In preparing these financial statements, estimates and assumptions have been made concerning the future.

These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations or future events that are believed to be reasonable under the circumstances.

The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are:

- Estimating the fair value of land, buildings and infrastructural assets – see **Note 15**
- Estimating the fair value of forestry assets – see **Note 17**
- Estimating the retirement and long service leave obligations – see **Note 21**
- Estimating the landfill aftercare provision – see **Note 22**

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 2: REVENUE

Accounting policy

Revenue is measured at fair value. The specific accounting policies for significant revenue items are explained below:

Rates revenue

The following policies for rates have been applied:

- General rates, targeted rates (excluding water-by-meter), and uniform annual general charges are recognised at the start of the financial year to which the rates resolution relates. They are recognised at the amounts due. The Council considers that the effect of payment of rates by instalments is not sufficient to require discounting of rates receivable and subsequent recognition of interest revenue.
- Rates arising from late payment penalties are recognised as revenue when rates become overdue.
- Revenue from water-by-meter rates is recognised on an accrual basis based on usage. Unbilled usage, as a result of unread meters at year-end, is accrued on an average usage basis.
- Rates remissions are recognised as a reduction of rates revenue when the Council has received an application that satisfies its Rates Remission Policy. The Council's rates remission policy allows remission of rates on condition of a ratepayer's extreme financial hardship, land used for community and non-profit sport and charitable organisations, land protected for historical or cultural purposes, water leakage, units affected by natural hazard, outstanding rates and penalties on undeveloped sections, educational institutions sewage charges and on uniform annual general charge and targeted rates for contiguous properties.
- Rates collected on behalf of Bay of Plenty Regional Council (BOPRC) are not recognised in the financial statements, as the Council previously acted as an agent for BOPRC.

Development and financial contributions

Development and financial contributions are recognised as revenue when the Council provides, or is able to provide, the service for which the contribution was charged. Otherwise, development and financial contributions are recognised as liabilities until such time as the Council provides, or is able to provide, the service.

NZ Transport Agency Waka Kotahi roading subsidies

The Council receives funding assistance from NZ Transport Agency Waka Kotahi, which subsidises part of the costs of maintenance and capital expenditure on the local roading infrastructure. The subsidies are recognised as revenue upon entitlement, as conditions pertaining to eligible expenditure have been fulfilled.

Other grants received

Other grants are recognised as revenue when they become receivable, unless there is an obligation in substance to return the funds if conditions of the grant are not met. If there is such an obligation, the grants are initially recorded as grants received in advance and recognised as revenue when conditions of the grant are satisfied.

Building and resource consent revenue

Fees and charges for building and resource consent services are recognised on a percentage completion basis with reference to the recoverable costs incurred at balance date.

Entrance fees

Entrance fees are fees charged to users of the Council's local facilities, such as pools, museum and gallery. Revenue from entrance fees is recognised upon entry to such facilities.

Landfill fees

Fees for disposal of waste are recognised upon waste being disposed by users.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 2: REVENUE (CONTINUED)***Provision of commercially based services*

Revenue derived through the provision of services to third parties in a commercial manner, with the exception of development contributions, is recognised in proportion to the stage of completion at balance date. Generally, this is determined by the proportion of costs incurred to date bearing to the estimated total costs of providing the service.

Rendering of services

Revenue derived through rendering of services is recognised when the service is provided to the customer.

Sales of goods

Revenue from the sale of goods is recognised when a product is sold to the customer.

Infringement fees and fines

Infringement fees and fines mostly relate to traffic and parking infringements and are recognised when the infringement notice is issued.

Vested or donated physical assets

For assets received for no or nominal consideration, the asset is recognised at its fair value when the Council obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset. The fair value of vested or donated assets is usually determined by reference to the cost of constructing the asset. For assets received from property developments, the fair value is based on construction price information provided by the property developer. For long-lived assets that must be used for a specific use (for example, land must be used as a recreation reserve), the Council immediately recognises the fair value of the asset as revenue. A liability is recognised only if the Council expects that it will need to return or pass the asset to another party.

Donated and bequeathed financial assets

Donated and bequeathed financial assets are recognised as revenue unless there are substantive use or return conditions. A liability is recorded if there are substantive use or return conditions and the liability is released to revenue as the conditions are met (for example, as the funds are spent for the nominated purpose).

Interest and dividends

Interest revenue is recognised using the effective interest method. Interest revenue on an impaired financial asset is recognised using the original effective interest rate.

Dividends are recognised when the right to receive payment has been established. Dividends are recognised in surplus or deficit unless the dividend clearly represents a recovery of part of the cost of the investment.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 2: REVENUE (CONTINUED)

(i) Breakdown of rates and further information

	2024 \$000	2023 \$000
General rates	29,412	26,290
Targeted rates attributable to activities:		
- District Growth	1,026	986
- Solid Waste	3,705	3,614
- Stormwater Drainage	4,004	4,081
- Sewage Treatment and Disposal	5,276	5,192
- Water Supply	3,666	3,372
- Roads and Footpaths	6,653	6,323
- Leadership and Community	378	387
Volumetric charges for water	4,328	4,524
Rates penalties	1,179	962
Rates remissions	(579)	(515)
Total rates	59,049	55,217

Rating base information disclosure

The following rating base information is disclosed based on the rating base information at the end of the preceding financial year:

	2023 \$000
The number of rating units within the district	17,081
The total capital value of rating units within the district	16,737,673,905
The total land value of rating units within the district	9,116,066,150

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 2: REVENUE (CONTINUED)**

The Council is required by the LGFA Guarantee and Indemnity Deed to disclose in its financial statements (or notes) its annual rates income. The Multi-Issuer Deed defines annual rates income as an amount equal to the total revenue from any funding mechanism authorised by the Local Government (Rating) Act 2002, together with any revenue received by the Council from other local authorities for services provided by the Council for which those other local authorities rate. The annual rates income of the Council for the year ended 30 June 2024 for the purposes of the LGFA Guarantee and Indemnity Deed disclosure is shown below:

	2024 \$000	2023 \$000
Rates	59,049	55,217
Lump sum contributions - to indicate zero amounts for lump sum contributions	-	-
Total rates per LGFA disclosure	59,049	55,217

(ii) Breakdown of subsidies and grants for operating purposes

	2024 \$000	2023 \$000
Government grants and subsidies	1,501	1,317
Department of Internal Affairs	2,214	646
New Zealand Transport Agency Subsidies	24,268	15,759
Total subsidies and grants	27,983	17,722

(iii) Breakdown of fees and charges

	2024 \$000	2023 \$000
Aquatic Centre fees	1,005	952
User Pays Fees and Charges- Waste	2,806	2,154
User Pays Fees and Charges- Community Safety	1,544	1,566
User Pays Fees and Charges- Recreation	1,074	1,140
User Pays Fees and Charges- Environmental	503	383
User Pays Fees and Charges- Other	727	676
Expense Recoveries- Recreation	115	8
Expense Recoveries- Environmental	413	275
Expense Recoveries- Other	118	125
BCA Development Levy	295	354
Licenses	216	205
Parking Fees	45	49
Berthage	109	113
Total fees and charges	8,969	8,001

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 2: REVENUE (CONTINUED)****(iv) Breakdown of finance revenue**

	2024 \$000	2023 \$000
Interest earned from financial assets measured at amortised cost		
- Term deposits and cash equivalents	1,127	499
Total finance revenue	1,127	499

(v) Breakdown of other operating revenue

	2024 \$000	2023 \$000
Other operating revenue		
Vested Assets	98	1,475
Infringements and fines	245	261
Insurance recoveries	97	4
Petrol tax	281	301
Rental revenue from investment properties	2,343	2,394
Rental revenue other	507	398
Dividends	7	7
Other services	202	17
Total other operating revenue	3,780	4,857

(vi) Breakdown of gains

	2024 \$000	2023 \$000
Gain on derivatives	-	1,200
Gain on revaluation of forestry	6	36
Gain on disposal of assets	266	247
Total gains	272	1,483

Operating leases as a lessor

Investment property is leased as a lessor under operating leases. Amounts for the future aggregate minimum lease payments to be collected under non-cancellable operating leases are as follows:

	2024 \$000	2023 \$000
Not later than one year	2,036	2,115
Later than one year and not later than five years	7,163	6,315
Later than five years	7,818	6,812
Total non-cancellable operating leases as lessor	17,017	15,242

No contingent rents have been recognised during the year, 2023 (\$nil).

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 3: PERSONNEL COSTS

Accounting policy

Salaries and wages

Salaries and wages are recognised as an expense as employees provide services.

Superannuation schemes

Obligations for contributions to KiwiSaver are accounted for as defined contribution superannuation schemes and are recognised as an expense in the surplus or deficit when incurred.

Breakdown of personnel costs and further information

	2024 \$000	2023 \$000
Salaries and wages	25,707	24,510
Defined contribution plan employer contributions	729	679
Increase/(decrease) in employee entitlements	449	(12)
Total personnel costs	26,885	25,177

Employer contributions to defined contribution plans include contributions to KiwiSaver

Chief Executive remuneration

The total remuneration (including any non-financial benefits) paid or payable for the year to the Chief Executive appointed under section 42(1) of the Local Government Act 2002 was \$ 337,242.44 (2023: \$329,651.21).

Elected representatives' remuneration

Elected representatives received the following remuneration:

	2024				2023			
	SALARIES	HEARINGS	ALLOW AND EXP REIMB.	VEHICLE	SALARIES	HEARINGS	ALLOW AND EXP REIMB.	VEHICLE
MAYOR AND COUNCILLORS								
Current								
Luca, Victor (Mayor)	137,360	-	2,718	5,617	110,933	-	2,870	2,021
Boynton, Toni	44,000	-	1,750	-	31,344	-	1,247	-
Dennis, Gavin	55,300	-	8,455	-	48,393	-	5,869	-
Iles, Andrew	46,125	-	11,539	-	52,142	-	8,731	-
Immink, Lesley (Deputy Mayor)	71,953	-	2,607	-	58,527	-	3,493	-
James, Wilson	55,300	-	6,866	-	48,393	-	1,750	-
Jukes, Julie	55,300	-	1,750	-	53,850	-	1,750	-
O'Brien, Thomas (Tu)	44,000	-	1,750	-	31,344	-	1,247	-
Pullar, John	55,300	-	1,750	-	49,485	-	1,750	-
Rangiaho, Bella (Ngapera)	44,000	-	9,895	-	31,344	-	1,955	-
Tánczos, Nándor	55,300	5,627	1,750	-	53,850	-	1,750	-
Former								
Turner Judy (former Mayor)	-	-	-	-	38,360	-	1,307	749
Silcock, Alison	-	-	-	-	10,913	-	3,104	-
Van Beek, Gerard	-	-	-	-	16,370	-	503	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 3: PERSONNEL COSTS (CONTINUED)

Council employee remuneration by band

	2024	2023
Total annual remuneration by band for employees at 30 June:		
\$0 - \$59,999	113	122
\$60,000 - \$79,999	75	69
\$80,000 - \$99,999	68	63
\$100,000 - \$119,999	36	30
\$120,000 - \$139,999	23	21
\$140,000 - \$159,999	14	10
\$160,000 - \$239,999	6	6
\$240,000 - \$340,000	4	4
Total employees	339	325

Total remuneration includes any non-financial benefits provided to employees. At balance date, the Council employed 226 (2023: 210) full time employees, with the balance of staff representing 57.1 (2023: 67.6) full time equivalent employees. A full-time employee is determined on the basis of a 40-hour working week.

Severance payments

For the year ended 30 June 2024 the Council made severance payments to two employees totalling \$28,028.67 (2023: one payment, \$5,309).



NOTE 4: FINANCE COSTS

Accounting policy

Borrowing costs are recognised as an expense in the financial year in which they are incurred.

	2024 \$000	2023 \$000
Interest on borrowings (at amortised cost)	7,798	4,917
Total finance costs	7,798	4,917

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 5: OTHER EXPENSES****Accounting policy***Operating leases*

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term. Lease incentives received, if any, are recognised in the surplus or deficit as a reduction of rental expense over the lease term.

Breakdown of other expenses

	2024 \$000	2023 \$000
Fees to auditors:		
- fees to Audit NZ for audit of the financial statements and performance information	322	229
- fees to Audit NZ for limited assurance in respect of Councils' debenture trust deed	8	7
- Audit fees – other	221	60
Grants	553	591
Insurance premiums	1,867	1,479
Investment property expenses	806	171
Loss on disposal of assets	-	6
Movement in doubtful debt impairment	391	(1,287)
Operating leases	192	139
Other operating expenses	37,998	38,522
Movement in provisions	1,017	(2,392)
Total other expenses	43,375	37,525

Other operating expenses included items such as: contract payments \$18.36 million (2023: \$17.9 million) and consultants payments \$5.008 million (2023: \$4.69 million).

(i) Breakdown of losses

	2024 \$000	2023 \$000
Loss on revaluation of non-current asset held for sale	500	1,804
Loss on revaluation of investment property	864	2,678
Loss on revaluation of derivatives	611	-
Total losses	1,975	4,482

Operating leases as lessee

The Council leases buildings, and plant and equipment in the normal course of its business. Most of these leases have a non-cancellable term of 36 months. There are no restrictions placed on the Council by any of the leasing arrangements. The future aggregate minimum lease payments payable under non-cancellable operating leases as lessee are as follows

	2024 \$000	2023 \$000
Not later than one year	26	34
Later than one year and not later than five years	75	98
Later than five years	-	-
Total non-cancellable operating leases as lessee	101	132

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 6: DEPRECIATION AND AMORTISATION
EXPENSE BY GROUP OF ACTIVITIES

	2024 \$000	2023 \$000
Directly attributable depreciation and amortisation expense by group of activity		
Leadership and Community	13	17
Strategy and Futures	166	144
Transport Connections	11,453	9,454
Water Supply	4,597	4,057
Sewage Treatment and Disposal	2,812	2,375
Stormwater Drainage	1,881	1,564
Waste Management and Minimisation	61	55
Community Experience	3,316	3,830
Community Safety	10	10
Corporate Services	2,083	1,580
Total depreciation and amortisation expense	26,392	23,085

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 7: TAX

Accounting policy

Income tax expense includes components relating to current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

Current and deferred tax is recognised against the surplus or deficit for the period, except to the extent that it relates to a business combination, or items recognised in other comprehensive revenue and expense or directly in equity.

Breakdown of income tax expense / (benefit)

	2024 \$000	2023 \$000
Components of income tax expense/(benefit)		
Current tax	-	-
Adjustments to current tax in prior years	-	-
Deferred tax	17	865
Total Income tax (expense)/benefit	17	865
Relationship between tax expense and accounting surplus		
Surplus/(deficit) before tax	(5,260)	(7,660)
Tax at 28 percent	(1,473)	(2,145)
Plus/(less) tax effect of:		
Non-deductible expenditure	1,125	1,404
Non-taxable revenue	-	-
Tax loss not recognised	365	1,847
Deferred tax adjustment	-	-
Prior year adjustment	-	(241)
Total Income tax (expense)/benefit	17	865

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Breakdown of deferred tax asset / (liability)**

	PROPERTY PLANT AND EQUIPMENT	EMPLOYEE ENTITLEMENTS	TAX LOSSES	TOTAL
	\$000	\$000	\$000	\$000
Deferred tax asset (Liability)	-	-	-	-
Balance at 1 July 2022	(1,165)	-	1,165	-
Charged to surplus or deficit	103	-	(969)	(865)
Charged to other comprehensive revenue and expense	865	-	-	865
Balance at 30 June 2023	(197)	-	196	-
Charged to surplus or deficit	53	-	(72)	(17)
Charged to other comprehensive revenue and expense	17	-	-	17
Balance at 30 June 2024	(127)	-	124	-

A deferred tax asset has not been recognised in relation to unused tax losses of \$11,549,081 (2023: \$10,246,131).

NOTE 8: CASH AND CASH EQUIVALENTS**Accounting policy**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities in the statement of financial position.

Breakdown of cash and cash equivalents and further information

	2024 \$000	2023 \$000
Cash at bank and on hand	17,623	3,815
Term deposits with maturities of less than three months at acquisition	-	-
Charged to other comprehensive revenue and expense	-	-
Total Cash and Cash Equivalents	17,623	3,815

Although cash and cash equivalents at 30 June 2024 are subject to the expected credit loss requirements of PBE IPSAS 41, no loss allowance has been recognised because the estimated allowance is trivial. The carrying value of cash at bank and term deposits with maturities less than three months approximate their fair value.

The weighted average effective interest rate on cash and cash equivalents during the year was 3.75 percent (2023: 2.28 percent).

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 9: RECEIVABLES

Accounting policy

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (ECL). The Council apply the simplified ECL model of recognising lifetime ECL for short-term receivables.

In measuring ECLs, receivables have been grouped into rates receivables, and other receivables, and assessed on a collective basis as they possess shared credit risk characteristics. They have then been grouped based on the days past due. A provision matrix is then established based on historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

Rates are ‘written-off’:

- when remitted in accordance with the Council’s rates remission policy; and
- in accordance with the write-off criteria of sections 90A (where rates cannot be reasonably recovered) and 90B (in relation to Māori freehold land) of the Local Government (Rating) Act 2002.

Other receivables are written-off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include the debtor being in liquidation or the receivable being more than one year overdue.

Breakdown of receivables and further information

	2024 \$000	2023 \$000
Receivables from non-exchange transactions		
Rates receivable	13,825	12,097
Other receivables from non-exchange transactions	1,223	643
Total receivables from non-exchange transactions	15,048	12,740
Receivables from exchange transactions		
Other receivables from exchange transactions- including prepayments	10,721	9,786
Total receivables from exchange transactions	10,721	9,786
Less:		
- provision for impairment of rates receivables	(5,439)	(5,070)
- estimated credit loss on other receivables	(34)	(12)
Total receivables	20,296	17,445

Rates receivable

The Council has various powers under the Local Government (Rating) Act 2002 (LG(R)A 2002) to recover any outstanding debts. These powers allow the Council to commence legal proceedings to recover any rates that remain unpaid four months after the due date for payment. If payment has not been made within three months of the Court’s judgement, then the Council can apply to the Registrar of the High Court to have the judgement enforced by sale or lease of the rating unit.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 9: RECEIVABLES (CONTINUED)**

In addition to LG(R)A 2002, there are a number of other acts, and the Council Rates Remission and Postponement policies provided for within these Acts, which impact on the Council's ability to collect rates including:

- Local Government Act 2002
- Local Government (Rating of Whenua Māori) Amendment Act 2021
- Māori Land Act 1993
- Te Ture Whenua Māori Act 1993
- Limitation Act 2010

The Council has provided for an impairment of rates receivable grouped into general land rates, Māori land rates and metered water rates. Impairment has been provided for each group based on the payment profile of revenue on credit over the prior six years and the corresponding historical rates write-offs experienced for that period.

Ratepayers can apply for payment plan options in special circumstances. Where such repayment plans are in place, debts are discounted to their present value of future payments if the effect of discounting is material.

Rates receivable includes rates receivable on behalf of Bay of Plenty Regional Council (BOPRC) for rating to properties within the Whakatāne District territorial authority boundaries for BOPRC related rates through 30 June 2022.

The Chief Executive approved the write-off of rates receivable (exclusive of GST) during the year under the LG(R)A 2002 as follows:

- Section 90A: \$732,792 (2023: \$898,748) • Section 90B: \$Nil (2023: \$Nil)

The aging profile of rates receivables is as follows:

	2024 \$000	2023 \$000
General land rates receivables days past due		
Not past due	-	-
Past due 30 days	-	-
Past due 60 days	691	519
Past due 90 days – 1 year	1,217	994
Past due 1 – 3 years	1,458	1,379
Past due over 3 years	1,246	1,107
Balance at 30 June	4,611	3,999
Māori land rates receivables days past due		
Not past due	-	-
Past due 30 days	-	-
Past due 60 days	151	125
Past due 90 days – 1 year	644	594
Past due 1 – 3 years	1,279	1,339
Past due over 3 years	1,749	1,517
Balance at 30 June	3,823	3,575
Metered water rates receivables days past due		
Not past due	3,979	3,209
Past due 30 days	1	1
Past due 60 days	81	73
Past due 90 days – 1 year	420	453
Past due 1 – 3 years	440	497
Past due over 3 years	470	290
Balance at 30 June	5,391	4,523

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

**NOTE 9: RECEIVABLES (CONTINUED)**

Movement in the provision for impairment of rates receivable are as follows:

	2024 \$000	2023 \$000
Balance at 1 July	5,070	6,360
Additional provisions made during the year	1,140	(392)
Receivables written off during the year	(771)	(898)
Balance at 30 June	5,439	5,070

Other receivables

The expected credit loss rates for other receivables are based on the payment profile of revenue on credit over the prior two years at the measurement date and the corresponding historical credit losses experienced for that period. The historical loss rates are adjusted for current and forward-looking macroeconomic factors that might affect the expected recoverability of receivables. Given the short period of credit risk exposure, the effects of macroeconomic factors are not considered significant. From 1 July 2023, the estimation techniques were refined with more emphasis on past performance and historical collection when measuring and calculating the loss allowance. The Council holds no collateral as security or other credit enhancements over receivables that are either past due or impaired.

The aging profile of other receivables and associated allowance for credit losses based on the Council's credit loss matrix is as follows:

	2024 \$000	2023 \$000
Gross receivable amount		
Not past due	1,557	1,903
Past due 30 days	(181)	100
Past due 60 days	273	48
Past due 90+ days	2,325	896
Balance at 30 June	3,974	2,947
Lifetime expected credit loss		
Not past due	-	-
Past due 30 days	-	-
Past due 60 days	-	-
Past due 90+ days	34	12
Balance at 30 June	34	12
	%	%
Expected credit loss rate	0%	0%
Not past due	0%	0%
Past due 30 days	0%	0%
Past due 60 days	0%	0%
Past due 90+ days	1%	1%

Movements in estimated credit losses on other receivables are as follows:

ESTIMATED CREDIT LOSSES ON OTHER RECEIVABLES	2024 \$000	2023 \$000
Balance at 1 July measured under PBE IPSAS 29	-	153
ECL adjustment due to adoption of PBE IPSAS 41	-	(141)
Opening balance for credit losses at 1 July	12	12
Additional provisions made during the year	52	105
Provisions reversed during the year	-	(97)
Receivables written off during the year	(30)	(9)
Balance at 30 June	34	12



NOTE 10: INVENTORIES

Accounting policy

Inventories held for distribution or consumption in the provision of services that are not supplied on a commercial basis are measured at cost (using the FIFO method), adjusted when applicable, for any loss of service potential.

Inventories acquired through non-exchange transactions are measured at fair value at the date of acquisition. Inventories held for use in the provision of goods and services on a commercial basis are valued at the lower of cost (using the FIFO method) and net realisable value. The amount of any write-down for the loss of service potential or from cost to net realisable value is recognised in the surplus or deficit in the period of the write-down.

When land held for development and future resale is transferred from investment property/property, plant and equipment to inventory, the fair value of the land at the date of the transfer is its deemed cost. Costs directly attributable to the developed land are capitalised to inventory, except for infrastructural asset costs, which are capitalised to property, plant and equipment.

Breakdown of inventory and further information

	2024 \$000	2023 \$000
Inventories held for distribution:		
Water and sewerage spare parts	412	291
Road safety vouchers	15	22
Other	-	-
Total inventory	427	313

No inventories are pledged as security for liabilities (2023: \$Nil). However, some inventories are subject to retention of title clauses.

The carrying amount of inventories held for distribution that are measured at a current replacement cost as at 30 June 2024 amounted to \$Nil (2023: \$Nil). The loss in service potential of inventories held for distribution is determined based on obsolescence.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 11: DERIVATIVE FINANCIAL INSTRUMENTS

Accounting policy

Derivative financial instruments are used to manage exposure to interest rate risks arising from the Council's financing activities. In accordance with its Treasury Management Policy, the Council does not hold or issue derivative financial instruments for trading purposes.

Derivatives are initially recognised at fair value on the date a derivative contract is entered into and are subsequently remeasured to their fair value at each balance date. The associated gains or losses on derivatives that are not hedge accounted are recognised in surplus or deficit.

Breakdown of derivative financial instruments and further information

	2024 \$000	2023 \$000
Current asset portion		
Interest rate swaps	35	134
Total current asset portion of derivative financial instruments	35	134
Non-current asset portion		
Interest rate swaps	1,652	2,164
Total non-current asset portion of derivative financial instruments	1,652	2,164
Current liability portion		
Interest rate swaps	-	1
Total current liability portion of derivative financial instruments	-	1
Non-current liability portion		
Interest rate swaps – cash flow hedges	-	-
Total non-current liability portion of derivative financial instruments	-	-

Timing of nominal principal amounts and average fixed rates of interest rate swaps

	LESS THAN 1 YEAR	1 - 2 YEARS	3 - 5 YEARS	5+ YEARS	TOTAL
Current asset portion					
Nominal amount (in \$000)	5,000	3,000	16,700	61,000	85,700
Average fixed rate (%)	4.50%	4.80%	3.13%	3.88%	3.75%
Fair Value	35	15	886	750	1,687

The Council currently has no fair value hedges.

No interest rate swaps were due to mature at 30 June 2024. At 30 June 2024, the fixed interest rates of cash flow hedge interest rate swaps varied from 1.84 percent to 5.06 percent (2023 1.51 percent to 5.9 percent).

Fair value

The fair values of interest rate swaps have been determined using a discounted cash flows technique based on quoted market prices. The valuation was performed using Hedgebook software and then checked to independent ANZ and BNZ confirmations. Most market parameters are implied from instrument prices.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 12: NON-CURRENT ASSETS HELD FOR SALE

Accounting policy

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction, rather than through continuing use. They are measured at the lower of their carrying amount and fair value less costs to sell. Any impairment losses for write-downs are recognised in surplus or deficit. Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have been previously recognised. Non-current assets are not depreciated or amortised while they are classified as held for sale (including those that are part of a disposal group).

Breakdown of non-current assets held for sale and further information

	2024 \$000	2023 \$000
Non-current assets held for sale are:		
Balance as at 1 July	10,051	11,855
Sales	-	-
Fair value gains (losses) on valuation	(500)	(1,804)
Impairment losses	-	-
Transfer to operational assets	-	-
Transfer to investment property	-	-
Balance at 30 June	9,551	10,051

	2024 \$000	2023 \$000
Non-current assets held for sale are split between:		
Assets where proceeds are expected within one year	-	-
Assets where proceeds are expected after one year	9,551	10,051
Balance at 30 June	9,551	10,051

No further Council-owned property has been presented as held for sale since 2023. The change in fair value denotes a drop in valuation on the two properties currently classified as held for sale.

The Council owned property at 77 Bunyan Road has been presented as held for sale following the approval by the Council on 26 May 2016 to sell the property. The council has approved the sale of the property as it will provide no future use to the council. A deposit was received on 23 November 2017.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 13: OTHER FINANCIAL ASSETS

	2024 \$000	2023 \$000
Other Financial Assets		
Term loan - Air Chathams Ltd	350	350
Total other financial assets	350	350

Fair value disclosures

Term loan - Air Chathams Ltd

On 3 June 2019, the Council delegated the CE authority to negotiate a loan to Air Chathams Ltd, on behalf of the Council. It was acknowledged that the loan would be assessed five years after the drawdown with the following options:

1. Repayment over a subsequent period of up to five years;
2. Convert the loan to shares;
3. Write-off the loan over a subsequent period of up to five years.

A loan of \$350,000 was drawn down by Air Chathams Ltd on 17 December 2020.

Expected credit loss allowance (ECL)

The Council recognises an allowance for ECLs for all debt instruments not classified as FVTSD. ECLs are the probability-weighted estimate of credit losses, measured at the present value of cash shortfalls, which is the difference between the cash flows due to the Council in accordance with the contract and the cash flows it expects to receive. ECLs are discounted at the effective interest rate of the financial asset.

ECLs are recognised in two stages. ECLs are provided for credit losses that result from default events that are possible within the next 12 months (a 12-month ECL). However, if there has been a significant increase in credit risk since initial recognition, the loss allowance is based on losses possible for the remaining life of the financial asset (Lifetime ECL).

When determining whether the credit risk of a financial asset has increased significantly since initial recognition, the Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on the Council historical experience and informed credit assessment and including forward-looking information.

The Council considers a financial asset to be in default when the financial asset is more than 90 days past due. The Council may determine a default occurs prior to this if internal or external information indicates the entity is unlikely to pay its credit obligations in full.

The Council measure ECLs on loan commitments at the date the commitment becomes irrevocable. If the ECL measured exceeds the gross carrying amount of the financial asset, the ECL is recognised as a provision.

Impairment of financial assets

Financial assets are assessed for evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



Limited Partnerships

A limited partnership (LP) is a type of partnership with general partners who have a right to manage the business, and limited partners (Council and others) who have no right to manage the business but have only limited liability for its debts.

Limited partnerships are distinct from limited liability partnerships, in which all partners have limited liability.

The general partners (GPs) are, in all major respects, in the same legal position as partners in a conventional firm: they have management control, share the right to use partnership property, share the profits of the firm in predefined proportions, and have joint and several liability for the debts of the partnership.

Investment in joint ventures and limited partnerships

Investments in associates and joint ventures are accounted for in the financial statements using the equity method of accounting. The Council has designated all its equity investments in joint ventures and associates at FVTOCRE. This measurement basis is considered more appropriate than through surplus or deficit because the investments have been made for long-term strategic purposes, rather than to generate a financial return through trading.

Under the equity method of accounting, the investment is initially recognised at cost and the carrying amount is increased or decreased to recognise the groups share of the change in net assets of the entity after the date of acquisition. The Council's share of the surplus / deficit is recognised in the council surplus or deficit. Distributions received from the investee reduce the carrying amount of the investment in the Council statements.

If the share of deficits in the entity equals or exceeds the interest in the entity, the Council discontinues recognising its share of further deficits. After the Council's interest is reduced to zero, additional deficits are provided for, and a liability is recognised, only to the extent that the Council has incurred legal or constructive obligations or made payments on behalf of the entity. If the entity subsequently reports surpluses, the Council will resume recognising its share of those surpluses only after its share of the surpluses equals the share of deficits not recognised.

Impairment

There were no impairment provisions for other financial assets. None of the financial assets are either past due or impaired.

	2024 \$000	2023 \$000
Investments in Limited Partnership		
Te Rāhui Herenga Waka 2021 Whakatāne	5,857	5,675
Investment in CCOs and other similar entities	5,857	5,675

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**Te Rāhui Herenga Waka 2021 Whakatāne**

The Council has an interest in a limited partnership, Te Rāhui Herenga Waka 2021 Whakatāne, which was formed to facilitate the construction of the new boat harbour. The other two equal partners are Te Rāhui Lands Trust and Ngāti Awa in this venture. The Council, in accordance with the limited partnership agreement, has committed capital of \$9,800,000 of the total committed capital of \$29,400,000 reflecting an intended closing equity of 33.3 percent in the limited partnership.

In accordance with the limited partnership agreement clause 10.2, the entitlement to income and capital arising and losses accruing shall be allocated to the limited partners on a pro rata basis on the aggregate amount of paid-up capital.

At 30 June 2024 the Council's paid-up capital in the limited partnership was \$5,700,000 (2023: \$5,700,000) of the total paid-up capital of \$12,400,000. Therefore, the Council's share to be applied to the equity accounting method at 30 June 2024 is 46 percent (2023: 46 percent).

SUMMARISED STATEMENT OF FINANCIAL POSITION OF THE LIMITED PARTNERSHIP	2024 \$000	2023 \$000
Investment		
Current assets	12,949	14,095
Non-current assets	5,541	3,486
Current liabilities	(781)	(241)
Non-current liabilities	(4,967)	(4,995)
Net assets	12,742	12,345
Reconciliation to equity accounted carrying amount		
Limited partnership's net assets	12,742	12,345
Council's share	46%	46%
Council's share of equity accounted in limited partnership	5,857	5,674

SUMMARISED STATEMENT OF FINANCIAL POSITION OF THE LIMITED PARTNERSHIP	2024 \$000	2023 \$000
Revenue	876	374
Expense	268	213
Total comprehensive revenue and expense	608	161
Reconciliation to surplus / (deficit)		
Joint partnership's surplus / (deficit)	608	161
Council's share	46%	46%
Council's share of limited partnership surplus / (deficit)	280	74

Summarised financial information relating to Te Rāhui Herenga Waka 2021 Whakatāne is provided above.

Over the course of the year, Te Rāhui Herenga Waka Boat Harbour project received certification of its Site and Soil Contamination Management plan, however the remediation of the proposed development site at 2 Keepa Road has proven to be significantly more costly and complex than originally anticipated.

The Board of the Te Rāhui Herenga Waka Limited Partnership has been asked to develop a cost escalations report that also outlines the options available to the project to move forward, noting that there is no further funding available from the partners to meet the cost escalations faced. This report is due early 2025 and will inform an agreed shareholder position on the way forward (which could include a decision to scale down or close the project).

Council is one of three shareholders on this project, together with Te Rāhui Lands Trust and the Crown via Crown Regional Holdings Limited.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 14: INVESTMENT IN CCOS AND OTHER SIMILAR ENTITIES

Council-controlled organisations

A council-controlled organisation (CCO) is defined in section 6 of the Local Government Act 2002 as summarised below:

- A council organisation is the broadest category. It is an entity in which a local authority has any ownership interest whatsoever.
- A council-controlled organisation is an entity in which one or more local authorities control 50 percent or more of the voting rights or appoint 50 percent or more of the members of the governing body. A CCO can be a company, trust, partnership, incorporated society, joint venture, or other similar profit-sharing arrangement.
- A council-controlled organisation that operates a trading undertaking for the purpose of making a profit is referred to as a council-controlled trading organisation. Not-for-profit entities are CCOs.
- The definition of CCO excludes port companies, energy companies, electricity lines businesses and their parent trusts, and several other named entities.

Joint ventures

A joint arrangement is a binding arrangement that confers enforceable rights and obligations on the parties to the arrangement that is subject to joint control. Joint control is the agreed sharing of control where decisions about the relevant activities require the unanimous consent of the parties sharing control.

A joint arrangement is classified either as a joint operation or a joint venture. The classification depends on the rights and obligations of each party under the joint arrangement. The Council reviews the legal form, terms of the binding agreement, and other facts and circumstances relevant to its interest in determining the classification of the joint arrangement.

Associates

An associate is an entity over which the Council has significant influence and that is neither a subsidiary nor an interest in a joint arrangement.

Where the Council transacts with an associate, surpluses or deficits are eliminated to the extent of the Council's interest in the associate.

Accounting policy

Unlisted shares in council - controlled organisations

Unlisted shares in council-controlled organisations are measured at fair value.

Borrower notes

The carrying amount of borrower notes are measured at fair value.

Critical judgements in applying accounting policies

Due to the immaterial size and nature of unlisted shares in Civic Financial Services Ltd and Bay of Plenty Local Authority Shared Services Ltd (BoP LASS Ltd) the Council has estimated the fair value of these investments using the net asset backing method.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

Breakdown of investment in council-controlled organisation and other similar entities and further information

	2024 \$000	2023 \$000
Unlisted shares in council-controlled organisations		
Civic Financial Services Ltd	50	50
Bay of Plenty Local Authority Shared Services Limited	9	9
NZ Local Government Funding Agency	100	100
Investments in joint ventures		
Whakatāne Airport	6,576	6,641
Other		
NZ LGFA – borrower notes	3,373	2,433
Investment in CCOs and other similar entities	10,108	9,232

Whakatāne Airport

The Council has a 50 percent interest in a joint venture, the Whakatāne Airport, which facilitates air services to Whakatāne and the surrounding district. The Ministry of Transport hold the other 50 percent interest in this venture.

Summarised financial information relating to the Council's Whakatāne Airport is provided below:

	2024 \$000	2023 \$000
Investment		
Current assets	1,861	1,469
Non-current assets at revaluation	12,058	12,034
Work in progress	19	78
Whakatāne District Council loan account	(326)	(178)
Current liabilities	(460)	(122)
Non-current liabilities	-	-
Net assets	13,152	13,281
Reconciliation to equity accounted carrying amount		
Joint venture's net assets	13,152	13,281
Council's share	50%	50%
Council's share of equity accounted in joint venture	6,576	6,641
Revenue and expenditure		
Revenue (excluding interest)	161	224
Interest revenue	-	-
Total revenue	161	224
Operating expenses	664	788
Personnel costs	39	35
Income tax expense	120	113
Surplus / (Deficit)	(662)	(712)
Other comprehensive revenue and expense	-	(454)
Total comprehensive revenue and expense	(662)	(1,166)
Reconciliation to joint venture surplus / (deficit)		
Joint venture's surplus / (deficit)	(662)	(712)
Council's share	50%	50%
Council's share of joint venture surplus / (deficit)	(331)	(356)

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 15: PROPERTY, PLANT, AND EQUIPMENT

Accounting policy

Property, plant and equipment consist of:

- Operational assets – these include land, buildings, library and museum collections, plant and equipment, furniture and fittings and motor vehicles.
- Infrastructure assets – infrastructure assets are the fixed utility systems owned by the Council. Each asset class includes all items that are required for the network to function. For example, sewer reticulation includes reticulation piping and sewer pump stations.
- Restricted assets – restricted assets are mainly parks and reserves owned by the Council that provide a benefit or service to the community and cannot be disposed of because of legal or other restrictions.

Land (operational and restricted) is measured at fair value, and buildings (operational and restricted), library collections, and infrastructural assets (except land under roads) are measured at fair value, less accumulated depreciation and impairment losses. All other asset classes are measured at cost, less accumulated depreciation and impairment losses.

Revaluation

Land and buildings (operational and restricted), library collections and infrastructural assets (except land under roads) are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value and at least every three years. The Council assesses the carrying values of land, buildings, restricted and infrastructural assets annually to ensure that they do not differ materially from the assets' fair values. A fair value increase or decrease is assigned as a result of this annual assessment. If there is a material difference, then the off-cycle asset classes will be fully re-valued.

Revaluation movements in property, plant and equipment are accounted for on a class-of-asset basis.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class-of-asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is not recognised in other comprehensive revenue and expense but is recognised in surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in surplus or deficit will be recognised first in surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

Roading assets within property, plant and equipment is valued on a regular basis and each asset is assigned a base life (estimate of total useful life), which is converted to a preliminary estimate of physical life by adjusting for age. An initial assessment of remaining life is then calculated as the difference between expected life and age of asset. Where information is available further adjustments are then made to the useful life estimate to take into account condition and use of the asset.

The Three Water assets within property, plant and equipment are regularly valued with the economic life of an asset being the period it is economically worthwhile to replace rather than to continue to repair or maintain. The economic life varies for each asset. Asset lives are modified if local knowledge and experience suggests this is appropriate.

Additions

The cost of an item of property, plant and equipment is recognised as an asset only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Work in progress is recognised at cost less impairment and is not depreciated.

In most instances, an item of property, plant and equipment is initially recognised at its cost. Where an asset is acquired through a non-exchange transaction, it is recognised at its fair value as at the date of acquisition.

Costs incurred after initial acquisition are capitalised only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably.

The costs of day-to-day servicing of property, plant and equipment are recognised in surplus or deficit as they are incurred.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)****Disposals**

Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in surplus or deficit. When revalued assets are sold, the amounts included in asset revaluation reserves in respect of those assets are transferred to accumulated funds.

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment other than land, at rates that will write-off the cost (or valuation) of the assets to their estimated residual values over their useful lives.

The useful lives and associated depreciation rates of major classes of assets have been estimated, based on the approximate average over all assets in that category, as follows:

	Years
Roading	
Land – road reserve	Not depreciated
Road formation	Not depreciated
Sealed pavement	36
Sealed pavement surface	7
Unsealed pavement	Not depreciated
Unsealed wearing course	1
Bridge railings	2
Signs	15
Drainage (incl headwalls)	19
Large culverts	44
Retaining walls	6
Surface water channel	Not depreciated
Railings	54
Traffic islands	9
Street lighting	23
Footpaths	26
Bridges	44
Car parks	33
Water	
Linear Assets	8-69
Other Assets	1-42

	Years
Harbour assets	
Harbour assets	15-30
Stormwater	
Linear Assets	32-76
Other Assets	14-62
Wastewater	
Linear Asset	30-89
Other Assets	1-93
Parks	
Land	Not depreciated
Park assets	11
Operational assets	
Museum assets	Not depreciated
Land	Not depreciated
Buildings	8-60
Vehicles	3-10
Plant and equipment	3-33
Furniture and fittings	5-50
Library collections	2-10
Office equipment	3-12

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)****Impairment of property, plant and equipment**

Property, plant, and equipment subsequently measured at cost that have a finite useful life are reviewed for impairment at each balance date and whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and its value in use. If an asset's carrying amount exceeds its recoverable amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in surplus or deficit.

For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. However, to the extent that an impairment loss for that class of asset was previously recognised in surplus or deficit, a reversal of the impairment loss is also recognised in surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in surplus or deficit.

Value in use for non-cash-generating assets

Non-cash-generating assets are those assets that are not held with the primary objective of generating a commercial return. For non-cash-generating assets, value in use is determined using an approach based on either a depreciated replacement cost approach, a restoration cost approach or a service units approach.

The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

Value in use for cash-generating assets

Cash-generating assets are those assets that are held with the primary objective of generating a commercial return.

The value in use for cash-generating assets and cash-generating units is the present value of expected future cash flows.

Land (operational, restricted and infrastructural)

The most recent full valuation was performed by an independent Certified Practicing Valuer, P Erceg of Aon Risk Solutions at 30 June 2023. A fair value assessment was carried out as at 30 June 2024.

Land is valued at fair value using market-based evidence based on its highest and best use with reference to comparable land values. Where there is a designation against the land or the use of the land is restricted because of reserve or endowment status, the valuation approach reflects the restriction in use. These adjustments are intended to reflect the negative effect on the value of the land where an owner is unable to use the land more intensively. Such land is valued based on rural land value plus a location adjustment to reflect different zoning, which are based on the valuer's judgement.

Buildings (operational and restricted)

The most recent full valuation was performed by an independent Certified Practicing Valuer, P Erceg of Aon Risk Solutions at 30 June 2023. A fair value assessment was carried out as at 30 June 2024.

Specialised buildings are valued at fair value using depreciated replacement cost because no reliable market data is available for such buildings.

Depreciated replacement cost is determined using a number of significant assumptions. Significant assumptions used in the valuation include:

- The replacement asset is based on the replacement with modern, equivalent assets with adjustments where appropriate for obsolescence due to over-design or surplus capacity.
- The replacement cost is derived from recent construction contracts of similar assets.
- The remaining useful life of assets is estimated.
- Straight-line depreciation has been applied in determining the depreciated replacement cost value of the asset.
- Non-specialised buildings (for example, residential buildings) are valued at fair value using market-based evidence.

Market rents and capitalisation rates were applied to reflect market value.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)***Infrastructural asset classes: sewerage, water, drainage and roads*

Sewerage, water, drainage and roading infrastructure assets are valued using the depreciated replacement cost method. There are a number of estimates and assumptions exercised when valuing infrastructural assets using the depreciated replacement cost method. These include:

- Estimating any obsolescence or surplus capacity of the asset.
- Estimating the replacement cost of the asset. The replacement cost is derived from recent construction contracts in the region for similar assets.
- Estimates of the remaining useful life over which the asset will be depreciated. These estimates can be affected by the local conditions; for example, weather patterns and traffic growth. If useful lives do not reflect the actual consumption of the benefits of the asset, then the Council could be over-or under- estimating the annual depreciation charge recognised as an expense in the statement of comprehensive revenue and expense. To minimise the risk, infrastructural asset useful lives have been determined with reference to the New Zealand Infrastructural Asset Valuation and Depreciation Guidelines published by the National Asset Management Steering Group, and have been adjusted for local conditions based on past experience. Asset inspections, deterioration, and condition-modelling are also carried out regularly as part of asset management planning activities, which provides further assurance over useful life estimates.

Methods and significant assumptions applied in estimating the assets fair values

Optimised replacement costs have been calculated using modern equivalent materials. No design optimisation has been identified. Unit rates have been applied to components of the network based on size, material, depth and location.

Valuations of water and roading assets

The most recent valuation of water, wastewater and stormwater assets was performed by Roger Khoo and Peter Erceg of Aon Valuation Services, and the valuation was effective as at 30 June 2023. A further fair value assessment was carried out by Ben Radich of AON Valuation Services at 30 June 2024.

The most recent valuation for road assets was performed by Shahaanan Arulgnanapragasam, WSP Limited, and the valuation was effective as at 30 June 2022. A further fair value assessment was carried out at 30 June 2023 and 30 June 2024.

Breakdown of property, plant and equipment and other information

	2024 \$000	2023 \$000
Closing net book value of capitalised assets		
Operational assets		
Land and buildings	92,150	91,382
Museum and library collections	10,401	10,406
Other operational assets (equipment / furniture / vehicles)	11,909	10,441
Infrastructural assets		
Parks and reserves	11,113	11,326
Harbour	9,591	9,663
Refuse	-	-
Wastewater system	85,564	87,440
Water supply system	140,804	144,669
Stormwater network	87,667	90,871
Roading network	654,216	626,510
Land under roads	91,363	91,363
Restricted assets		
Harbour land (not Leased)	4,591	4,479
Recreational reserves	58,284	56,609
Total property, plant and equipment	1,257,653	1,235,159

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

2024	COST/ VALUATION 1.7.23	ACCUMULATED DEPRECIATION AND IMPAIRMENT 1.7.23	CARRYING AMOUNT 1.7.23	ADDITIONS	DISPOSALS	TRANSFERS	DEPRECIATION REVERSED ON DISPOSAL	DEPRECIATION	REVALUATION SURPLUS	COST/ VALUATION 30.6.24	ACCUMULATED DEPRECIATION AND IMPAIRMENT 30.6.24	CARRYING AMOUNT 30.6.24
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operational assets												
Land	30,397	-	30,397	-	-	140		-	1,520	32,057	-	32,057
Buildings	61,290	305	60,984	1,609	(180)	-	180	(1,827)	(674)	62,044	1,952	60,092
Library collections	809	1	810	142	-	-	-	(147)	-	951	147	804
Museum collections	9,597	-	9,597	-	-	-	-	-	-	9,597	-	9,597
Plant and equipment	8,698	4,629	4,070	2,051	(139)	-	132	(559)	-	10,610	5,055	5,555
Furniture and fittings	4,271	2,604	1,667	459	-	-	-	(246)	-	4,729	2,850	1,879
Office equipment	8,049	6,004	2,046	348	-	-	-	(585)	-	8,397	6,589	1,808
Motor vehicles	4,906	2,247	2,659	806	(697)	-	577	(676)	-	5,015	2,347	2,667
Harbour vessels	32	32	-	-	-	-	-	-	-	32	32	-
Total Operational assets	128,049	15,820	112,229	5,415	(1,016)	140	889	(4,041)	846	133,433	18,972	114,461
Infrastructural assets												
Parks and reserves	11,327	-	11,327	886	-	-	-	(1,032)	(69)	12,144	1,031	11,113
Harbour	9,662	-	9,662	397	-	-	-	(409)	(59)	9,999	409	9,591
Refuse	-	-	-	-	-	-	-	-	-	-	-	-
Wastewater - Treatment plants and facilities	27,399	940	26,459	-	-	-	-	(840)	(505)	26,893	1,780	25,113
Wastewater - other	64,660	3,678	60,982	2,608	-	-	-	(1,960)	(1,179)	66,089	5,639	60,450
Water - Treatment plants and facilities	1,993	165	1,828	-	-	-	-	(46)	(28)	1,965	211	1,754
Water - other	150,557	7,716	142,841	3,523	-	-	-	(4,550)	(2,764)	151,316	12,266	139,050
Stormwater network	93,990	3,119	90,871	399	-	-	-	(1,881)	(1,720)	92,668	5,001	87,667
Roading network	635,829	9,319	626,510	22,844	-	-	-	(11,408)	16,270	674,943	20,727	654,216
Land under roads	91,363	-	91,363	-	-	-	-	-	-	91,363	-	91,363
Total Infrastructural assets	1,086,779	24,937	1,061,843	30,657	-	-	-	(22,126)	9,946	1,127,381	47,063	1,080,318
Restricted Assets												
Harbour Land (Not leased)	4,479	-	-	-	-	-	-	-	112	4,591	-	4,591
Recreational Reserves	56,609	-	-	-	-	260	-	-	1,415	58,284	-	58,284
Total Restricted Assets	61,088	-	-	-	-	260	-	-	1,527	62,875	-	62,875
Total	1,275,916	40,757	1,235,159	36,072	(1,016)	400	889	(26,167)	12,318	1,323,689	66,036	1,257,653

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

2023	COST/ VALUATION 1.7.22	ACCUMULATED DEPRECIATION AND IMPAIRMENT 1.7.22	CARRYING AMOUNT 1.7.22	ADDITIONS	DISPOSALS	TRANSFERS	DEPRECIATION REVERSED ON DISPOSAL	DEPRECIATION	REVALUATION SURPLUS	COST/ VALUATION 30.6.23	ACCUMULATED DEPRECIATION AND IMPAIRMENT 30.6.23	CARRYING AMOUNT 30.6.23
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Operational assets												
Land	33,004	-	33,004	500	-	251	-	-	(3,358)	30,397		30,397
Buildings	52,695	3,305	49,390	13,417	-	(2,236)	4,679	(1,679)	2,093	61,290	305	60,984
Library collections	1,027	757	270	119	-	-	1,141	(383)	804	809	1	810
Museum collections	5,092	-	5,092	-	-	-	-	-	4,505	9,597	-	9,597
Plant and equipment	7,758	4,150	3,608	973	(33)	-	33	(512)	-	8,698	4,629	4,070
Furniture and fittings	3,388	2,428	960	883	-	-	-	(176)	-	4,271	2,604	1,667
Office equipment	7,081	5,531	1,550	968	-	-	-	(473)	-	8,049	6,004	2,046
Motor vehicles	4,097	2,416	1,681	1,556	(747)	-	646	(477)	-	4,906	2,247	2,659
Harbour vessels	32	32	-	-	-	-	-	-	-	32	32	-
Total Operational assets	114,174	18,619	95,555	18,415	(780)	(1,985)	6,498	(3,699)	4,044	128,049	15,820	112,229
Infrastructural assets												
Parks and reserves	14,198	1,913	12,285	1,935	-	-	3,061	(1,147)	(1,745)	11,327	-	11,327
Harbour	9,493	614	8,879	4,573	-	-	1,313	(700)	(3,091)	9,662	1	9,662
Refuse	-	-	-	-	-	-	-	-	-	-	-	-
Wastewater- Treatment plants and facilities	7,439	225	7,214	-	-	14,517	-	(715)	5,443	27,399	940	26,459
Wastewater - other	68,599	2,030	66,569	3,452	-	(14,517)	-	(1,648)	7,126	64,661	3,678	60,982
Water- Treatment plants and facilities	3,861	115	3,746	-	-	(2,186)	-	(51)	319	1,993	165	1,828
Water- other	125,512	3,710	121,802	10,202	-	2,186	-	(4,006)	12,657	150,557	7,716	142,841
Stormwater network	77,315	1,554	75,761	3,804	-	-	-	(1,564)	12,871	93,990	3,119	90,871
Roading network	607,708	-	607,708	13,513	-	-	-	(9,319)	14,608	635,829	9,319	626,510
Land under roads	91,363	-	91,363	-	-	-	-	-	-	91,363	-	91,363
Total infrastructural assets	1,005,488	10,161	995,327	37,480	-	-	4,374	(19,150)	48,186	1,086,779	24,937	1,061,841
Restricted Assets												
Harbour Land (Not leased)	6,594	-	6,594	-	-	(1,200)	-	-	(915)	4,479	-	4,479
Recreational Reserves	48,917	-	48,917	42	(14)	-	-	-	7,664	56,609	-	56,609
Total Restricted Assets	55,511	-	55,511	42	(14)	(1,200)	-	-	6,749	61,088	-	61,088
Total	1,125,156	28,780	1,146,393	55,937	766	(3,185)	10,872	22,850	58,981	1,275,916	40,758	1,235,158

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)**

No property, plant and equipment is pledged as security.

Council has easements giving right to access to private property where infrastructure assets are located. It has not been feasible to value at this stage and when valued are not expected to be material.

Core infrastructure asset disclosure

Included within the Council infrastructure assets above are the following core Council assets:

	CLOSING BOOK VALUE \$000	ADDITIONS \$000	VESTED ASSETS \$000 \$000	MOST RECENT REPLACEMENT COST ESTIMATE FOR REVALUED ASSETS	DATE OF ESTIMATE
2024					
Water supply:					
- treatment plants and facilities	1,754	-	-	2,980	30 June 2024
- other assets (such as reticulation systems)	139,050	3,523	-	295,026	30 June 2024
Sewerage:	-	-	-		
- treatment plants and facilities	25,113	-	-	63,883	30 June 2024
- other assets (such as reticulation systems)	60,450	2,608	-	149,059	30 June 2024
Stormwater drainage	87,667	399	-	164,474	30 June 2024
Roads and footpaths	654,216	22,844	98	839,010	30 June 2023
2023					
Water supply:					
- treatment plants and facilities	1,828	-	-	3,303	30 June 2023
- other assets (such as reticulation systems)	142,841	10,202	1,475	326,993	30 June 2023
Sewerage:	-		-		
- treatment plants and facilities	26,459		-	71,348	30 June 2023
- other assets (such as reticulation systems)	60,983	3,452	-	166,480	30 June 2023
Stormwater drainage	90,871	3,804	-	183,002	30 June 2023
Roads and footpaths	626,510	13,513	-	839,010	30 June 2023

Restricted assets

Land and buildings in the 'Restricted Asset' category are subject to restrictions on either use or disposal, or both. This includes restrictions from legislation (such as land declared as a reserve under the Reserves Act 1977), or other restrictions (such as land or buildings acquired under a bequest or donation that restricts the purpose for which the assets can be used).

Land under roads

The road reserve land for formed roads only has been valued as at 1 July 2006. Road reserves have been valued on the average land valued by urban rating areas and rural ward, reduced by a factor of 30 percent to account for the restricted use of the land. On transition to New Zealand equivalents to International Financial Reporting Standards on 1 July 2006, the Council elected to use the fair value of land under roads as at 1 July 2006. Land under roads is no longer revalued.

Vested infrastructural assets

Vested infrastructural assets are valued based on the actual quantities of infrastructural components vested and the current in-ground cost of providing identical services. Assets vested to Whakatāne District Council are recognised in the Statement of Comprehensive Revenue and Expense as revenue and in the Statement of Financial Position as property, plant and equipment.



NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

Library collections

Library collections are valued at depreciated replacement cost in accordance with the International Valuation Standards 2017 and the relevant Accounting Standards and Policy. The most recent valuation of the library collection was performed by J Munroe, Certified Practicing Valuer of AON, and the valuation was effective as at 30 June 2023.

Museum collection

Museum collections are valued at fair value determined on a variety of valuation methods including market values, book value, replacement value, comparative value and values used by other institutions. The most recent valuation was performed by Dunbar Sloane and the valuation was effective as at 30 June 2023.

Harbour assets

The most recent valuation of harbour assets was performed by an independent Certified Practicing Valuer, P Erceg of Aon Risk Solutions. The valuation was effective as at 30 June 2023. A subsequent fair value assessment was carried out as at 30 June 2024.

Capital commitments

The amount of contractual commitments for acquisition of property, plant and equipment is:

	2024 \$000	2023 \$000
Operational assets		
Buildings	-	-
Plant and equipment	-	-
Infrastructural assets		
Parks and reserves	-	-
Harbour	4,100	4,100
Refuse	-	-
Wastewater system	1,115	46
Water supply system	4,074	973
Stormwater network	5,077	860
Roading network	15,840	2,150
Restricted Assets		
Harbour land (not leased)	-	-
Recreational reserves	-	-
Total capital commitments	30,206	8,129

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

Insurance of assets disclosure

Information relating to the insurance of the Council assets at 30 June 2024 is as follows

	2024 \$000	2023 \$000
The total net book value of all Council assets covered by insurance contracts	472,212	471,357
The maximum amount to which insured assets are insured	690,805	614,466
The total net book value of all council assets covered by financial risk sharing arrangements	-	-
Maximum amount available to the Council under financial risk sharing arrangements	-	-
The value of assets that are self-insured	861,175	831,024
The value of funds maintained for self-insurance*	235	213

* Funds withdrawn to support costs incurred following 2017 floods. The payments continued for the next two years and funds are being built up again.

In the event of natural disaster, central government may contribute up to 60 percent towards the restoration of water, drainage and sewerage assets, and provide a subsidy towards the restoration of roads.

All infrastructural assets are constructed on behalf of Whakatāne District Council by contractors.

Insurance Coverage

Information relating to the insurance coverage of the Council assets at 30 June 2024 is as follows.

	2024 \$000	2023 \$000
Infrastructure	120,000	120,000
Material damage (fire only)	38,000	24,000
Material damage (excl. fire)	492,807	403,326
Vehicles	5,500	39,056
Machinery breakdown	23,137	20,271
Forestry	311	271
Fine Arts	11,037	7,530
Marine Hull	12	11

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 15: PROPERTY, PLANT AND EQUIPMENT (CONTINUED)

Uninsured assets

Council does not insure:

- Land - operating land, park land, reserve land, land under roads
- The Roding network including bridges

Work in progress

Property, plant and equipment in the course of construction by class of asset is detailed below:

	2024 \$000	2023 \$000
Water, Stormwater and Wastewater Systems	12,480	6,761
Roding network	3,938	2,219
Buildings	-	406
Parks and reserves	58	34
Ports and harbour	553	585
Intangible assets	14	296
Plant and equipment	1,037	218
Total work in progress	18,080	10,519

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 16: INTANGIBLE ASSETS

Accounting policy

Software acquisition and development

Acquired computer software licenses are capitalised on the basis of the costs incurred to acquire and bring to use the specific software.

Costs that are directly attributable to the development of software for internal use are recognised as an intangible asset. Direct costs include the software development employee costs and an appropriate portion of relevant overheads.

Staff training costs are recognised in the surplus or deficit when incurred.

Costs associated with maintaining computer software are recognised as an expense when incurred.

Costs associated with development and maintenance of the Council's website are recognised as an expense when incurred.

There has been no other change to accounting requirements in relation to software development other than those addressed in the 2019 and 2021 IFRIC agenda decisions in respect of Software as a Service (SaaS).

Software as a service (SaaS)

Two IFRS Interpretations Committee (IFRIC) agenda decisions were released in 2019 and 2021. The 2019 agenda decision dealt with whether fees paid in exchange for access to the supplier's application software in a SaaS arrangement gives rise to an intangible asset or is a service contract.

The 2021 agenda decision dealt with the accounting treatment of the costs an entity incurs in customising or configuring the supplier's application software in a SaaS arrangement.

While the decisions of the committee do not directly impact PBE standards, which are mainly based on IPSAS1, given that NZIAS 38 Intangible Assets and PBE IPSAS 31 are similar, IFRIC's conclusions are authoritative support and may be considered under GAAP. As a result, the agenda decisions will be applied in the Council's accounting policy and will be effective commencing from the reporting year reporting year ended 30 June 2022.

As at 30 June 2024, no intangible assets held by the Council were impacted by this change in accounting policy.

Amortisation

The carrying value of an intangible asset with a finite life is amortised on a straight-line basis over its useful life.

Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised.

The amortisation charge for each financial year is recognised in surplus or deficit.

The useful lives and associated amortisation rates of major classes of intangible assets have been estimated as follows:

- Computer software – 4 to 5 years 20% to 25%

Impairment of intangible assets

Intangible assets subsequently measured at cost that have an indefinite useful life, or are not yet available for use, and goodwill, are not subject to amortisation and are tested annually for impairment. For further details, refer to the policy for impairment of property, plant and equipment in Note 16. The same approach applies to the impairment of intangible assets.



NOTE 16: INTANGIBLE ASSETS (CONTINUED)

Breakdown of intangible assets and further information

Movements in the carrying value for the computer software class of intangible assets are as follows:

	2024 \$000	2023 \$000
Cost		
Balance at 1 July	5,806	5,494
Additions	485	312
Disposals	-	-
Balance at 30 June	6,291	5,806
Accumulated amortisation and impairment		
Balance at 1 July	(5,203)	(4,964)
Amortisation charge	(228)	(239)
Disposals	-	-
Balance at 30 June	(5,431)	(5,203)
Total intangible assets at 30 June	860	603

There are no intangible assets in any other classes.

Restrictions

There are no restrictions over the title of intangible assets. No intangible assets are pledged as security for liabilities.

Capital commitments

There are no capital commitments for intangible assets at 30 June 2024 (2023: \$nil).

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 17: FORESTRY ASSETS

Accounting policy

Standing forestry assets are independently revalued annually at fair value less estimated costs to sell for one growth cycle.

Gains or losses arising on initial recognition of forestry assets at fair value less costs to sell and from a change in fair value less costs to sell are recognised in surplus or deficit.

Forestry maintenance costs are recognised in surplus or deficit when incurred.

Critical accounting estimates and assumptions

Fair value of forestry assets

Independent registered valuers, PF Olsen and Co, have valued forestry assets as at 30 June 2024. The valuation was based on arm's length market transaction of current market evidence as at 30 June 2024.

Fair value is determined based on the present value of expected future cash flows discounted at a current market determined rate. The following significant valuation assumptions have been adopted in determining the fair value of forestry assets:

- a discount rate of 7.8 percent (2023: 9.2 percent) has been used in discounting the present value of expected future cash flows;
- notional land rental costs have been included for freehold land;
- the forest has been valued on a going concern basis and includes only the value of the existing crops on a single rotation basis;
- costs are current industry standard costs. No allowance has been made for cost improvements in future operations; and
- log prices are based on a five-year historical rolling average (2023: three year rolling average).

Breakdown of forestry assets and further information

	2024 \$000	2023 \$000
Balance at 1 July	280	244
Increases due to purchases	-	-
Gains/(losses) arising from changes attributable to physical changes	-	-
Gains/(losses) arising from changes attributable to price changes	-	-
Gains/(losses) arising from revaluation of forestry assets	6	36
Decreases due to sales	-	-
Decreases due to harvest	-	-
Total forestry assets	286	280

Financial risk management strategies

The Council is exposed to financial risks arising from changes in timber prices. The Council is a long-term forestry investor and does not expect timber prices to decline significantly in the foreseeable future. Therefore, no measures have been taken to manage the risks of a decline in timber prices. The Council revalues its forestry assets annually to ensure current market prices are taken into account.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 18: INVESTMENT PROPERTY****Accounting policy**

Properties leased to third parties under operating leases are classified as investment property unless the property is held to meet service delivery objectives, rather than to earn rentals or for capital appreciation. Investment property is measured initially at its cost, including transaction costs. After initial recognition, all investment property is measured at fair value at each reporting date. Gains or losses arising from a change in the fair value of investment property are recognised in surplus or deficit. The Council currently has 134 investment properties.

Breakdown of investment property and further information

	2024 \$000	2023 \$000
Balance at 1 July	44,043	43,536
Additions	447	-
Sales and disposals	-	-
Transfer (to) from non-current assets held for sale	-	-
Transfer (to) from restricted assets	(260)	1,200
Transfer (to) from operational land	(140)	1,985
Transfer (to) from operational buildings	-	-
Fair value gains/(losses) on valuation	(864)	(2,678)
Total investment property	43,226	44,043

Information about the revenue and expenses in relation to investment property as detailed below:

	2024 \$000	2023 \$000
Rental Revenue	2,343	2,394
Direct Operating Expenses from Investment Property Generating Revenue	806	171

Fair value of investment property

The valuation of investment property was performed by Grant Utteridge, an independent valuer of CBRE (Rotorua) Ltd. CBRE (Rotorua) Ltd are experienced valuers with extensive market knowledge in the types and location of investment properties owned by the Council.

The fair value of investment property is consistent the concept of market value. Market value is the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arms-length transaction after proper marketing, and where the parties had each acted knowledgeably, prudently and without compulsion. Valuations for freehold investment properties relate to the market value in comparison to comparable sales evidence for similar properties in the surrounding area.

The valuation includes lessors' interests in freehold land holdings held by the Council. The majority of these leases are perpetually renewable of 14-year terms. The valuation for lessors' interests within the portfolio was based on recent sales from centres throughout New Zealand.

The valuers have advised in their market evidence summary:

- **Discount rate** - there continues to be limited lessor's interest sales evidence. The evidence recorded shows variation in the discount rates with most recent sales showing a range between 2.18 percent and 8.86 percent. Although the ground leases are considered to be prime investment assets due to the long-term leases, we have reflected market risk relating to future rent reviews by applying a lower long-term land inflation rate. We adopted discount rates in the discounted cashflow approach for the ground lease portfolio at 7.5 percent for the perpetual leases and 7 percent for the terminating leases.
- **Yields** - the evidence recorded shows variation in the yield rates with most recent sales showing a range between 2.63 percent and 7.44 percent on passing rents and between 3.81 percent and 7.44 percent on market rent. We have adopted a similar yield as 6 percent on market rent.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 19: PAYABLES AND DEFERRED REVENUE

Accounting policy

Short-term creditors and other payables are measured at the amount payable.

Breakdown of payables and deferred revenue and further information

	2024 \$000	2023 \$000
Payables and deferred revenue under exchange transactions:		
Trade payables and accrued expenses	13,595	12,422
Income in advance	4,588	5,395
Deposits held	1,128	1,371
Amounts due to customers for contract work	715	674
Amounts due to Bay of Plenty Regional Council for rates collected on their behalf	473	605
Payables and deferred revenue under non-exchange transactions:		
Other taxes payable (e.g. GST and FBT)	-	-
Other grants and bequests received subject to substantive conditions not yet met	-	-
Total payables and deferred revenue	20,499	20,467

Payables are generally non-interest bearing and are normally settled on 30-day terms. Therefore, the carrying value of payables approximates their fair value.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 20: BORROWINGS AND OTHER FINANCIAL LIABILITIES

Accounting policy

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs (borrower notes). Interest due on the borrowings is subsequently accrued and added to the finance costs. Borrowings are classified as current liabilities unless the Council or group has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Breakdown of borrowings and other financial liabilities and further information

	2024 \$000	2023 \$000
Current portion		
Secured loans	22,000	12,300
Deposits	-	-
Total current portion	22,000	12,300
Non-current portion		
Secured loans	131,500	103,500
Other financial liabilities	1,000	1,000
Total non-current portion	132,500	104,500
Total borrowings and other financial liabilities	154,500	116,800

Interest terms for secured loans

The Council's secured loans are mostly issued at floating rates of interest. For floating rate debt, the interest rate is reset quarterly based on the 90-day bank bill rate plus a margin for credit risk. External interest rates at 30 June 2024 range from 1.06 percent to 6.83 percent (2023: 1.06 percent to 6.89 percent) with a weighted average rate of 5.76 percent (2023: 5.78 percent). Interest expense for 2024 was \$7.798 million (2023: \$4.918 million).

Other secured loan facilities

The Council has an interchangeable loan facility with ANZ of \$20 million. As at 30 June 2024, Nil (2023: \$2.3 million) of this facility was being utilised.

Security

The Council's secured loans are secured over the future rating revenue of the Council.

Fair values

Due to interest rates on debt resetting to a market rate every three months, the carrying amounts of secured loans approximates their fair value.

Information about the maturity profile of borrowings and other financial liabilities is detailed below:

	2024 \$000	2023 \$000
Maturing in under one year	22,000	12,300
Maturing in 1-2 years	32,000	17,000
Maturing in 2-3 years	33,500	22,000
Maturing in 3-4 years	41,000	32,500
Maturing in 4-5 years	26,000	17,000
Maturing in 5 years+	-	16,000
Total borrowings	154,500	116,800

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 20: BORROWINGS AND OTHER FINANCIAL LIABILITIES (CONTINUED)

Internal Borrowings

Information on internal borrowings per activity group is provided in the tables below. Internal borrowings are eliminated on consolidation of activities in Council's financial statements

YEAR ENDED 30 JUNE 2024	BALANCE AT 1 JULY \$000	BORROWINGS \$000	REPAYMENTS \$000	BALANCE AT 30 JUNE \$000	INTEREST \$000
Group of Activities:					
Leadership and Community	50	-	6	44	3
Strategy and Futures	7,782	761	678	7,865	426
Transport Connections	14,731	5,420	-	20,151	887
Water Supply	20,726	5,511	907	25,330	1,166
Sewage Treatment and Disposal	11,283	3,081	503	13,861	634
Stormwater Drainage	19,152	3,604	944	21,812	1,066
Waste Management and Minimisation	2,234	790	326	2,698	118
Community Experience	19,672	4,676	866	23,482	1,059
Community Safety	2,215	120	251	2,084	117
Corporate Services*	16,237	424	769	15,892	2,321
Total	114,080	24,387	5,249	133,218	7,797

YEAR ENDED 30 JUNE 2023	BALANCE AT 1 JULY \$000	BORROWINGS \$000	REPAYMENTS \$000	BALANCE AT 30 JUNE \$000	INTEREST \$000
Group of Activities:					
Leadership and Community	55	-	6	50	3
Strategy and Futures	8,092	267	577	7,782	430
Transport Connections	12,371	2,954	594	14,731	696
Water Supply	16,070	5,292	636	20,726	969
Sewage Treatment and Disposal	10,408	1,527	652	11,283	571
Stormwater Drainage	19,899	228	975	19,152	1,043
Waste Management and Minimisation	2,067	418	252	2,234	119
Community Experience	14,397	6,053	778	19,672	906
Community Safety	2,450	-	235	2,215	128
Corporate Services*	4,288	12,209	260	16,237	458
Total	90,098	28,946	4,965	114,080	5,323

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 21: EMPLOYEE ENTITLEMENTS

Accounting policy

Short-term employee entitlements

Employee benefits that are expected to be settled wholly within twelve months after the end of the year in which the employee provides the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned to, but not yet taken at balance date, and sick leave.

A liability for sick leave is recognised to the extent that absences in the coming year are expected to be greater than the sick leave entitlements earned in the coming year. The amount is calculated based on the unused sick leave entitlement that can be carried forward at balance date; to the extent it will be used by staff to cover those future absences.

A liability and an expense are recognised for bonuses where the Council has a contractual obligation or where there is a past practice that has created a constructive obligation and a reliable estimate of the obligation can be made.

Long-term employee entitlements

Employee benefits that are not expected to be settled wholly before twelve months after the end of the reporting period in which the employee provides the related service, such as long service leave and retirement gratuities, have been calculated on an actuarial basis. The calculations are based on:

- likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information; and
- the present value of the estimated future cash flows.
- Presentation of employee entitlements

Sick leave, annual leave and vested long service leave are classified as a current liability. Non-vested retirement and long service leave expected to be settled within 12 months of balance date are also classified as a current liability. All other employee entitlements are classified as a non-current liability.

Defined contribution superannuation schemes

Obligations for contributions to KiwiSaver are accounted for as defined contribution superannuation schemes and are recognised as an expense in the surplus or deficit when incurred.

Critical accounting estimates and assumptions

Estimating retirement, long service and sick leave obligations

The present value of retirement, long service leave and sick leave obligations depend on a number of factors that are determined on an actuarial basis by Aon Retirement and Investment in accordance with PBE IPSAS 39. Three key assumptions used in calculating this liability include the discount rate, salary escalation rates and resignation rates. Any changes in these assumptions will affect the carrying amount of the liability.

Projected cashflows are discounted back to the valuation date at the valuation discount rates. The discount rates have been chosen in accordance with PBE IPSAS 25 and are the NZ Treasury's published risk-free discount rates at balance date. Expected future payments are discounted using forward discount rates with maturities that match, as closely as possible, the estimated future cash outflows. For sick leave, the average discount rate used in the valuation was 4.77 percent (2023: 4.7 percent). The long service leave valuation also assumes annual salary growth of 3.5 percent p.a. (2023: 3.0 percent) but uses a rising discount rate ranging from 4.25 percent to 5.30 percent over a 10-year period.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 21: EMPLOYEE ENTITLEMENTS (CONTINUED)

Breakdown of employee entitlements

	2024 \$000	2023 \$000
Current portion		
Accrued pay	1,157	1,014
Annual leave	2,449	2,254
Long service leave	118	87
Sick leave	31	19
Total current portion	3,755	3,374
Non-current portion		
Long service leave	456	459
Sick Leave	114	43
Total non-current portion	570	502
Total employee entitlements	4,325	3,875

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 22: PROVISIONS

Accounting policy

A provision is recognised for future expenditure of uncertain amount or timing when:

- there is a present obligation (either legal or constructive) as a result of a past event;
- it is probable that an outflow of future economic benefits will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation and discounted using New Zealand Treasury risk-free rate with terms to maturity that match, as closely as possible, the estimated future cash flows.

Critical accounting estimates and assumptions

Estimating the landfill aftercare costs

The Council engaged an independent engineer to review the calculations set by Council for provisions for the Landfill provision. Peter Askey, Technical Principal Solid Waste of WSP confirmed that Council had ‘taken a reasonable approach to setting the budget allocations’.

The cash outflows for landfill post-closure costs are expected to occur in nine to 30 years’ time (that is, between 2025 and 2054). The long-term nature of the liability means that there are inherent uncertainties in estimating costs that will be incurred. The future cash outflows have been estimated taking into account existing technology and known changes to legal requirements. The gross provision before discounting is \$6.07 million (2023: \$5.15 million).

Discount rates ranging from 4.57 percent to 5.30 percent (2023: 4.62 percent to 5.43 percent) have been used to discount the estimated future cash outflows. These rates have been determined using the Treasury Risk Free Rates.

Breakdown of provisions and further information

	2024 \$000	2023 \$000
Current portion		
Landfill aftercare provision	1,189	757
Weathertightness and other claims provision	56	-
Total current portion	1,245	757
Non-current portion		
Landfill aftercare provision	3,687	2,643
Weathertightness and other claims provision	60	75
Future loss on sale of non-current asset held for sale provision	1,221	1,721
Total non-current portion	4,968	4,439
Total provisions	6,213	5,196

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 22: PROVISIONS (CONTINUED)****Landfill aftercare costs**

The Council's responsibilities include all post-closure costs such as lease costs, leachate monitoring, recapping, track maintenance, bores, fencing, consents, risk assessment, monitoring, maintenance and emergency works.

Weathertightness and other building related claims provision

The Weathertight Homes Resolution Service (WHRS), a central government service established under the Weathertight Homes Resolution Services Act 2006, no longer accepts claims. The Council has no historical claims outstanding with this service. The Council has continued to provide for potential liability in the 2024 financial statements of \$116,000 (2023: \$75,000) based on the expected outcome of known weathertight and other building related claims.

Future loss on sale of non-current asset held for sale provision

A provision has been made to take account of the difference between the current fair value of Property Intended for Sale and the sale price as stated in the Sale and Purchase Agreement in September 2017. See also Note 12: Non Current Assets held for sale.

Other claims

There are no other claims known at 30 June 2024 other than those provided for. Further details on potential liabilities are explained in Note 23: Contingencies.

Movements for each class of provision are as follows:

	LANDFILL AFTERCARE PROVISION \$000	WEATHERTIGHTNESS AND OTHER CLAIMS PROVISION \$000	FUTURE LOSS ON SALE OF NON-CURRENT ASSET HELD FOR SALE \$000	TOTAL \$000
Balance at 1 July 2022	2,184	75	3,525	5,784
Additional provisions	1,523	-	-	(588)
Amounts used	(307)	-	(1,804)	-
Balance at 30 June 2023	3,400	75	1,721	5,196
2023 Movement in provisions	1,216	-	(1,804)	(588)
Balance at 1 July 2023	3,400	75	1,721	5,196
Additional provisions	2,207	41	-	1,748
Amounts used	(731)	-	(500)	(731)
Balance at 30 June 2024	4,876	116	1,221	6,213
2024 Movement in provisions	1,476	41	(500)	1,017

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 23: CONTINGENCIES

Contingent liabilities

The Council has contingent liabilities for indemnity claims, but the only claims that might be estimated are related to weathertightness (see below and Note 22: Provisions) and a provision has been made in the financial statements to anticipate this liability.

Regarding the quantified contingent liabilities, there is one potential liability faced by the Council.

Building Act claims including weathertightness claims

The Building Act 2004 imposes certain obligations and liabilities on local authorities relating to the issue of building consents and inspection of work done. At the date of these financial statements, there are three matters indicating potential liabilities that council are working with building owners and their representatives over. Estimates have been made for a provision. The calculation is based on a forecast percentage estimate of the total claim. There have been detailed conversations concerning a possible settlement for one claim but the other matters cannot be reliably estimated and are therefore unquantifiable.

Local Government Funding Agency

The Council is a guarantor of the New Zealand Local Government Funding Agency Limited (LGFA).

The LGFA was incorporated in December 2011 with the purpose of providing debt funding to local authorities in New Zealand. LGFA has a current credit rating from Standard and Poor's of AAA for local currency and a foreign currency rating of AA+ as at 30 June 2024.

As at 30 June 2024, the Council is one of 30 local authority shareholders and 72 local authority guarantors of the LGFA. The New Zealand Government also has a 20 percent shareholding in the LGFA. When aggregated with the uncalled capital of other shareholders, \$20.0 million is available in the event that an imminent default is identified. Also, together with the other shareholders and guarantors, the Council is a guarantor of all the LGFA's borrowings.

At 30 June 2024, the LGFA had borrowings totalling \$23 billion (2023: \$16.310 billion).

Financial reporting standards require the Council to recognise the guarantee liability at fair value. However, the Council has been unable to determine a sufficiently reliable fair value for the guarantee, and therefore has not recognised a liability.

The Council considers the risk of the LGFA defaulting on repayment of interest or capital to be very low on the basis that:

- it is not aware of any local authority debt default events in New Zealand; and
- local government legislation would enable local authorities to levy a rate to raise sufficient funds to meet any debt obligations if further funds were required.

Engineering report on subdivision

Representatives of the owners of properties within this subdivision have approached the Council because of issues arising around slips and stormwater management in and around the accessway of the subdivision. In an attempt to find a resolution, the Council commissioned a geotechnical engineer to assess the accessway and to determine its state. While no formal legal proceedings have been issued against the Council, it has been notified. Staff have discussed the report conclusions with the Directors representing the owners on the issue. The potential amount of a claim means that a more formal resolution process is required. That may include mediation but only if all parties to the consent agree to attend mediation.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 23: CONTINGENCIES (CONTINUED)****Contingent liabilities (continued)***Resource consent on water bottling plant*

The Supreme Court heard appeals by Te Runanga O Ngati Awa and Sustainable Otakiri, challenging the Court of Appeal decision that led to the granting of resource consents for an expanded water bottling plant in Johnson Road, Otakiri. This was heard from 22 to 24 November 2023, and Council are still awaiting the Courts decision. The Council's legal costs are unlikely to be covered by insurance. The Council may be asked to consider an application for a costs award should the Council be successful in the Supreme Court.

Edgecumbe stop bank breach 2017

In August 2023, a class action claim (Jill Payne and IAG New Zealand Ltd) was raised against the Council, together with the Bay of Plenty Regional Council, related to alleged duty of care in relation to monitoring and maintaining a flood wall located at 54-64 College Road, Edgecumbe. The plaintiff has changed to G Rangiaho however the claim remains the same. The claim has been quantified currently at \$47 million.

New Zealand Mutual Liability Riskpool Scheme

The Council was previously a member of the New Zealand Mutual Liability Riskpool Scheme ('RiskPool'). The scheme was wound down, having provided public liability and professional indemnity insurance for its members until June 2017.

The Council has an ongoing obligation to contribute to the scheme should a call be made by the Riskpool Board in respect of any historical claims (to the extent those claims are not covered by reinsurance) based on the Council's members in a related fund year, and to fund the ongoing operation of the scheme. The likelihood of any call, in respect of historical claims diminishes with each year as limitation periods expire.

However, as a result of the Supreme Court decision on 1 August 2023 in Napier City Council v Local Government Mutual Funds Trustee Limited, Riskpool notified its members on 2 August 2023 that it has a liability in relation to non-weathertight defects (in a mixed claim involving both weathertight and non-weathertight defects). Riskpool has advised that it is working through the implications of the Supreme Court decision. At this point any potential liability regarding this claim, or any other future claims, is unable to be quantified.

Employment disputes

There was one employment dispute at 30 June 2024. This cannot yet be quantified but may result in a payment of approximately \$10,000 (2023: \$10,000).

Contingent assets

There are no known contingent assets at balance date.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 24: EQUITY****Accounting policy**

Equity is the community's interest in the Council and is measured as the difference between total assets and total liabilities. Equity is disaggregated and classified into the following components:

- accumulated funds;
- restricted reserves;
- asset revaluation reserve.

Restricted reserves

Restricted reserves are a component of equity generally representing a particular use to which various parts of equity have been assigned. Reserves may be legally restricted or created by the Council.

Restricted reserves include those subject to specific conditions accepted as binding by the Council and which may not be revised by the Council without reference to the Courts or a third party.

Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met.

Also included in restricted reserves are reserves restricted by the Council decision. The Council may alter them without reference to any third party or the Courts. Transfers to and from these reserves are at the discretion of the Council.

Asset revaluation reserve

This reserve relates to the revaluation of property, plant, and equipment to fair value.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 24: EQUITY (CONTINUED)****Breakdown of equity and further information**

	2024 \$000	2023 \$000
Accumulated funds		
Balance at 1 July	447,519	448,049
Surplus / (deficit) for the year	(5,277)	(8,525)
Other reserve movements	(33)	(85)
Changes in Equity - tax	17	-
Transfers to restricted reserves	(3,096)	(3,023)
Transfers to Council Created Reserves	(31,361)	(20,937)
Transfers from restricted reserves	2,983	2,862
Transfer from Council Created Reserves	31,489	29,180
Total accumulated funds	442,241	447,522
Council created reserves		
Balance at 1 July	2,300	10,543
Transfers from accumulated funds	31,361	20,937
Transfers to accumulated funds	(31,489)	(29,180)
Balance at 30 June	2,172	2,300
Restricted reserves		
Balance at 1 July	15,075	14,913
Transfers to accumulated funds	3,096	3,023
Transfers from accumulated funds	(2,983)	(2,862)
Balance at 30 June	15,188	15,075
Asset revaluation reserve		
Balance at 1 July	728,547	668,703
Revaluation of operational assets	846	(461)
Revaluation of museum	-	4,505
Revaluation of restricted assets	1,527	6,749
Revaluation of roading	16,271	14,608
Revaluation of water	(2,792)	12,975
Revaluation of sewerage	(1,685)	12,569
Revaluation of land drainage	(1,720)	12,871
Revaluation of other infrastructural assets	(128)	(4,836)
Deferred tax	-	865
Balance at 30 June	740,866	728,546

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 24: EQUITY (CONTINUED)

Operating reserves

Information about operating reserves funds provided for within accumulated funds held for a general or specific purpose is provided below:

Description	Activity group	Balance at 1.7.22 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.23 / 1.7.23 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.24 \$000
General operating reserves								
General Rates and Revenues	General Council	(2,050)	5,681	(5,067)	(1,436)	7,601	(9,460)	(3,294)
Fixed Assets	General Council	2,371	130	-	2,501	-	-	2,501
Roading Rate	Transport Connections	1,539	70	(967)	642	1,917	(532)	2,027
Parking Enforcement	Transport Connections	25	-	(85)	(60)	-	(119)	(180)
District Growth Rate Reserve	District Growth	307	25	(204)	128	122	(98)	152
Water Supply – Equalised schemes	Equalised Water Supply	1,134	733	(1,166)	701	1,178	(1,094)	785
Water Supply- Murupara	Murupara Water Supply	104	4	(37)	71	46	(43)	74
Water Supply- Plains	Plains Water Supply	(574)	136	(499)	(937)	2,180	(1,268)	(25)
Wastewater – Equalised schemes	Equalised Sewage Treatment and Disposal	(720)	1,685	(1,106)	(141)	1,993	(1,262)	590
Wastewater- Murupara	Murupara Sewage Treatment and Disposal	(23)	14	(1)	(10)	200	(2)	188
Wastewater- Matatā	Matatā Sewage Treatment and Disposal	(93)	-	(105)	(198)	93	(10)	(115)
Stormwater- Whakatāne	Stormwater	(10)	26	(311)	(295)	1,031	(9)	727
Stormwater – Ōhope	Stormwater	214	9	(86)	137	11	(2)	146
Stormwater- Edgecumbe	Stormwater	22	23	-	45	82	(1)	126
Stormwater- Matatā	Stormwater	-	-	(108)	(108)	-	(7)	(115)
Stormwater- Murupara	Stormwater	3	1	-	3	1	(1)	3
Stormwater- Tāneatua	Stormwater	(9)	1	-	(9)	-	(1)	(10)
Stormwater- Te Teko	Stormwater	1	-	(1)	-	1	(1)	-
Stormwater- Te Mahoe	Stormwater	4	-	(6)	(2)	-	-	(2)
Refuse Collection Rate	Waste Management and Minimisation	6	18	(258)	(234)	43	(462)	(654)
Dog Control	Community Safety	(94)	-	(195)	(289)	-	(423)	(711)
Pensioner Housing	Community Experience	617	32	-	649	34	-	682
Total General Operating Reserves		2,772	8,587	(10,202)	1,156	16,532	(14,793)	2,896

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 24: EQUITY (CONTINUED)

Operating reserves (continued)

Information about operating reserves funds provided for within accumulated funds held for a general or specific purpose is provided below:

Description	Activity group	Balance at 1.7.22 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.23 / 1.7.23 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.24 \$000
Renewal / depreciation operating reserves								
Strategic and Investment Properties	Strategy and Futures	3	-	-	3	-	-	3
Roading	Transportation Connections	1,654	730	(2,221)	162	1,911	(2,776)	(703)
Water Supply – Equalised schemes	Water Supply	(1,531)	1,389	(765)	(906)	1,443	(2,340)	(1,803)
Water Supply- Murupara	Water Supply	254	68	(3)	319	94	(362)	52
Water Supply - Plains	Water Supply	(512)	130	(365)	(747)	246	(188)	(689)
Wastewater - Equalised schemes	Sewage Treatment and Disposal	4,222	641	(895)	3,968	1,773	(1,872)	3,869
Wastewater- Matatā	Sewage Treatment and Disposal	59	64	-	123	6	-	130
Wastewater- Murupara	Sewage Treatment and Disposal	626	200	-	825	204	(435)	594
Stormwater- Edgecumbe	Stormwater	30	49	-	78	53	-	131
Stormwater- Matatā	Stormwater	36	16	-	52	17	-	69
Stormwater- Murupara	Stormwater	146	47	-	193	50	-	243
Stormwater- Ōhope	Stormwater	(66)	51	(24)	(38)	53	(1)	14
Stormwater- Tāneatua	Stormwater	32	12	(30)	14	12	-	26
Stormwater- Te Mahoe	Stormwater	26	6	-	32	7	-	39
Stormwater- Te Teko	Stormwater	10	4	-	13	4	-	17
Stormwater- Whakatāne	Stormwater	(892)	356	(2,688)	(3,225)	532	(1,819)	(4,512)
Refuse Disposal	Waste Management and Minimisation	95	40	(79)	56	38	(97)	(3)
Parks Reserves and Gardens	Community Experience	434	138	(556)	16	659	(490)	185
Recreation	Community Experience	169	12	-	181	10	-	191
Cemeteries	Community Experience	228	18	(43)	203	122	(12)	314
Aquatic Centres	Community Experience	190	207	(494)	(97)	255	(474)	(316)
Libraries and Galleries	Community Experience	108	21	(113)	16	120	(134)	2

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 24: EQUITY (CONTINUED)

Operating reserves (continued)

Information about operating reserves funds provided for within accumulated funds held for a general or specific purpose is provided below:

Description	Activity group	Balance at 1.7.22 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.23 / 1.7.23 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.24 \$000
Renewal / depreciation operating reserves (continued)								
Museums and Archives	Community Experience	163	11	(2)	172	9	-	181
Halls	Community Experience	(39)	189	(103)	47	398	(341)	104
Public Conveniences	Community Experience	64	91	(143)	13	92	(64)	41
Ports and Harbours	Community Experience	(479)	249	(200)	(430)	227	(420)	(623)
Pensioner Housing	Community Experience	426	22	-	448	23	-	471
Holiday Park	Community Experience	15	44	(49)	9	44	(96)	(42)
Dog Control	Community Safety	(4)	-	-	(4)	-	-	(4)
Corporate Property	Corporate Services	1,003	(672)	-	331	392	(261)	463
Information Management	Corporate Services	1,832	78	(1,862)	48	861	(1,148)	(239)
Vehicle and Plant Reserve	Corporate Services	688	55	(182)	561	568	(207)	922
Airport Whakatāne	General Council	(541)	107	(37)	(471)	111	(23)	(383)
Total Renewal/Depreciation Reserves		8,449	4,371	(10,854)	1,966	10,336	(13,558)	(1,256)
Other Operating Reserves								
Community Board- Whakatāne-Ōhope	Leadership and Community	59	47	-	107	5	(14)	98
Community Board- Rangitāiki	Leadership and Community	50	3	(2)	50	7	-	58
Community Board- Tāneatua	Leadership and Community	17	6	-	23	1	(1)	23
Community Board- Murupara	Leadership and Community	24	1	(1)	25	1	(2)	24
Iwi Liaison Community Projects	Leadership and Community	8	-	-	9	-	-	9
Roading Storm Damage Reserve	Transport Connections	475	202	(231)	446	214	(424)	236
Te Mahoe Water- special	Water Supply	24	1	-	25	1	-	26
Waste Minimisation Reserve	Waste Minimisation	232	441	(198)	475	638	(127)	987

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 24: EQUITY (CONTINUED)

Operating reserves (continued)

Information about operating reserves funds provided for within accumulated funds held for a general or specific purpose is provided below:

Description	Activity group	Balance at 1.7.22 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.23 / 1.7.23 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.24 \$000
Other operating reserves (continued)								
Disaster Mitigation	Stormwater	(108)	140	(46)	(14)	57	(67)	(25)
Car Parks Development	Community Experience	17	1	-	18	1	-	19
Museum Collections	Community Experience	1	-	-	1	-	-	1
Galatea Reserve Development	Community Experience	2	-	-	2	-	-	2
Disabled Facilities	Community Experience	1	-	-	1	-	-	1
Whakatāne Holiday Park	Community Experience	(965)	-	(298)	(1,264)	460	(471)	(1,275)
Leaky Homes Reserve	Community Safety	179	168	(25)	322	177	-	499
Whakaari 2019 Eruption	Community Safety	(218)	-	(11)	(229)	-	(12)	(241)
General Disaster Reserve	General Council	213	11	-	224	12	-	235
Asset Divestment	General Council	798	41	(13)	826	42	(40)	828
Sale of Bennett Block	General Council	(113)	-	(6)	(119)	-	(6)	(125)
Parks and Reserves Financial Contributions	Parks and Reserves	153	88	-	241	13	-	253
Airport Whakatāne	General Council	(1,525)	-	(463)	(1,988)	1,357	(469)	(1,100)
Total Other Operating Reserves		(676)	1,151	(1,295)	(820)	2,987	(1,633)	534
Total Council Created Operating Reserves		10,543	14,109	(22,351)	2,301	29,855	(29,984)	2,171

Purpose of each operating reserve fund

General operating reserves - These are set aside by the Council to fund short-term operational matters, such as some loan repayments, or to hold short-term surpluses arising from operations.

Renewal / depreciation operating reserves - These are set aside by the Council to fund short- to medium-term timing variations in the future capital expenditure associated renewal of assets from Council activities, such as water, wastewater, stormwater, roads and footpath, facilities, property plant and equipment.

Other operating reserves - These are set aside by the Council to fund specific future or potential operating activities of the Council associated with the nature of the reserve.

If not required, the Council can elect to transfer these to other operating reserves or transferred to unreserved accumulated funds.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 24: EQUITY (CONTINUED)

Restricted reserves

Information about restricted reserves is provided below:

Description	Activity group	Balance at 1.7.22 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.23 / 1.7.23 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.24 \$000
Development contributions								
Roading	Transportation Connections	691	56	(83)	664	62	(10)	716
Water Supply- Edgecumbe	Water Supply	9	-	-	9	-	-	10
Water Supply- Matatā	Water Supply	81	4	-	85	4	-	89
Water Supply- Ōhope	Water Supply	135	15	-	150	12	-	162
Water Supply- Plains	Water Supply	(65)	-	(3)	(68)	-	(4)	(72)
Water Supply- Whakatāne	Water Supply	(192)	3	(14)	(203)	9	(35)	(228)
Wastewater- Coastlands	Sewage Treatment and Disposal	(397)	-	(305)	(702)	-	(74)	(776)
Wastewater- Edgecumbe	Sewage Treatment and Disposal	(4)	-	-	(4)	-	-	(4)
Wastewater- Ōhope	Sewage Treatment and Disposal	292	16	-	308	17	-	325
Wastewater- Whakatāne	Sewage Treatment and Disposal	(2,185)	18	(113)	(2,280)	8	(119)	(2,391)
Stormwater- Matatā	Stormwater	1	-	-	1	-	-	1
Stormwater- Ōhope	Stormwater	140	7	-	147	8	-	155
Stormwater- Whakatāne	Stormwater	116	12	(18)	109	10	(87)	32
Solid Waste	Waste Management and Minimisation	342	17	(13)	346	18	-	364
Parks, Gardens and Reserves	Community Experience	118	8	(2)	124	8	(2)	131
Whakatāne Carparks	Community Safety	(10)	-	-	(10)	-	(1)	(11)
Community Infrastructure	General Council	500	50	(7)	543	70	(5)	607
Total Development Contribution Restricted Reserves		(428)	207	(559)	(781)	227	(336)	(889)

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 24: EQUITY (CONTINUED)

Restricted reserves

Information about restricted reserves is provided below:

Description	Activity group	Balance at 1.7.22 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.23 / 1.7.23 \$000	Transfers into funds \$000	Transfer out of funds \$000	Balance at 30.6.24 \$000
Other restricted reserves								
Harbour Land Sales Fund	Community Experience	13,559	707	-	14,266	744	-	15,010
Harbour Capital Fund	Community Experience	1,589	2,099	(2,302)	1,386	2,115	(2,647)	854
Capital Contributions Roding	Transportation Connections	69	4	-	72	4	-	76
Total other restricted reserves		124	6	-	130	7	-	137
Total Other Restricted Reserves		15,341	2,816	(2,302)	15,855	2,869	(2,647)	16,076
Total Restricted Equity Reserves		14,913	3,023	(2,861)	15,074	3,096	(2,983)	15,187

Restricted reserves

Development contribution reserves- These include development and financial contributions levied by Whakatāne District Council for capital works and are intended to contribute to the growth-related capital expenditure in the infrastructural asset activities of Roads, Water Supply, Wastewater Management, Stormwater Drainage, Waste Management and Disposal, Parks and Reserves, Facilities, Carparks and Subdivisions within communities.

Other restricted reserves- These are funds subject to specific conditions accepted as binding by Whakatāne District Council, such as bequests or operations in trust under specific Acts, and which may not be revised by the Council without reference to the Courts or third party. Harbour reserves within this group are recorded to give effect to clause 21 of the 1976 Order in Council for the Union of Whakatāne County and Whakatāne Borough and dissolution of Whakatāne Harbour Board.

Capital management

The Council's capital is its equity (or ratepayers' funds), which comprise accumulated funds and reserves. Equity is represented by net assets.

The LGA requires the Council to manage its revenues, expenses, assets, liabilities, investments and general financial dealings prudently and in a manner that promotes the current and future interests of the community. Ratepayers' funds are largely managed as a by-product of managing revenues, expenses, assets, liabilities, investments and general financial dealings.

The objective of managing these items is to achieve intergenerational equity, which is a principle promoted in the LGA and applied by the Council. Intergenerational equity requires today's ratepayers to meet the costs of utilising the Council's assets and not expecting them to meet the full cost of long-term assets that will benefit ratepayers in future generations. Additionally, the Council has in place asset management plans for major classes of assets detailing renewal and maintenance programmes, to ensure that ratepayers in future generations are not required to meet the costs of deferred renewals and maintenance.

The LGA requires the Council to make adequate and effective provision in its Long Term Plan (LTP) and in its Annual Plan (where applicable) to meet the expenditure needs identified in those plans. The LGA also sets out the factors that the Council is required to consider when determining the most appropriate sources of funding for each of its activities. The sources and levels of funding are set out in the funding and financial policies in the Council's Long Term Plan.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 25: RELATED PARTY TRANSACTIONS

Related parties include subsidiaries, limited partnerships, joint ventures, key management personnel, elected representatives of the Council, their close family members, and entities controlled by them. Close family members include spouses or domestic partners, children and dependents.

Apart from the disclosures provided below, no disclosures have been made with related parties for transactions that are:

- within a normal supplier or client/recipient relationship; and
- on terms and conditions no more or less favourable than those that it is reasonable to expect the Council would have adopted in dealing with the party at arm's length in the same circumstances.

Further, no disclosure has been made for transactions with entities within the Council group (such as funding and financing flows), where the transactions are consistent with the normal operating relationships between the entities and are on normal terms and conditions for such group transactions.

No provision has been required, nor any expense recognised, for impairment of receivables, for any loans or other receivables to related parties (2023: nil).

Related party transactions required to be disclosed

Bay of Plenty Local Authority Shared Services Limited

The Council has a one-ninth share in BOPLASS Limited. BOPLASS Limited was established to foster collaboration between councils in the delivery of services particularly back office or support services. Whakatāne District Council's Chief Executive, Stephanie O'Sullivan was appointed as a director and Shareholder Representative of BOPLASS Limited during the 2019 financial year. During the year, the Council contracted BOPLASS Limited for services costing \$177,881.87 (2023: \$139,907.70).

Whakatāne Airport

Council has a 50:50 joint equity venture with the Ministry of Transport (Air Transport Division) in the Whakatāne Airport and both entities are considered to be related parties. Administrative and maintenance transactions totalling \$62,669 (2023: \$56,584) were carried out with the Joint Venture. Funds held by Council on behalf of the Airport total \$2,734,237 deficit (2023: \$2,397,759 deficit).

Key management personnel compensation

	2024	2023
Councillors, including the Mayor		
Number of elected officials	11	11
Remuneration	722,416	670,522
Senior management team, including the Chief Executive		
Full-time equivalent members	8	8
Remuneration	2,006,711	1,925,819
Total full-time equivalent personnel	19	19
Total key management personnel remuneration	2,729,127	2,596,341

Due to the difficulty in determining the full-time equivalent for Councillors, the full-time equivalent figure is taken as the number of Councillors. Total remuneration includes the value of any non-financial benefits. An analysis of Councillor remuneration and further information on Chief Executive remuneration is provided in Note 4.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 26: EVENTS AFTER BALANCE DATE

On 17 December 2024 Parliament read the Local Government (Water Services) Bill (Bill 3) for the first time, marking the third instalment of the Coalition Government's 'Local Water Done Well' reforms which will establish a new regulatory framework for water services delivery. It has now been referred to the Finance and Expenditure Select Committee, with submissions closing on 23 February 2025.

The first stage, the Water Services Acts Repeal Act 2024, repealed Labour's previous 'Affordable Water' legislation, while the second stage, the Local Government (Water Services Preliminary Arrangements) Act, established preliminary arrangements for local government water services delivery. The statutory purpose of Bill 3 is to "establish a framework for local government to provide water services in a flexible, cost-effective, financially sustainable, and accountable manner", by providing a range of structural and financing tools, and by implementing a new economic regulation regime for water services providers.

Bill 3 informs the development of water services delivery plans (a one-off requirement to be submitted within 12 months of the enactment of the Preliminary Arrangements Act, i.e. by September 2025), and the regulatory settings in which future water services providers will operate.

Bill 3 provides for, among other things:

- Arrangements for the new water services delivery system
- A new economic regulation and consumer protection regime for water services
- Changes to the water quality regulatory framework and the water services regulator, and
- Singular environmental performance standards and infrastructure design solutions which could substantially streamline consenting processes for wastewater and stormwater infrastructure.

The full impact on council of the new legislation is yet to be determined but confirms at the three water services will remain in the hands of local government.

(2023: Water Services Reform)

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 27A: FINANCIAL INSTRUMENTS**

The Council adopted PBE IPSAS 41 from 1 July 2022.

PBE IPSAS 41 requires debt instruments to be subsequently measured at fair value through other comprehensive revenue and expense (FVTSD), amortised cost, or fair value through surplus or deficit (FVTOCRE). This classification is based on the business model for managing the debt instruments, and whether the payments are for solely payments of principal or interest on the principal amount outstanding.

The Council assessed the business model for its classes of financial assets at the date of initial application.

Debt instruments are held mainly to collect.

The Council's debt instruments are solely comprised of contractual cash flows solely for payments of principal and interest, in line with basic lending arrangements. This assessment was based on the facts and circumstances as at the initial recognition of the assets.

PBE IPSAS 41 requires equity instruments to be classified at FVTSD. However, it permits entities to make an irrevocable election on transition to PBE IPSAS 41 to subsequently measure at FVTOCRE if the shares are not held for trading.

The Council has elected to subsequently measure all its shares at FVTOCRE.

NOTE 27B: FINANCIAL INSTRUMENT CATEGORIES

	2024 \$000	2023 \$000
FINANCIAL ASSETS		
Fair value through surplus or deficit		
<i>Financial instruments</i>		
Derivative financial assets	1,686	2,298
<i>Loans and receivables at amortised cost</i>		
Cash and cash equivalents	17,623	3,815
Receivables	7,180	6,800
Total at amortised cost	26,490	12,913
Fair value through other comprehensive revenue and expense		
<i>Other financial assets</i>		
Unlisted shares	59	59
NZ Local Government Funding Agency	3,473	2,532
Investment in joint ventures and limited partnerships	12,433	12,316
Term loan- Air Chathams Ltd	350	350
Total at FVTOCRE	16,315	15,256
FINANCIAL LIABILITIES		
Fair value through surplus or deficit		
<i>Financial Instruments</i>		
Derivative financial liabilities	-	-
Total at FVTSD	-	-
<i>Other financial liabilities at amortised cost</i>		
Payables	14,783	13,701
Borrowings- secured loans	153,500	115,800
Total at amortised cost	168,283	129,501

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 27C: FAIR VALUE HIERARCHY

For those instruments recognised at fair value in the statement of financial position, fair values are determined according to the following hierarchy:

- Level 1 – Quoted market price – Financial instruments with quoted prices for identical instruments in active markets.
- Level 2 – Valuation technique using observable inputs – Financial instruments with quoted prices for similar instruments in active markets or quoted prices for identical or similar instruments in inactive markets and financial instruments valued using models where all significant inputs are observable.
- Level 3 – Valuation techniques with significant non-observable inputs – Financial instruments valued using models where one or more significant inputs are not observable.

The following table analyses the basis of the valuation of classes of financial instruments measured at fair value in the statement of financial position:

	LEVEL	2024 \$000	2023 \$000
FINANCIAL ASSETS			
Derivative financial assets	2	1,686	2,298
Local authority stock	2	9	9
Unlisted shares	2	150	150
Borrower notes	2	3,473	2,433
Term loan - Air Chathams Ltd	2	350	350
FINANCIAL LIABILITIES			
Derivative financial liabilities	2	-	-

There were no transfers between the different levels of the fair value hierarchy.

NOTE 27D: FINANCIAL INSTRUMENT RISKS

The Council's activities expose it to a variety of financial instrument risks, including market risk, credit risk and liquidity risk. The Council has a series of policies to manage the risks associated with financial instruments and seeks to minimise exposure from its treasury activities. The Council has established the Council-approved Liability Management and Investment policies. These policies do not allow any transactions that are speculative in nature to be entered into.

Market risk

Price risk

Price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate as a result of changes in market prices. Equity securities price risk arises on listed share investments, which are classified as financial assets held at fair value through other comprehensive revenue and expense. This price risk arises due to market movements in listed shares. The price risk is managed by diversification of the Council's investment portfolio in accordance with the limits set out in the Council's Treasury Management Policy.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in foreign exchange rates.

The Council is exposed to currency risk on imported capital expenditure, operational expensed items and services transactions denominated in foreign currencies. As a result of these activities, exposure to currency risk arises.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 27D: FINANCIAL INSTRUMENT RISKS (CONTINUED)

Fair value interest rate risk

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. Borrowings and investments issued at fixed rates of interest expose the Council to fair value interest rate risk. The Council’s Treasury Management Policy is to maintain approximately 50-90 percent of its borrowings in fixed rate instruments. Fixed to floating interest rate swaps are entered into to hedge the fair value interest rate risk arising where the Council has borrowed at fixed rates in excess of the target above.

Cash flow interest rate risk

Cash flow interest rate risk is the risk that the cash flows from a financial instrument will fluctuate because of changes in market interest rates. Borrowings and investments issued at variable interest rates expose the Council to cash flow interest rate risk.

Generally, the Council raises long-term borrowings at floating rates and swaps them into fixed rates using interest rate swaps to manage the cash flow interest rate risk. Such interest rate swaps have the economic effect of converting borrowings at floating rates into fixed rates that are generally lower than those available if the Council borrowed at fixed rates directly. Under the interest rate swaps, the Council agrees with other parties to exchange, at specified intervals, the difference between fixed contract rates and floating-rate interest amounts calculated by reference to the agreed notional principal amounts.

Credit risk

Credit risk is the risk that a third party will default on its obligation to the Council, causing it to incur a loss. Due to the timing of its cash inflows and outflows, surplus cash is invested into term deposits and listed bonds, which gives rise to credit risk. The Council also provides financial guarantees to LGFA, which gives rise to credit risk.

Receivables arise mainly from the Council’s statutory functions. There are no procedures in place to monitor or report the credit quality of receivables. The Council has no significant concentrations of credit risk in relation to receivables as it has a large number of credit customers, mainly ratepayers, and the Council has powers under the Local Government (Rating) Act 2002 to recover outstanding rates from ratepayers.

The Council’s Treasury Management Policy limits the amount of credit exposure to any one financial institution or organisation. Investments in other Local Authorities are secured by charges over rates. Other than other local authorities, the Council invests funds only with entities that have a Standard and Poor’s credit rating of A- or above for long-term investments.

The Council holds no collateral or credit enhancements for financial instruments that give rise to credit risk.

Maximum exposure to credit risk

The Council’s maximum credit risk exposure for each class of financial instrument is as follows:

	2024 \$000	2023 \$000
Cash at bank and term deposits	17,623	3,815
Trade and other receivables	7,180	6,800
Local authority and government stock	3,373	2,433
Investment in joint ventures and associates	6,576	6,641
Term loan- Air Chathams Ltd	350	350
Derivatives	1,686	2,298
Total credit risk	36,788	22,337

The Council is exposed to credit risk as a guarantor of all the LGFA’s borrowing. Information about this exposure is explained in Note 23: Contingencies.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 27D: FINANCIAL INSTRUMENT RISKS (CONTINUED)

Credit risk exposure by credit risk rating grades, excluding receivables

The gross carrying amount of financial assets, excluding receivables, by reference to Standard and Poor’s credit ratings are provided below.

The credit quality of financial assets that are neither past due nor impaired can be assessed by reference to Standard and Poor’s credit ratings (if available) or to historical information about counterparty default rates:

	RATING	2024 \$000	2023 \$000
COUNTERPARTIES WITH CREDIT RATINGS			
Cash at bank and term deposits	AA-	17,623	3,815
NZ Local Government Funding Agency	AAA	3,473	2,532
COUNTERPARTIES WITHOUT CREDIT RATINGS			
Civic Financial Services Ltd		50	50
Bay of Plenty Local Authority Shared Services Limited		9	9
Investment in joint ventures and limited partnerships			
Whakatāne Airport joint venture		6,576	6,641
Boat Harbour Te Rāhui Herenga Waka special partnership		5,857	4,074
Air Chathams Ltd		350	350

Liquidity risk

Management of liquidity risk

Liquidity risk is the risk that the Council will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities, and the ability to close out market positions. The Council aims to maintain flexibility in funding by keeping committed credit lines available.

The Council manages its borrowings in accordance with its funding and financial policies, which include a Treasury Management Policy. As part of meeting its liquidity requirements, the Council maintains a target level of investments that must mature within the next 12 months and other corridors or maturity. The Council manages its borrowings in accordance with its funding and financial policies, which include a Treasury Management Policy.

The Council has a maximum amount that can be drawn down against its overdraft facility of \$20 million (2023: \$15 million). There are no restrictions on the use of this facility.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 27D: FINANCIAL INSTRUMENT RISKS (CONTINUED)***Contractual maturity analysis of financial liabilities*

The table below analyses the Council's financial liabilities into relevant maturity groupings based on the remaining period at balance date to the contractual maturity date. Future interest payments on floating rate debt are based on the floating rate on the instrument at balance date. The amounts disclosed are the contractual undiscounted cash flows and include interest payments.

	LIABILITY CARRYING AMOUNT	CONTRACTUAL CASH FLOWS	LESS THAN 1 YEAR	1-2 YEARS	2-5 YEARS	MORE THAN 5 YEARS
	\$000	\$000	\$000	\$000	\$000	\$000
2024						
Trade and other payables	14,783	14,783	14,783	-	-	-
Secured loans	153,500	153,500	22,000	32,000	99,500	-
Derivative liabilities	-	-	-	-	-	-
Total	168,283	168,283	36,783	32,000	99,500	-
2023						
Trade and other payables	13,701	13,701	13,701	-	-	-
Secured loans	115,800	115,800	12,300	16,000	71,500	16,000
Derivative liabilities	-	-	-	-	-	-
Total	129,501	129,501	26,001	16,000	71,500	16,000

The Council is exposed to liquidity risk as a guarantor of the LGFA's borrowings. This guarantee becomes callable in the event the LGFA fails to pay its borrowings when they fall due. Information about this exposure is explained in Note 24: Contingencies.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 27D: FINANCIAL INSTRUMENT RISKS (CONTINUED)***Contractual maturity analysis of financial assets*

The table below analyses the Council's financial assets into relevant maturity groupings based on the remaining period at balance date to the contractual maturity date. The amounts disclosed are the contractual undiscounted cash flows and include interest receipts.

	LIABILITY CARRYING AMOUNT	CONTRACTUAL CASH FLOWS	LESS THAN 1 YEAR	1-2 YEARS	2-5 YEARS	MORE THAN 5 YEARS
	\$000	\$000	\$000	\$000	\$000	\$000
2024						
Cash and cash equivalents	17,623	17,623	17,623	-	-	-
Receivables	7,180	7,180	7,180	-	-	-
Other financial assets:						
Local authority and government stock	3,373	3,373	328	728	2,317	-
Loan to Air Chathams Ltd	350	350	350	-	-	-
Derivative assets	1,687	1,687	35	15	886	750
Total	30,212	30,212	25,516	743	3,203	750
2023						
Cash and cash equivalents	3,815	3,815	3,815	-	-	-
Receivables	6,800	6,800	6,800	-	-	-
Other financial assets:						
Local authority and government stock	2,432	2,432	160	328	1,590	355
Loan to Air Chathams Ltd	350	350	-	350	-	-
Derivative assets	2,297	2,297	134	93	1,162	908
Total	15,694	15,694	10,909	771	2,752	1,263

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**NOTE 27D: FINANCIAL INSTRUMENT RISKS (CONTINUED)****Sensitivity analysis**

The tables below illustrate the potential effect on the surplus or deficit and equity (excluding accumulated funds) for reasonably possible market movements, with all other variables held constant, based on the Council financial instrument market risk exposures at balance date.

	-100BPS SURPLUS \$000	-100BPS OTHER EQUITY \$000	+100BPS SURPLUS \$000	+100BPS OTHER EQUITY \$000
2024				
Financial assets:				
Cash and cash equivalents	(176)	-	176	-
Derivative assets – interest rate swaps	-	-	-	-
Other financial assets:				
Local authority and government stock	(35)	-	35	-
Financial liabilities:				
Derivative liabilities – interest rate swaps	(1,747)	-	4,885	-
Borrowings:				
Bank overdraft	-	-	-	-
Debt	1,535	-	(1,535)	-
Total	(423)	-	3,561	-
2023				
Financial assets:				
Cash and cash equivalents	(38)	-	38	-
Derivative assets – interest rate swaps	-	-	-	-
Other financial assets:				
Local authority and government stock	(26)	-	26	-
Financial liabilities:				
Derivative liabilities – interest rate swaps	3,570	-	7,112	-
Borrowings:				
Bank overdraft	-	-	-	-
Debt	1,158	-	(1,158)	-
Total	4,664	-	6,018	-

Explanation of interest rate risk sensitivity

The interest rate sensitivity is based on a reasonable possible movement in interest rates, with all other variables held constant, measured as a basis points (bps) movement. For example, a decrease in 100 bps is equivalent to a decrease in interest rates of 1.0 percent.

The sensitivity for derivatives (interest rate swaps) has been calculated using a derivative valuation model based on a parallel shift in interest rates of -100bps/+100bps (2023: -100bps/+100bps).

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



NOTE 27D: FINANCIAL INSTRUMENT RISKS (CONTINUED)

Sensitivity analysis (continued)

Explanation of derivatives sensitivity

The sensitivity for derivatives (interest rate swaps) has been calculated using a derivative valuation model based on a parallel shift in interest rates of -100bps/+100bps (2023:-100bps/+100bps). Derivative financial liabilities not hedge - accounted include interest rate swaps with a fair value totalling \$1,687,000 (2023: \$2,297,000).

A movement in interest rates of plus or minus 1 percent has an effect on the swap value of \$1,747,000 (2023: \$3,570,000) and \$4,885,000 (2023: \$7,112,000).

Explanation of local authority and government stock sensitivity

A total of \$59,000 (2023: \$59,000) of investments in local authority stock are classified at fair value through equity. A movement in interest rates of plus or minus 1.0 percent has an effect of \$590 (2023: \$590) on the fair value through equity reserve.

Explanation of floating secured loans sensitivity

The Council has floating rate debt with a principal amount totalling \$116.5 million (2023: \$69 million). A movement in interest rates of plus or minus 1.0 percent has an effect on interest expense of \$1,165,000 (2023: \$690,000). A movement in market interest rates on fixed rate debt does not have any impact because secured loans are accounted for at amortised cost using the effective interest method.

Explanation of creditors and other payables sensitivity

Trade payables do not include any foreign currency denominated payables in relation to plant and equipment purchases. Therefore, there is no currency price risk and no movement under sensitivity analysis.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)

NOTE 28: EXPLANATIONS OF MAJOR VARIANCES AGAINST BUDGET

Explanations for major variations from the Council's budget figures in its 2023/24 Annual Plan are as follows:

Statement of comprehensive revenue and expense

The deficit before tax of \$5.26 million is \$12.6 million less than the budgeted surplus of \$7.3 million set in the 2024 Annual Plan.

The variance is attributable to the following factors:

Revenue (\$11.5 million 10.2 percent lower than budget)

- Subsidies and Grants were under budget by \$5.6 million due to delays
- Gains were under budget by \$4.8 million predominantly due investment property values declining and some investment properties being moved into operational.

Expenditure (within budget by 1.18 percent)

- Depreciation was under budget by \$1.5 million. This is mainly due to incomplete capital projects
- Revaluation losses were \$1 million over budget. The losses were due to revaluation loss on investment properties, properties intended for sale and derivatives losses
- Personnel costs were \$0.7 million above budget
- Finance costs finished at \$0.5 million below budget.

Statement of changes in Net Assets and Equity

The Council's equity has been adjusted by the current year total comprehensive revenue and expense, a surplus of \$7 million, which is the combination of the deficit after tax of \$5.3 million and a net gain on revaluation of \$12.3 million. The remaining movements are a result of movements in restricted reserves and council created reserves.

Statement of financial position

The Net Assets variance to budget was 8.7 percent (\$114 million) less than budgeted.

Total Assets (\$133 million 8.7 percent lower than budget)

- Operational, Infrastructural and Restricted Assets were \$112 million below budget. This was mainly due to having to carry forward work on some capital projects.
- Work in progress was \$17.6 million below budget showing that more projects were capitalised than originally anticipated.

- Cash and cash equivalents were \$13 million above budget due to a loan being uplifted close to balance date
- Investments in CCOs was under budget by \$5 million due to the harbour project milestones not being achieved as timely as anticipated.
- Investment property as \$6 million below budget due to some properties being transferred to operational assets and a drop in valuation for 2024.

Total Liabilities (\$18.2 million 9 percent less than budget)

- Loans were \$26.3 million less than budget due to incomplete capital works
- Employee entitlements were \$2.8 million higher than originally forecast due to an 18% increase in valuation and wage movements
- Provisions were \$3.7 million higher than budgeted as a result of landfill provision increasing and future loss on sale of investment property increasing
- Payables and deferred revenue was above budget by \$1.6 million (8.4 percent). This is mainly about the timing of receiving invoices.

Statement of cashflows

- Cash held at year end was \$12.8 million more than the budget of \$4.8 million
- The net Increase / Decrease cashflows was \$14 million above budget.

Net cashflows from operating activities were \$12 million less than budget, spending more (\$4.4 million) and receiving less income (\$7.7 million). This is mainly reflected in:

- Fees and charges and other revenue was over budget by \$4 million
- Subsidies and grants received were below budget by \$9.4 million due to some delays in grants
- Payments to suppliers and employees exceeded budget by \$4 million due to rising costs

Net cashflows from investing activities paid \$42 million less than budget with capital expenditure budgeted at \$87 million but actual expenditure only reaching \$45 million.

Financing activities were underspent by \$15.8 million due to planned capital expenditure being delayed.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**OTHER INFORMATION***Community board remuneration*

	2024				2023			
	SALARIES	HEARINGS	ALLOW AND EXP REIMB.	VEHICLE	SALARIES	HEARINGS	ALLOW AND EXP REIMB.	VEHICLE
COMMUNITY BOARD MEMBERS								
Murupara								
Bannan, Kenneth	2,896	-	1,013	-	4,110	-	1,307	-
Barnett, Tina	207	-	39	-	2,928	-	570	-
Edmonds, Memory	3,408	-	718	-	-	-	-	-
Goldsmith, James	713	-	133	-	2,928	-	570	-
Hynes, Ormond	-	-	-	-	1,182	-	230	-
Jenner, Memorie	-	-	-	-	1,182	-	230	-
Jones, Sheena	3,408	-	807	-	-	-	-	-
McLean, Mere (C)	8,549	-	1,013	-	5,360	-	570	-
O'Brien, April	-	-	-	-	1,182	-	230	-
Prentice, Irma	4,275	-	800	-	2,928	-	570	-
Rangiaho, Bella (Ngapera)	-	-	-	-	1,182	-	230	-
Silcock, Alison	4,275	-	1,406	-	1,517	-	295	-
Te Amo, Jackie	135	-	-	-	2,229	-	230	-
Rangitāiki								
Bourk, Graeme	-	-	-	-	1,533	-	275	-
Brown, Heemi	5,545	-	800	-	3,798	-	570	-
Byrne, Kris	-	-	-	-	3,067	-	275	-
Clark, Alison	-	-	-	-	1,533	-	230	-
Falwasser, Peter	5,545	-	800	-	3,798	-	570	-
Flowerday, Peter	5,545	-	977	-	3,798	-	646	-
Gardiner, Ross	5,545	-	972	-	3,798	-	728	-
Harvey, Evan	-	-	-	-	1,533	-	275	-
McIndoe, Clive	5,545	-	800	-	3,798	-	570	-
Ngaropo, Pouroto	-	-	-	-	1,533	-	230	-
Waaka, Leeann (C)	11,089	-	800	-	8,456	-	845	-
Tāneatua								
Boynton, Toni	-	-	-	-	1,182	-	230	-
Bryant, Talei	4,275	-	800	-	2,928	-	570	-
Faulkner, Mary	8,549	-	800	-	1,182	-	230	-
George, Natasha	4,275	-	910	-	2,309	-	449	-
Knowles, Les	-	-	-	-	1,182	-	230	-
Le Sueur Yvonne	-	-	-	-	1,182	-	230	-
Ruiterman, Luke	4,275	-	800	-	4,110	-	800	-
Stensness, Moana	4,275	-	800	-	2,154	-	472	-
Thrupp, Honey	4,275	-	800	-	2,928	-	570	-
Yalden, Diane (C)	-	-	-	-	6,674	-	800	-

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**OTHER INFORMATION (CONTINUED)***Community board remuneration (continued)*

	2024				2023			
	SALARIES	HEARINGS	ALLOW AND EXP REIMB.	VEHICLE	SALARIES	HEARINGS	ALLOW AND EXP REIMB.	VEHICLE
COMMUNITY BOARD MEMBERS								
Whakatāne / Ōhope								
Bonne, Linda	2,896	-	1,013	-	4,110	-	1,307	-
Hall, Tony	207	-	39	-	2,928	-	570	-
Hamill, Carolyn (C)	3,408	-	718	-	-	-	-	-
Hanna, Moira	713	-	133	-	2,928	-	570	-
Howard, Christopher	-	-	-	-	1,182	-	230	-
Inman, Mark	-	-	-	-	1,182	-	230	-
Iseri, Ozgur	3,408	-	807	-	-	-	-	-
Lee, Cindy	8,549	-	1,013	-	5,360	-	570	-
Manning, Jennifer	-	-	-	-	1,182	-	230	-
McLean, Douglas	4,275	-	800	-	2,928	-	570	-
Total elected representatives' remuneration	161,494	6,417	21,366	-	155,632	279	20,087	-

The Local Government Members Determination is made by the Remuneration Authority under the Remuneration Act 1977. This governs the maximum payments that Councillors and Community Board members may receive. One community board member was overpaid by \$184.78 being \$154.67 remuneration and \$30.11 allowance, which was recovered.

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)**STATEMENT OF COMPLIANCE***Te Whakapuakanga Whakaū ki ngā Ture*

The Council of Whakatāne District Council hereby confirms that all statutory requirements in relation to the annual report, as outlined in the Local Government Act 2002, have been complied with, with the exception of section 98(3) which requires the adoption of the annual report by resolution within four months after the end of the financial year to which it relates.

Dr Victor Luca
Mayor
20 March 2025

Steven Perdia
Chief Executive
20 March 2025

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



AUDIT OPINION

Arotake Pūtea

10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



10.2.1 Appendix 1 – Whakatāne District Council Annual Report 2023/2024(Cont.)



WHAKATĀNE DISTRICT COUNCIL

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Phone: 07 306 0500

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Website: whakatane.govt.nz



Whakatāne District Council



@whakataneDC1

SERVICE CENTRE MURUPARA

Pine Drive, Murupara

Phone: 07 366 5896

Fax: 07 366 5897

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024

SUMMARY ANNUAL REPORT 2023/24

WHAKARĀPOPOTOTANGA PŪRONGO Ā-TAU 2023/24

For the period 1 July 2023 to 30 June 2024



whakatane.govt.nz

 **WHAKATĀNE**
District Council
Kia Whakatāne au i ahau

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

Contents

Rārangi Upoko

MESSAGE FROM MAYOR DR VICTOR LUCA.....	3
YOUR COUNCIL	4
WHO WE ARE AND WHAT WE DO	5
Our vision and community outcomes	6
Our strategic priorities	7
Delivering on our vision, outcomes and priorities.....	8
Summary of our delivery.....	8
Service Performance	8
OVERVIEW OF OUR FINANCIAL & NON-FINANCIAL PERFORMANCE.....	9
LEADERSHIP AND COMMUNITY	13
STRATEGY AND FUTURES	14
TRANSPORT CONNECTIONS	15
PLANNING FOR THREE WATERS:	16
Three Waters Consent Replacement Strategy	16
WATER SUPPLY	17
SEWAGE AND TREATMENT DISPOSAL	18
STORMWATER DRAINAGE.....	19
WASTE MANAGEMENT AND MINIMISATION	20
COMMUNITY SAFETY.....	21
COMMUNITY EXPERIENCE	22
CORPORATE SERVICES AND COUNCIL CONTROLLED ORGANISATIONS	23
NOTES TO THE FINANCIAL STATEMENTS.....	24
AUDIT REPORT	xx

Each year, local authorities are required to present an annual report that includes a set of audited financial statements. This summary is a condensed version of the full Whakatāne District Annual Report 2023/24, which was adopted by Council on 20 March 2025. The full Annual Report 2023/24 and this summary are available at whakatane.govt.nz/annual-report. The financial statements within the Annual Report were prepared in accordance with and comply with New Zealand Generally Accepted Accounting Principles (GAAP) and comply with Public Sector Public Benefit Entity Accounting Standards (PBE accounting standards) for a Tier 1 entity. The financial statements in this summary of the 2023/24 Annual Report do not include all of the disclosures provided in the full report.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

Message from Mayor Dr Victor Luca

Kupu whakataki
o te Koromatua

Our Annual Report is similar to that of a publicly traded company. It informs residents about the services, community projects, and facilities the Council provided from 1 July 2023 to 30 June 2024 and most importantly how your money is being spent.

More specifically what this document shows is how the Council performed against defined measures to help assess how we are delivering services for our communities in both financial and non-financial terms. I liken it to a 'report card'. I think it shows that the Council has been 'diligent and conscientious', but as always, there will be 'room for improvement'. I continue to advocate for an as *low as reasonably achievable* approach to setting rates.

The Council delivers more than 30 different services and manages around \$1.4 billion worth of community assets. Without doubt, we are a large and very diverse business, and as such, the context in which we operate is fundamental to success.

At the beginning of the reporting period, we were already a month in to developing our 2024-34 Long Term Plan (LTP). We did this in the context of unprecedented geopolitical tensions and a maelstrom of economic uncertainty and inflation we have not seen in more than a decade partly fuelled by those tensions. In this we were not alone – councils across the country faced extremely hard decisions on how to cover funding deficits and strike the balance between delivering only basic services and planning for communities that will serve future generations. In terms of our rates increases we were in the middle of the pack.

Throughout the Long Term Plan development process, I called for the community to share its voices. As the Mayor I clearly expressed my own expectations. The Council ran its biggest engagement programme ever with 23 organised opportunities for people to find out more about the plan and let us know what they thought. We received almost 1,000 submissions from individuals and groups and heard from around 80 submitters in-person, which informed two days of Council deliberations. I applaud those people who got involved; I will always want more. And I believe that we need to explore better methods of engaging including the use of mobile telephony.

The repeal of the previous government's Water Services Reform has continued uncertainty and reinstated significant funding pressures, exceeding what the community can afford via rating increases. This is an ongoing challenge for the Council, and I am exploring how we navigate through the minefield.

I encourage people to delve into the detail of this report. It is thorough, and I believe most people will be very surprised at the breadth of responsibility the Council has and the services it has delivered for our communities in the past 12 months.

Dr Victor Luca, Mayor KOROMATUA

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



Your Council Ngā Kaikaunihera



Dr Victor Luca
Mayor



Lesley Immink
Deputy Mayor



Toni Boynton
Councillor, Kāpū-te-rangi
Māori Ward



Gavin Dennis
Councillor, Rangitāiki
General Ward



Andrew Iles
Councillor, Te Urewera
General Ward



Wilson James
Councillor, Rangitāiki
General Ward



Julie Jukes
Councillor, Whakatāne-
Ōhope General Ward



Tu O'Brien
Councillor, Rangitāiki
Māori Ward



John Pullar
Councillor, Whakatāne-
Ōhope General Ward



Ngapera Rangiaho
Councillor, Toi ki Uta
Māori Ward



Nándor Tanczos
Councillor, Whakatāne-
Ōhope General Ward

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

Who we are and what we do

Ko wai mātau, ā, he aha ā mātau mahi

The Council plays a crucial role in the Whakatāne District by providing essential services, facilities and recreational opportunities people use every day. The Whakatāne District is governed by 11 elected community representatives who make key decisions to guide our activities and shape the future of the district.

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 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 with good-quality infrastructure, public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

Our mahi involves the delivery of a wide range of services and facilities that whānau/families, households, businesses, and visitors rely on and use every day. At the top of our list are services that ensure the health and safety of our communities, such as providing clean drinking water, appropriate treatment and disposal of wastewater, and local transport networks that allow people to move safely around the district. Many other Council activities play an essential role in making this a great district for us to live, work and play.

Our work is organised into eleven groups – including the corporate services group, which supports the delivery of our other activities. A Council-Controlled Organisation (CCO) operates the Whakatāne Airport in a Joint Venture agreement with the Ministry of Transport Te Manatu Waka.

THE FOLLOWING ARE OUR GROUPS OF ACTIVITIES:



Our groups of activities, and everything we do at the Council works towards our vision, outcomes, and strategic priorities; to ensure and monitor our success each group of activities have performance measures. Our 'Delivering on our Outcomes, Vision and Priorities' section will report on the outcomes and strategic priority the activity works towards, how we performed, what the activities cost and how they were paid for in accordance with PBE FRS 48 Service Performance Reporting standard.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

Our vision and community outcomes

Tō mātau matakitenga me ngā hua hāpori

Our vision - 'More life in life' - and community outcomes were established through the Long Term Plan 2021-31. Our vision and outcomes set out the high-level direction and goals the Council will work towards to achieve its primary purpose to support and enhance the social, cultural, economic, and environmental wellbeing of our communities. Our vision embraces the Council's role in supporting our communities to flourish, fulfil their potential and live life to its fullest. A strong, resilient, and enabled Council organisation will help ensure we can achieve the things that are most important to us all.

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

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

Our strategic priorities

Ngā rautaki mātua



Strengthening iwi,
hapū and whānau
partnerships



Preparing for population
growth and housing
demand



Enhancing the
environmental
outcomes of our
activities



Improving the safety,
security and resilience of
infrastructure



Building climate change
and natural hazard
resilience



Enhancing the vibrancy of
our communities



Facilitating economic
regeneration
and employment
opportunities



Ensuring Council is
enabled and fit for the
future

The strategic priorities are the eight priorities the Council consulted the community on when developing the 2021-31 Long Term Plan. The eight priorities provide the Council with key areas of focus to achieve our vision of 'More life in life'. Each priority is supported by strategies, programmes of work and key projects.

All the activities we carry out contribute to the achievement of our community outcomes. If we achieve all the expectations we have set for our service delivery, we will be making progress on achieving all eight priorities.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

Delivering on our vision, outcomes and priorities

*Te whakatutukitanga
o te matakiteanga, ngā hua
me ngā mahi mātua*

Summary of our delivery

Te whakarāpopototanga o te whakatutukitanga

Delivering on our vision, outcomes and priorities reports on how well the Council's activity groups performed during 2023-24 against the performance measures and targets set out in the Long-Term Plan 2021-31. The performance measures and targets are from year three (2023-2024) of our Long Term Plan 2021-31, which you can find on our website whakatane.govt.nz

Service Performance

Ngā mahi kē

The Council has 69 non-financial measures contained in the 2021-31 Long Term Plan. This year 50 targets were achieved, while 19 did not achieve the target.

50
targets
achieved

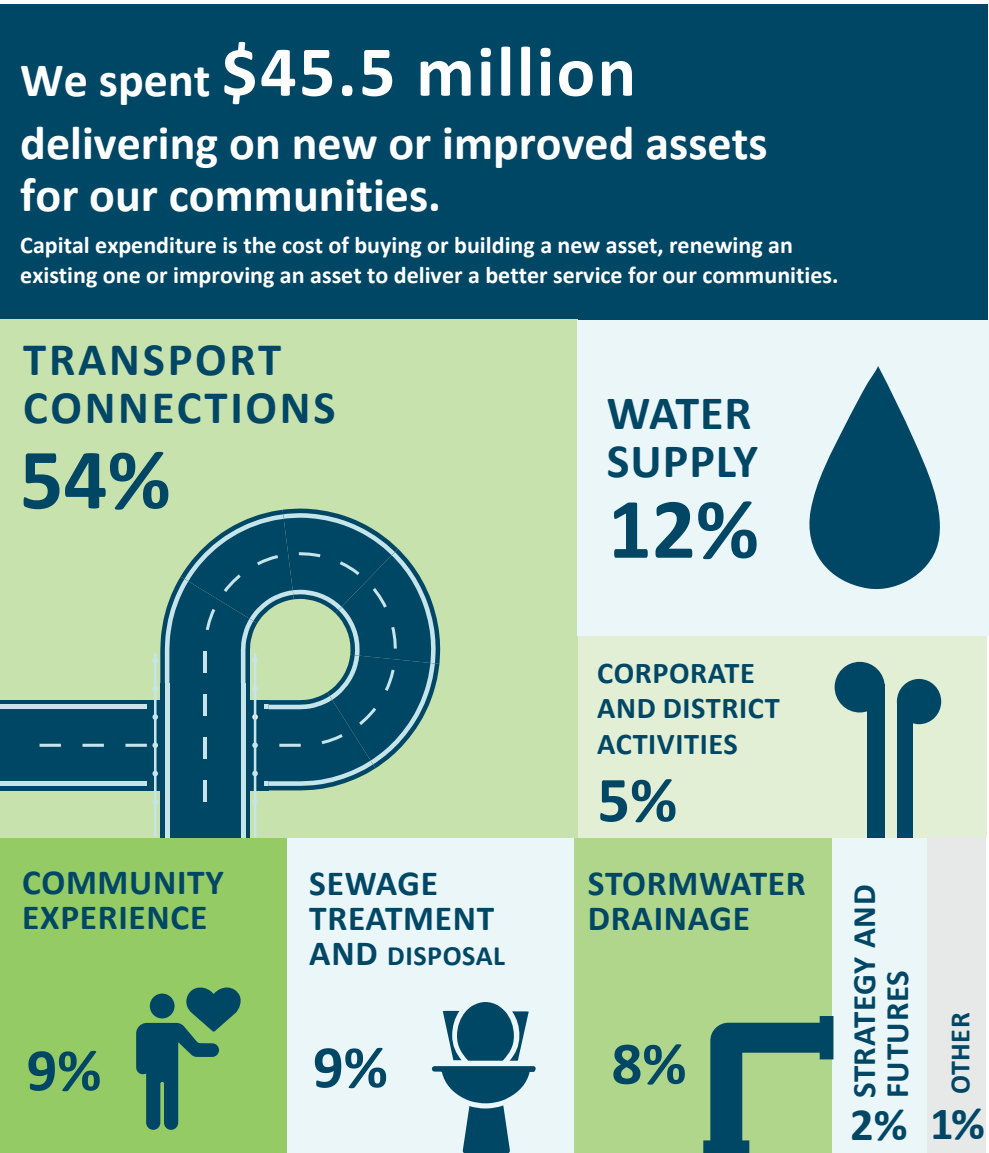


10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



Overview of our financial and non-financial performance

Te tirohanga whānui o ngā hua
ahumoni me ngā mahi kē



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



Operating spend against budgets

Te whakapaunga o te pūtea whakahaere i ngā tahua



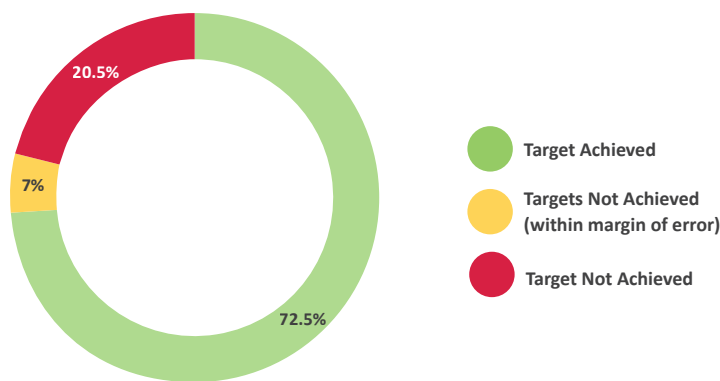
*Note these dollars and percentages align with our Whole of Council Funding Impact Statement and represent cash expenses only.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

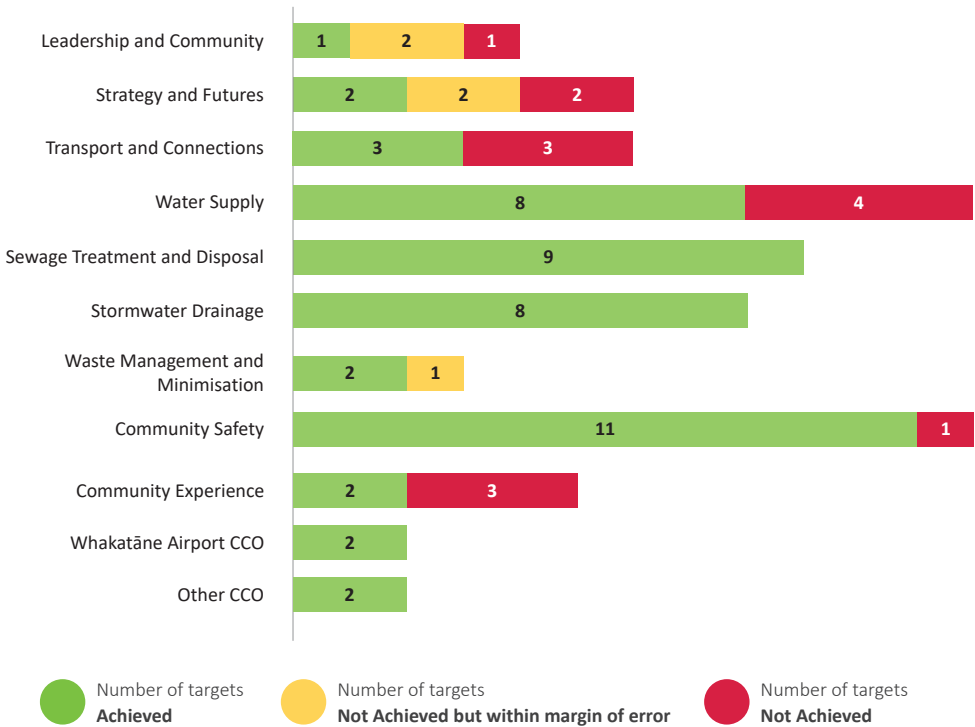


Overview of Non-Financial Performance

Te tirohanga whānui o ngā mahi kē



2023/24 Non-Financial Performance Measure results



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)**In summary our performance measure results show:**

- The Council met target for 72 percent of all performance measures
- 85 percent of the mandated measures were met

Overall, 53 percent of residents were satisfied with services received from the Council on par with the national average of 54 percent. Taken together, 2024 results should be viewed in the context of the challenging economic environment that both the Council and residents are currently operating in. Residents are feeling the pressures of increasing costs of living and are more likely to assess Council performance and decision making in this light. Evidence indicates that residents have become even more proactively engaged in Council processes, and making formal submissions to the Council specifically. The occurrence of the Long Term Plan in the current year saw significant engagement in this process highlighting the increased importance of these issues and concerns to residents as the Council faces increasing costs and financial demands. Despite decreases in our own results, we have continued to perform well against broader benchmarks- indicating we are still maintaining comparable levels relative to similar councils nationally.

72.5%
performance measures
achieved

85% mandated
measures
met



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

LEADERSHIP AND COMMUNITY

Hautūtanga me te Hapori

This group of activities provides open, effective, and accountable governance for the district and supports connected and inclusive leadership for our communities. We are committed to partnering with, and supporting the aspiration of iwi, hapū and whānau. We acknowledge the value of doing this, and the resulting positive outcomes for all communities.

We also work with local interest groups, stakeholder groups, the public, central government, neighbouring councils and others, because it helps us keep in touch with the priorities of our communities, and because it presents significant opportunities to deliver better outcomes for the district.

Activities in this group:

- Local governance
- Iwi, hapū, whānau relationships
- Community engagement
- Community development

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Constructively and collaboratively engaging with iwi, hapū, and whānau.

Key highlights

Ngā miramiratanga

- Live streaming Council meetings
- Three members elected to the Murupara Community Board
- Implementing our Te Toi Waka Whakareī Strategy
- Whakatāne becomes a Reorua Bilingual centre
- The launch of the Reorua ki Whakatāne Fund
- Expansion of our Community Plan programme
- Delivered 274 communication and engagement campaigns

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

STRATEGY AND FUTURES

Ngā Rautaki me te tirohanga ki Anamata

This group of activities develops strategies, plans and policies to address the challenges and opportunities facing our district - such as climate change, housing demand and land use planning, and economic development. As the needs of our district and communities change, we aim to meet these evolving needs, and work towards a future that is important to all of us.

Activities in this group:

- Strategy and policy
- Economic development and regeneration
- Resource management – policy

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Constructively and collaboratively engaging with iwi, hapū, and whānau



Integrating nature into our decision-making



Thriving circular economies

Key highlights

Ngā miramiratanga

- Planning for the next ten years, preparation of the Long Term Plan 2024-2034
- Progressing the development of Our Places – Eastern Bay of Plenty Spatial Plan.
- Making room to grow – Proposed Plan Change 8
- The Whakatāne District Plan has gone digital
- Adoption of the Whakatāne Climate Pathway
- Community Events - Light Up Whakatāne and Local Wild Food Festival
- Wharfside at Port Ōhope – boosting revenue for local businesses

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

TRANSPORT CONNECTIONS

Ngā hononga waka

This group of activities aims to provide a safe, reliable, and sustainable transport system that is accessible to everyone and caters to a variety of transport choices. This increasingly provides for pedestrians, cyclists, and the mobility impaired, alongside motorised vehicles.

We aim to deliver a well-functioning transport system that keeps people and places connected, supports a vibrant economy, and allows for efficient day-to-day running of our communities.

Note: Our transport network does not include State Highways or Baybus. These are delivered by NZ Transport Agency Waka Kotahi and Bay of Plenty Regional Council Respectively.

Activities in this group:

- Transport connections

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making



Thriving circular economies

Key highlights

Ngā miramiratanga

- Mimiha Stream Bridge upgrade: a temporary bridge became operational as works for the permanent structure continue
- Completion of the Landing Road roundabout renewal and upgrade
- Stormwater and road safety improvements at Peace Street and Apanui Linear Park
- Thornton Road safety improvements – Smith Road to Walker Road
- 2023/24 seal extension programme saw the completion of Matatā Causeway, Paekoa Road, Rangī Road, Hallet Road, Mangone Road, Kawekawe Road and Opurana Road
- Permanent reinstatement of Herepuru Road, Stanley Road and Braemar Road following damage from severe weather
- Active Whakatāne Strategy continues to make active travel like walking, cycling, and scootering, safer and easier for everyone
- E-bike library launched
- Installation of advertising screens for Locky Docks. These promote community messages and local business advertising.

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

PLANNING FOR THREE WATERS: Three Waters Consent Replacement Strategy

The Council owns, operates, and maintains three waters infrastructure: municipal water supply, stormwater, and wastewater across urban areas within the Whakatāne District. Our three waters infrastructure, is separated into three Groups of Activities:

- Water Supply
- Stormwater
- Wastewater

In the Annual Plan 2023/24 we deferred three waters infrastructure projects to the Long Term Plan 2024-34. Despite this deferral, planning for these future projects has remained a key priority focus for the Council this past year. The change in government and its repeal of the Water Services Reform has impacted the way we plan to deliver three waters.

In May 2024, the Council's Infrastructure and Planning Committee approved the Three Waters Consent Replacement Strategy, which outlines the Council's approach to renewing resource consents for drinking water and wastewater. The Council is already underway with a plan for stormwater management and has lodged a comprehensive consent that will cover stormwater discharges in the Whakatāne township catchment. Similar consents for other schemes will start gradually over the next five to 10 years.

The Three Waters Consent Replacement Strategy aims to ensure the Council meets its regulatory obligations, environmental responsibilities, and community expectations for the three waters services while delivering this large work programme as efficiently as possible.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



WATER SUPPLY

Ngā puna wai

This group of activities provides safe, reliable, and sustainable water supplies to our district. This currently includes provision to over 12,500 properties for domestic, industrial, commercial, and agricultural use. Water is also provided for urban firefighting requirements. With large areas of our district being rural, and in some cases isolated, many households have independent systems supplying their own needs.

Activities in this group:

- Water supply

Contribution to the Council’s vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making



Thriving circular economies



Constructively and collaboratively engaging with iwi, hapū and whānau

Key highlights

Ngā miramiratanga

- Major upgrade of the Braemar Water Treatment Plant
- Installation of automated chlorine dosing system at Murupara water treatment plant
- Water meter installations in Matatā
- Roll out of Smart Meters

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

SEWAGE AND TREATMENT DISPOSAL

Te rāwekeweke
me te rukea o te
parakaingaki

This group of activities provides the district with reliable and sustainable sewage treatment and disposal services. We aim to provide services to collect, treat, and dispose of wastewater in a safe and sustainable way that protects public health and doesn't compromise ecosystems.

Activities in this group:

- Sewage treatment and disposal

Contribution to the Council's vision and community outcomes:



Strong, connected,
interdependent, and
diverse communities.



Integrating nature into
our decision-making



Thriving circular
economies



Constructively and
collaboratively engaging
with iwi, hapū, and whānau

Key highlights

Ngā miramiratanga

- Matatā Wastewater Project continues with co-design, environmental monitoring, and commencement of testing.
- Upgrades commenced on the Ferry Road wastewater pump station and associated pipe network.

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



STORMWATER DRAINAGE

Te awakeri o te wai āwhiowhio

This group of activities helps protect people and property from the impacts of flooding as well as protecting public health from the potentially adverse effects of stormwater run-off. Because stormwater is discharged into streams, rivers, and coastal waters, it needs to be as clean as possible. While we do not treat stormwater run-off, we monitor stormwater discharge to ensure it meets the required standards. Alongside our stormwater activity, river stop banks are managed by Bay of Plenty Regional Council with the similar objective of protection from the impacts of flooding.

Activities in this group:

- Stormwater drainage

Contribution to the Council’s vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making



Thriving circular economies



Constructively and collaboratively engaging with iwi, hapū, and whānau

Key highlights

Ngā miramiratanga

- Whakatāne Stormwater 2050: reviewing the management of stormwater including the quantity and quality of runoff to obtain a comprehensive stormwater consent (CSC) for the Whakatāne urban area.
- Hinemoa stormwater improvements commenced to upgrade aging infrastructure and improve resilience.

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



WASTE MANAGEMENT AND MINIMISATION

Te Whakahaere me te Whakaiti Para

The Waste Management and Minimisation group is about protecting the health of people and the environment, by providing a reliable kerbside rubbish and recycling collection service and promoting waste minimisation and resource recovery. We aim to encourage and support waste reduction, reuse, and recycling through education programmes, and by providing the right infrastructure and services. Waste Management must meet the requirements of several pieces of legislation, including the Waste Minimisation Act 2008, the New Zealand Waste Strategy 2023, and the Local Government Act 2002.

Activities in this group:

- Waste management and minimisation

Contribution to the Council's vision and community outcomes:



Integrating nature into
our decision-making



Thriving circular
economies

Key highlights

Ngā miramiratanga

- Ministry for the Environment's standardised kerbside recycling came into effect in February 2024, enabling Whakatāne District residents to add grade 5 plastics and pizza boxes to their kerbside collection.
- Encouraging waste minimisation through education and behaviour initiatives such as the Love Food Hate Waste 'Eat me First' campaign.

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

COMMUNITY SAFETY

Te marutau o te hapori

This group of activities delivers a range of functions that contribute towards the Whakatāne District being a place where people feel safe and are protected from a range of risks to their health and wellbeing. We aim to make sure that buildings and public places are safe for people that use them, and that legal standards are met. We also have a crucial role to play in civil defence emergencies, as our district has faced several natural hazard events in recent history.

Activities in this group:

- Health and safety
- Resource management – consents
- Building control
- Road safety
- Emergency management

Contribution to the Council's vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Integrating nature into our decision-making

Key highlights

Ngā miramiratanga

- Ensuring environmental health and safety and community compliance through food control plans, national programmes, Health Act registrations, school lunch programmes and liquor license inspections.
- Education safety campaigns and events such as September Motorcycle Awareness month and the Amazing Race.
- Contributing to growth and sustainability with seven Papakāinga developments, two large solar farms and large rural subdivisions for Kiwifruit farming.
- Maintained our accreditation as a Building Consent Authority, granting 435 building consents valued at \$68.71 million, with an average processing time of 10.99 working days.
- Emergency Management; preparing for a tsunami, preparing for earthquakes, expanding our resources and supplies.

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



COMMUNITY EXPERIENCE

Ngā wheako hāpori

This group of activities provides and maintains a range of services, spaces and facilities for community use, recreation, and amenity. We aim to provide activities and spaces that enhance the quality of life for our residents and visitors and that celebrate our beautiful district, arts, and culture.

Activities in this group:

- Recreation
- Community facilities
- Arts and culture
- Ports and harbour
- Whakatāne Holiday Park

Contribution to the Council’s vision and community outcomes:



Strong, connected, interdependent, and diverse communities.



Constructively and collaboratively engaging with iwi, hapū, and whānau

Key highlights

Ngā miramiratanga

- Council adopts first district wide Arts, Culture and Creativity Strategy – Te Rautaki Toi, Ahurea me Auahatanga.
- Life and works of Tame Iti explored in powerful exhibition ‘Thou Shalt Not’
- 38th Annual Molly Morpeth Canaday Art Awards with 62 finalists and 495 award entries
- River access improvements to Wairaka Centennial Park
- Annual over 80’s event held at the Memorial Hall
- Planning for future generations: Improving our recreation facilities with the staged investment of the Rex Morpeth Recreation Hub.
- Whakatāne Holiday Park re-brand, reaching financial milestone, and facilities upgrade.

Contribution to strategic priorities:



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

CORPORATE SERVICES AND COUNCIL CONTROLLED ORGANISATIONS

Ngā ratonga rangatōpū me ngā rōpū e whakahaerehia ana e te Kaunihera

The Corporate Services group of activities delivers a range of functions and services that support all activities of the Council. These are often referred to as our 'internal activities' and includes functions such as communication, digital services, financial services, human resources and property.

A Council Controlled Organisation (CCO) is a company or organisation in which the Council, or a number of councils, hold 50 percent or more of the voting rights, or can appoint 50 percent or more of the trustees, directors or managers. The Council engages in this form of partnership where it provides advantages for a more effective, efficient and financially-viable means of delivering services.

We have an interest in the following CCO's:

- Whakatāne Airport (Joint Venture)
- Toi-Economic Development Agency (Toi-EDA)
- Bay of Plenty Local Authority Shared Services Limited (BOPLASS) (company)

For more information on Corporate Services and CCO's please refer to the full annual report.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

SUMMARY FINANCIAL STATEMENTS AND NOTES

Whakarāpopototanga o ngā
Whakapuakanga Ahumoni

Figures and disclosures in the 2023/24 Summary Annual Report have been extracted from the full 2023/24 Annual Report.

The full 2023/24 Annual Report were authorised for issue by Council on the 20 March 2025.

Audit New Zealand has audited the full financial statements and issued an..... **(to be confirmed)**

This Summary has been examined by Audit New Zealand for consistency with the full Annual Report. The summary financial statements do not include all the disclosures provided in the full financial statements and cannot be expected to provide as complete understanding as provided by the full financial accounts. A copy of the full financial statements can be obtained on the Whakatāne District Council website whakatane.govt.nz.

Basis of Preparation

The full financial statements have been prepared on the going concern basis, and the accounting policies have been applied consistently throughout the period

Statement of Compliance

The full financial statements of the Council have been prepared in accordance with the requirements of the LGA, which includes the requirement to comply with generally accepted accounting practice in New Zealand (NZ GAAP).

The financial statements have been prepared in accordance with Tier 1 PBE accounting standards. The full financial statements comply with PBE standards. The Summary Annual Report is in compliance with PBE FRS 43 summary financial statements. The Council of Whakatāne District Council confirms that all statutory requirements in relation to the annual report, as outlined in the Local Government Act 2002, have been complied with, with the exception of to be confirmed.

Presentation currency and rounding

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest thousand dollars (\$000). Some rounding variances may occur in the financial statements due to the use of decimal places in the underlying financial data.

Commitments, leases and contingencies

The council, at balance date, had capital commitments of 30.2 million (2023: \$8.129 million), operating leases as lessor of 17.02 million (2023: \$15.242 million), operating leases as lessee of \$101 thousand (2023: \$132 thousand) and nil contingencies (2023: nil).

Related Party Transactions

The council has a 1/9th share in BOPLASS Ltd established to foster collaboration between councils in the delivery of services. During the year, the council contracted BOPLASS Ltd for services costing \$178 thousand (2023: \$140 thousand). The council has a 50:50 joint equity venture with the Ministry of Transport (Air Transport Division) in the Whakatāne Airport. Funds held by council on behalf of the Airport total \$2.734 million deficit (2023 \$2.398 million deficit).

Events after balance date

On the 14th February 2024, the National-led government passed the Water Services Acts Repeal Act 2024 under urgency, repealing Labour's various Three Waters laws.

The Local Government (Waters Services Preliminary Arrangements) Act 2024 establishes the Local Water Done Well framework and preliminary arrangements for the water services system. The legislation was enacted on 2 September 2024.

The full impact on council of the new legislation is yet to be determined but confirms at the three water services will remain in the hands of local government. (2023: Water Services Reform)

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

SUMMARY STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES FOR THE YEAR ENDED 30 JUNE 2024

	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Rates	59,049	60,260	55,217
Susidies and Grants	27,982	33,613	17,722
Development and Financial Contributions	198	426	131
Fees and Charges	8,969	9,290	8,001
Interest Revenue	1,127	48	499
Other Revenue	3,780	3,773	4,857
Gains	272	5,544	1,483
Total Revenue	101,377	112,954	87,910
Personnel Costs	26,885	26,207	25,177
Depreciation and Amorisation Expense	26,392	27,896	23,086
Finance Costs	7,798	8,281	4,917
Other Expenses	43,375	41,911	37,526
Revaluation Losses	1,974	888	4,482
Total Expenses	106,423	105,183	95,188
Share of limited partnership and joint venture surplus (deficit)	(213)	(450)	(382)
Surplus (Deficit) Before Tax	(5,260)	7,321	(7,660)
Income Tax Expense (Benefit)	17	-	865
Surplus (Deficit) After Tax	(5,277)	7,321	(8,525)
Other Comprehensive Revenue and Expense of Joint Ventures / Associates	-	-	(227)
Gains (Loss) on Property, Plant and Equipment Revaluations	12,320	59,862	58,979
Deferred Tax on Revaluations	17	-	865
Other Comprehensive Revenue and Expense	12,337	59,862	59,617
Total Comprehensive Revenue and Expense	7,060	67,183	51,092

Major variances explained

The deficit before tax of \$5.26 million is \$12.2 million less than the budgeted surplus of \$7.3 million set in the 2024 Annual Plan. The variance is attributable to the following factors:

Revenue (\$11.5 million 10.2% lower than budget)

- Subsidies and Grants were under budget by \$5.6 million due to delays
- Gains were under budget by \$4.8 million predominantly due investment property values declining and some investment properties being moved into operational

Expenditure (within budget by 1.18%)

- Depreciation was under budget by \$1.5 million. This is mainly due to incomplete capital projects
- Revaluation losses were \$1 million over budget. The losses were due to revaluation loss on investment properties, properties intended for sale and derivatives losses
- Personnel costs were \$.7 million above budget
- Finance costs finished at \$.5 million below budget due to interest rates declining

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

SUMMARY STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2024

	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
TOTAL EQUITY	1,200,467	1,315,038	1,193,442
Total Current Assets	38,381	21,324	21,707
Total Non-Current Assets	1,347,622	1,497,459	1,318,075
TOTAL ASSETS	1,386,003	1,518,783	1,339,782
Total Current Liabilities	47,499	38,939	36,899
Total Non-Current Liabilities	138,038	164,807	109,441
TOTAL LIABILITIES	185,537	203,746	146,340
NET ASSETS (Assets minus Liabilities)	1,200,467	1,315,038	1,193,442

Major variances explained

The Net Assets variance to budget was 8.7% (\$114 million) less than budgeted.

Total Assets (\$133 million 8.7% lower than budget)

- Operational, Infrastructural and Restricted Assets were \$112 million below budget. This was mainly due to having to carry forward work on some capital projects.
- Work in progress was \$17.6 million below budget showing that more projects were capitalised than originally anticipated
- Cash and cash equivalents were \$13 million above budget due to a loan being uplifted close to balance date
- Investments in CCOs was under budget by \$5 million due to the harbour project milestones not being achieved as timely as anticipated.
- Investment property as \$6 million below budget due to some properties being transferred to operational assets and a drop in valuation for 2024

Total Liabilities (\$18.2 million 9% less than budget)

- Loans were \$26.3 million less than budget due to incomplete capital works
- Employee entitlements were \$2.8 million higher than originally forecast due to an 18% increase in valuation and wage movements
- Provisions were \$3.7 million higher than budgeted as a result of landfill provision increasing and future loss on sale of investment property increasing
- Payables and deferred revenue was above budget by \$1.6 million (8.4%) - this is mainly about the timing of receiving invoices

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



SUMMARY STATEMENT OF CHANGES IN NET ASSETS
AND EQUITY FOR THE PERIOD ENDED 30 JUNE 2024

	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Balance at 1 July	1,193,442	1,247,854	1,142,209
Total Comprehensive Revenue and Expense for the Year	7,060	67,183	51,092
ECL adjustment due to adoption of PBE IPSAS 41	-	-	141
Other Adjustment	(35)	-	-
Balance as at 30 June 2024	1,200,467	1,315,038	1,193,442

The Council’s equity has been adjusted by the current year total comprehensive revenue and expense, a surplus of of \$7 million, which is the combination of the deficit after tax of \$5.3 million and a net gain on revaluation of \$12.3 million. The remaining movements are a result of movements in restricted reserves and council created reserves.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)

SUMMARY STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2024

	ACTUAL 2024 \$000	BUDGET 2024 \$000	ACTUAL 2023 \$000
Net Cash Flow from Operating Activities	21,483	33,132	14,354
Net Cash Flow from Investing Activities	(45,375)	(86,820)	(42,227)
Net Cash Flow from Financing Activities	37,700	53,500	29,800
Net increase / decrease in Cash	13,808	(188)	1,927
Cash at beginning of year	3,815	5,000	1,888
Cash, Cash Equivalents and Bank Overdrafts at the End of the Year	17,623	4,812	3,815
Cash at Bank	17,623	4,812	3815

	ACTUAL 2023 \$000	CASH FLOWS	NON-CASH CHANGES		ACTUAL 2024 \$000
			Acquisition	New Leases	
Reconciliation of Liabilities Arising from Financing Activities					
Long Term Borrowings	113,500	40,000	-	-	153,500
Other Term Liabilities- Deposits Held	1,000	-	-	-	1,000
ANZ Short Term Loan	2,300	(2,300)	-	-	-
Cash, Cash Equivalents and Bank Overdrafts at the End of the Year	116,800	37,700	-	-	154,500

Statement of cashflows

- Cash held at year end was \$12.8 million more than the budget of \$4.8 million due to loans being uplifted close to balance date
- The Net Increase / Decrease cashflows was \$14 million above budget
- Net Cashflows from operating activities were \$12 million less than budget, spending more (\$4.4 million) and receiving less income (\$7.7 million). This is mainly reflected in:
 - Fees and charges and other revenue was over budget by \$4 million
 - Subsidies and Grants received were below budget by \$9.4 million due to some delays in grants
 - Payments to Suppliers and Employees exceeded budget by \$4 million due to rising costs
- Net cashflows from investing activities paid \$42 million less than budget with capital expenditure budgeted at \$87 million but actual expenditure only reaching \$45 million
- Financing activities were underspent by \$15.8 million due to planned capital expenditure being delayed.

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



AUDIT OPINION

Arotake Pūtea

10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



10.2.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2023/2024(Cont.)



WHAKATĀNE DISTRICT COUNCIL

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Private Bag 1002, Whakatāne 3158

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Whakatāne District Council



@whakataneDC1

SERVICE CENTRE MURUPARA

Pine Drive, Murupara

Phone: 07 366 5896

Fax: 07 366 5897

10.3 Approval of the draft annual plan budget for 2025/26**10.3 Approval of the draft annual plan budget for 2025/26**To: **Whakatāne District Council**Date: **Thursday, 20 March 2025**Author: **Harvey Keravel / Senior Strategic Policy Analyst**Authoriser: **Leny Woolsey / GM strategy and Growth**
Bevan Gray / GM Finance and Commercial ServicesReference: **A2849239****1. Reason for the report - *Te Take mō tēnei rīpoata***

This report seeks the Council's approval of the proposed draft Annual Plan 2025/26 budget. The report also seeks the Council's approval not to consult on the draft Annual Plan budget for 2025/26, noting that an information campaign will be undertaken to ensure that the community is informed on the direction of the Annual Plan 2025/26 budget and activities.

2. Recommendations - *Tohutohu akiaki*

1. THAT the Council **receives** the report 'Approval of the draft Annual Plan budget for 2025/26'; and
2. THAT the Council **notes** that the draft Annual Plan budget for 2025/26 identified savings to the budget set out in the Long Term Plan, resulting from decreased inflation and interest rates, a decision to defer unsubsidised activities within the transport work programme and other adjustments to existing work programmes, including the removal of additional Full Time Equivalent (FTE) roles proposed in the LTP for the year 2025/26, and other line by line savings; and
3. THAT the Council **approves** the recommended option for the Annual Plan budget for 2025/26 proposing to reduce the proposed LTP year two rate increase from an average of 12.7% to 11.7% and to apply any further savings to reducing the operating deficit; and
4. THAT the Council **notes** that the 2025/26 fees and charges schedule will mostly be updated to reflect inflationary changes; and
5. THAT the Council **approves** the recommendation that formal public consultation on the draft Annual Plan budget for 2025/26 is not required; and
6. THAT the Council **notes** that a public information campaign will be delivered to provide key messages to the community about the draft Annual Plan budget for 2025/26; and
7. THAT the Council **notes** that the final Annual Plan 2025/26 will be provided to Council for adoption before 30 June 2025.

3. Background - *He tirohanga whakamuri*

Under the Local Government Act, the Council is required to adopt an Annual Plan for 2025/26 by 30 June 2025 in order to strike rates for 1 July 2025 – 30 June 2026.

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

The Annual Plan 2025/26 is the budget update for the second year of the Council's Long-Term Plan 2024-34 (LTP). The purpose of an Annual Plan is to allow for variations to a LTP, outline the proposed annual budget and funding impact statement for the year; provide integrated decision making and co-ordination of the resources of the Council; and contribute to the accountability of the Council to the community.

If proposed variations for 2025/26 are not of a significant or material magnitude compared to the LTP, formal public consultation on the Annual Plan is not automatically required (LGA s95(2A)).

3.1. Work to date

On 7 November 2024, Council approved the proposed approach to the 2025/26 Annual Plan. This approach acknowledged that the adoption of the Long-Term Plan recently set budgets and work programmes for the coming year and that no significant changes to work programmes and budgets were desired. Direction was also provided to maintain or slightly reduce the LTP budgeted rates.

Approximately \$ 1.5 million of savings were identified as part of the annual plan budget process, as outlined in the discussion below. This corresponds to approximately 2.2% of the previously proposed rates increase for year two of the LTP. On 19 December 2024, council indicated its preference on how to allocate these savings. Council also considered unfunded requests raised either during LTP consultation or through other public engagement. It was decided that those requests would not be included in the draft budget for 2025/26 due to financial constraints. There will be an opportunity to review those requests as part of the development of the annual plan 2026/27.

On 19 February 2025, during a council briefing, Council was presented with an updated refined budget and reiterated its preference to use these savings to deliver a budget with a reduced rates increase of 11.7% (from the 12.7% increase for year two of the LTP) and to apply the remainder of the savings to reducing the annual operating deficit.

4. Discussion – Kōrerorero**4.1. Savings identified and proposed changes to the LTP budget**

The identified approximately \$1.5 million savings resulted from four areas:

1. decreased inflation and interest rates,
2. removal of FTE for year 2025/26,
3. deferred transport work and,
4. other line by line savings.

While there are no significant changes proposed to the Long-Term Plan priorities and deliverables, some necessary adjustments to the budget for year two have been included. The proposed Annual Plan budget has lower expenditure than the year two budget set out in the Long Term Plan and proposes a reduction to the operating deficit and 11.7% rates increase instead of the 12.7% increase that was budgeted for the Long Term Plan 2024-34.

Savings and budget changes for the year 2025/26 are detailed below in this section.

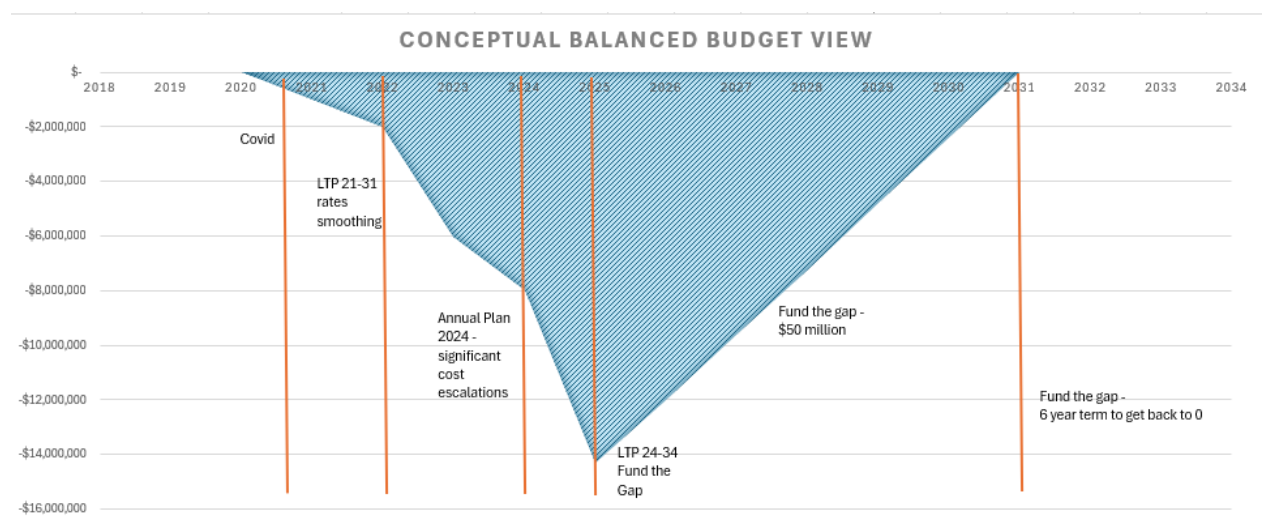
10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

4.2. Inflation and interest rates

Since the adoption of the LTP, which set the budget and assumptions for year two (2025/26), both inflation and interest rates have come down. Inflation has decreased by an average of 2.5%, and interest rates have fallen to date from 4.8% to 4.24%. While these reductions influence the overall budget, it is important to note that they do not directly translate into equivalent reductions in Council rates. This is because of differing inflation rates and funding mechanisms applied to each group of activities. Although a direct correlation cannot be drawn, these changes will still have an impact on the rating requirement.

4.3. Operating expenditure funding deficit

Year two of the LTP set a rates increase of 12.7% to maintain activities and levels of service. However, despite this increase, Council is budgeting an operating deficit for 2026 as forecast in the LTP. This deficit means that Council is continuing to borrow annually to meet operational costs, a position that is not financially sustainable. The LTP set out a recovery process ('mind the gap') to return to a sustainable balanced budget position.



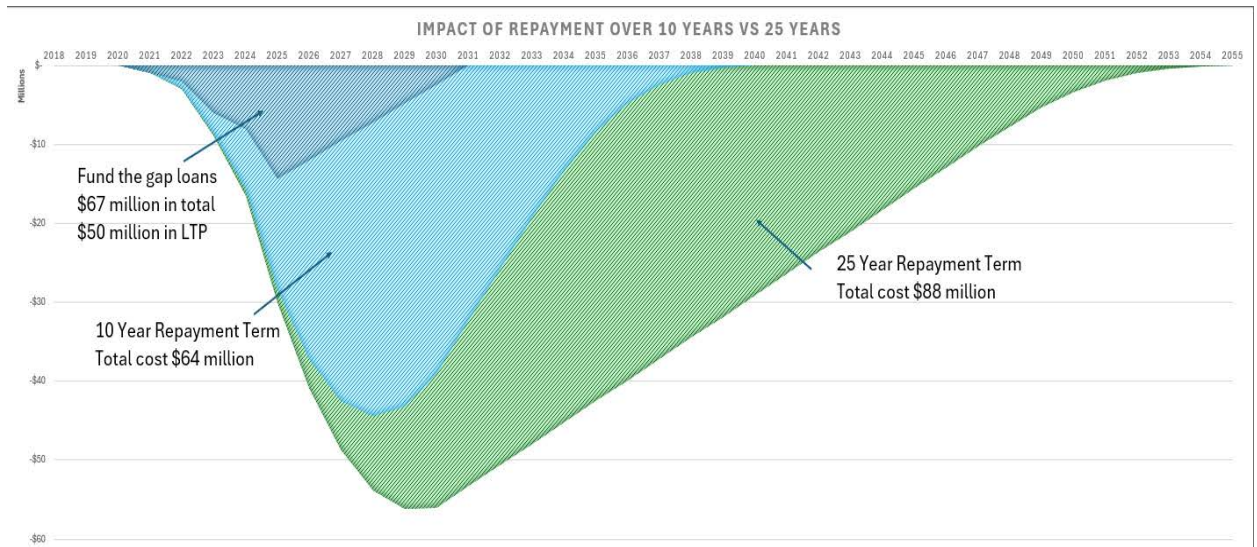
This situation arose, and has been compounded, by decisions made during the COVID-19 pandemic, where rates increases were deferred over consecutive years to support the community through economic hardship. The cumulative effect of a number of years of insufficient rates increases, coupled with significant inflation and interest rates, has resulted in this substantial financial operating deficit.

Community feedback during the LTP indicated a preference for a six-year deficit recovery plan to minimise the immediate burden on ratepayers. The six-year period covers the timing of the draw down of loans to cover annual operating deficits and the full loan term is 25 years in the LTP.

This Annual Plan budget is proposing to reduce the repayment term to 10 years which enables Council to get back to a balanced budget quicker and reduce the scale of the loans Council requires. Reducing the repayment term to 10 years is expected to save over \$24 million in interest costs to the community. It is like a mortgage, by paying it off faster, we reduce interest costs and save money in the long run.

We're also contributing the equivalent of 1.2% of rates to identified savings to reduce the level of borrowing required to fund the gap. Every \$1 million reduction in Fund the Gap borrowing will result in a saving of close to \$300,000 in interest costs to ratepayers over 10 years.

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)



4.4. Work programme and budget variances from Long-Term Plan

As part of the Annual Plan development process a number of activities and associated budgets have been identified that are either no longer required for 2025/26 or need to be varied within the budget and work programme.

A high overview of these key changes is included in the tables below. The most notable difference is a result of changes to the transport work programme. Due to change of government and reduction of NZTA subsidies, Council agreed to defer unsubsidised work until at least 2027.

Table one: Capital expenditure variances

Activity group	Activity	Indicative variance
Parks and reserves	Renewal of cremator needs to be bought forward from 2031 to 2025/26 due to consent requirements from the BOPRC Natural Resources Plan	\$800,000
Economic development	Harbour property renewal (Wally Sutherland) - unbudgeted in LTP	\$51,000
Transport connections	Deferred works due to subsidy reductions/removals - includes: footpath renewals, repairs, and cleaning, Keepa Road improvements, Active Whakatāne implementation, road renewals and maintenance for special purpose roads, repairs to cycle paths, resilience programme business case	(\$8,331,000)
Waste water	Works required at Ohope Wastewater Treatment Plant (waveband, wetland investigation, aerators, monitoring, transfer pipe, pump housing) - unbudgeted in LTP	\$375,000
Water supply	New pipe bridge over Rangitāiki River and associated pipework - unbudgeted in LTP	\$200,000

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

Activity group	Activity	Indicative variance
Transport connections	Repair to under slip on Rewatu Road - unbudgeted in LTP	\$620,000
Transport connections	Resilience works on Tāneatua Road - unbudgeted in LTP	\$1,600,000
Corporate services	Reduction in Vehicle Renewals from \$ 1 Million to \$500,000.	(\$500,000)

Total capital works budget variance to LTP (including projects above, inflation adjustment and additional minor alterations): -\$7,657,000

Table two: Operational expenditure variances

Activity group	Activity	Indicative variance
Building and resource management	Additional budget required for building consent processing (correction to LTP budget)	\$150,000
Democracy	Local Elections 2025 increased costs	\$150,000
Economic development	Reduced funding towards external agencies	(\$155,000)
Corporate services	Microsoft Licensing cost increase	\$100,000
Corporate services	Shortfall for licensing operating costs for digital services – moving to cloud-based software to support new enterprise resource planning system	\$308,000
Corporate services	Moving internal Geospatial platform	\$60,000
Corporate services	EPMO - Additional software licensing and training	\$73,000
Corporate services	Insurance - Overbudgeted in LTP. (Group Life, Accident & Income Protection Cover)	(\$120,000)
Corporate Services	Funding Gap Loan Increasing the debt serving cost - loan term changed from 25 years to 10 years.	\$754,000
Building and Resource Management	Loss of expected revenue in fees and charges due to current economic conditions (\$200,000 for building consents and \$150,000 for resource consents).	\$350,000
Waste management	Increase in waste levy (\$5 per tonne) with landfill waste continuing to increase	\$200,000

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

Activity group	Activity	Indicative variance
Waste management	Removal of kerbside food waste collections and associated new bins that are no longer required	(\$834,000)
Waste management	Collection of glass, recycling, and green waste, composting green waste, concrete crushing overbudgeted in LTP	(\$430,000)
Waste management	Reduction in cost of operation of Whakatāne and Murupara Resource Recovery Centres	(\$250,000)
Economic development	Demolition of Council owned building at 2 The Strand to complete floodwall	\$150,000
Economic development	Property Disposals (correction to LTP budget)	\$100,000
Transport connections	Additional river crossing business case	\$100,000
Transport connections	Additional revenue from NZTA Waka Kotahi (adjustment to LTP budget, administration fee claim was underbudgeted)	(\$210,000)
Sanitary/Water/Water supply	Levy payable to Water services authority and commerce commission as per bill 3 of the Water services act. Legislative requirement	\$202,000
Sanitary/Water/Water supply	Local Water Done Well implementation. Loan funded. Required to meet our obligations.	\$200,000
Sanitary/Water/Water supply	Overtime allowance (underbudgeted in LTP).	\$100,000

Net Operating budget variance of these items is \$998,000, with \$754,000 of this variance relating to the change of loan term for the Fund the Gap loans.

4.5. Review of proposed FTE for year two of the LTP

The approved additional full-time equivalent (FTE) roles in the LTP 24/34 were:

- Year 1 – 10.75 FTE
- Year 2 – 16.25 FTE
- Year 3 – 5.5 FTE

Management reviewed the FTE requirements, and it was proposed to amend the FTE for year two of the LTP:

- Year 2 - 0 FTE

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

The budget does not include the originally proposed FTE for year two of the LTP. Management will be monitoring the potential impact(s) on work programmes and levels of service. Areas that will be monitored include community regulation (compliance team), waters, finance and legal support. There will be an opportunity to review FTE again through the development of the Annual Plan for year three of the LTP (2026/2027).

4.6. No formal consultation on Annual Plan

Consultation will not occur for the 2025/26 Annual Plan. Formal consultation on the Annual Plan is not legislatively required unless proposed budget changes are significant, or material compared to the content of the LTP (LGA s95(2A)). More information on this is included in the section 6 of this report.

The cost of formal consultation can at times outweigh the benefit of it. Formal consultations can incur significant costs when taking into consideration design and print cost, digital engagement, face to face events, and resourcing. Although formal consultation will not take place, a public information campaign is planned. The engagement approach for the Annual Plan will prioritise a digital-first education campaign, ensuring our community has clear and accessible information about key decisions and financial considerations.

Staff will develop the information campaign centred around three key themes:

- Financial prudence: Highlighting approximately \$2.2 million in savings identified.
- Rates management: Communicating the reduction in the year 2 Long Term Plan rates increase from 12.7% to 11.7%.
- Future investment: Emphasising the importance of maintaining a balanced budget while continuing to invest in the district's future.

A mix of digital channels, including social media, website updates, and targeted email communications, will be used to ensure broad and effective community reach.

5. Options Analysis - *Ngā Kōwhiringa***5.1. Option 1 - Approve the Annual Plan draft budget proposing to reduce the proposed LTP year two rate increase from an average of 12.7% to 11.7% and to apply any further savings to reducing the operating deficit (Recommended option).**

Advantages	Disadvantages
<ul style="list-style-type: none"> • Consistent with previous direction received from Council • Reduced rates increase level for year two of the LTP • Reducing the operating deficit by applying savings to reduce the “mind the gap” loan • Reducing the “mind the gap” loan repayment term to 10 years is expected to save over \$24 million in interest costs to the community. 	<ul style="list-style-type: none"> • Council could have applied more savings to the operating deficit. • Limited immediate financial relief to household and business

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

5.2. Option 2 Do not approve Annual Plan draft budget.

Advantages	Disadvantages
<ul style="list-style-type: none"> No advantage has been identified with this option. 	<ul style="list-style-type: none"> Inconsistent with previous direction received from Council. Delays caused by further re-work presents a risk to not meet legislative requirements of adoption by 30 June 2025. Further guidance from Council would be required to change to the proposed budget.

6. Significance and Engagement Assessment - Aromatawai Pāhekoheko

6.1. Assessment of Significance and materiality

Consultation on the Annual Plan is not legislatively required unless proposed budget changes are significant, or material compared to the content of the LTP. (LGA s95(2A)).

6.1.1. Assessment of significance:

A significance assessment of the draft Annual Plan budget for 2025/26 recommended in this report has been undertaken against the criteria in the Significance and Engagement Policy (SEP) to determine the level of significance of changes compared to the LTP.

The overall significant assessment is determined to be low to moderate.

Significance Criteria	Comments	Impact Assessment
Level of community interest: Expected level of community interest, opposition or controversy involved.	No substantial changes to what was proposed through year 2 of LTP. Proposals are in keeping with the strategic direction and priorities of the LTP, the outcomes in the LTP are relevant to a ten-year period and year to year implementation can vary.	Moderate
Level of impact on current and future wellbeing: Expected level of adverse impact on the current and future wellbeing of our communities or District.	Budget is proposing to Maintain the Current Level of Service - No significant change From Year 2 LTP. Reducing the operating deficit will be beneficial to ratepayers in the longer term.	Low

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)

Significance Criteria	Comments	Impact Assessment
Rating impact: Expected costs to the community, or sectors of the community, in terms of rates.	No significant change to what included for Year 2 of LTP. Some savings identified would be applied to reducing the forecast rates increase by up to 1% (beneficial for ratepayers). No significant change to Water rating is proposed in the Annual Plan	Low
Financial impact: Expected financial impact on the Council, including on budgets, reserves, debt levels, overall rates, and limits in the Financial Strategy.	Savings identified applied to reduce the annual operating deficit ('mind the gap') or towards contingency planning for unforeseen circumstances.	Low
Consistency: Extent to which a proposal or decision is consistent with the Council's strategic direction, policies and significant decisions already made.	Changes to budget align with Council's Financial Strategy and Revenue and Financing Policy.	Low
Reversibility: Expected level of difficulty to reverse the proposal or decision, once committed to.	The adjustments in the Annual Plan can be reversed and additionally, as the changes don't significantly affect Levels of Service, the likely requirement to reverse decisions is rated as low.	Low
Impact on Māori: Expected level of impact on Māori, considering the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.	No significant change proposed with budget which include OpEx budget in response to Māori relationship strategy.	Low
Impact on levels of service: Expected degree to which the Council's levels of service will be impacted.	Maintaining the current level of service. No significant changes to what was included in year two of the LTP.	Moderate
Impact on strategic assets: Expected impact on the performance or intended performance of the Council's Strategic Assets, for the purpose for which they are held.	Annual plan does not seek sale of a strategic assets and has no or low impact on the performance of strategic assets.	Low

10.3 Approval of the draft annual plan budget for 2025/26(Cont.)**6.1.2. Assessment of materiality:**

Staff have assessed the materiality of the changes included in section 4.4 of this report and the overall assessment of materiality is low to moderate. Most of the proposed changes are driven by external factors to Council and required by legislation (local water done well, transport subsidies, renewal of cremator)

Proposals are in keeping with the strategic direction and priorities of the LTP. The most notable material element would be the change to the budget relating to the transport work programme as NZ Transport Agency Waka Kotahi subsidies have not been obtained. The decision to defer or discontinue elements of the transport work programme is consistent with LTP 24/34 significant forecasting assumptions which mentioned that Council would decide not to proceed with investments if the subsidies were not obtained.

6.2. Engagement and Community Views

Consultation on the Annual Plan is not legislatively required unless proposed budget changes are significant, or material compared to the content of the LTP as per section 95 of Local Government Act.

Engagement on this matter is not being undertaken in accordance with Section 6.0 of the Council's Significance and Engagement Policy. This states that the Council will not consult when the matter is not of a nature or significance that requires public engagement.

7. Considerations - *Whai Whakaaro***7.1. Strategic Alignment**

Proposals are in keeping with the strategic direction and priorities of the Long Term Plan.

No inconsistencies with any of the Council's policies or plans have been identified in relation to this report.

7.2. Legal

This report is part of the Annual Plan development process. Under the Local Government Act 2002, the Council is required to adopt an Annual Plan for 2025/26 by 30 June 2025.

7.3. Financial/Budget Considerations

The Annual Plan sets out the budget for the year 2025/56. Budget considerations including impact on operating deficit and rating impact are mentioned throughout this report.

7.4. Climate Change Assessment

Some individual budget items such as those related to waste, three waters and transport may have a climate change impact. Climate changes impacts will be assessed as part of the delivery of specific project and activities.

There are no significant or notable impacts associated with the matters of this report.

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity**7.5. Risks**

The budget does not include the originally proposed new FTE roles for year two of the LTP. Staff will be monitoring the potential impact(s) on work programmes and levels of service.

There will be opportunity to review the FTE through the development of the Annual Plan 2026/2027 (year three of the LTP).

8. Next Steps – E whai ake nei

Following the Council's confirmation of the preferred option, the draft Annual Plan budget for 2025/26 will continue to be refined. As outlined in section 4.6, staff will develop an information campaign to ensure our community has clear and accessible information about key decisions and financial considerations.

The Annual Plan document including budget and the rating impact statements for communities across the district will be brought to Council on 26 June 2025 for adoption.

Attached to this Report:

- Appendix 1 - Funding impact statements – Whole of Council and by Activity

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
LTP Reporting Structure excl Whakatane Airport

INDICATIVE FUNDING IMPACT STATEMENT - Whole of Council

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
33,296	General rates, uniform annual general charges, rates penalties	37,183	37,562	379
37,402	Targeted Rates	44,430	42,357	(1,073)
7,751	Subsidies and grants for operating purposes	7,205	6,296	(909)
11,181	Fees and Charges	11,620	11,027	(593)
60	Interest and dividends from investments	61	60	(1)
2,599	Local authorities fuel tax, fines, infringement fees, and other	2,659	2,828	169
92,288	Total Sources of operating funding (A)	102,158	100,130	(2,029)
Applications of operating funding				
77,252	Payments to staff and suppliers	81,786	79,512	(2,274)
7,906	Finance costs	9,330	9,600	270
2,288	Other operating funding applications	2,314	2,303	(11)
87,446	Total Applications of operating funding (B)	93,431	89,621	(2,015)
4,842	Surplus (deficit) of operating funding (A-B)	8,728	10,509	(14)
CAPITAL				
Sources of capital funding				
13,053	Subsidies and grants for capital expenditure	14,562	10,282	(4,280)
1,441	Development and financial contributions	1,461	1,423	(38)
32,000	Increase (decrease) in debt	42,000	34,000	(8,000)
1,015	Gross proceeds from sale of assets	1,065	1,065	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
47,499	Total Total Sources of capital funding (C)	59,088	49,621	(12,318)
Applications of capital funding				
Capital expenditure				
2,053	- to meet additional demand	3,484	1,831	(1,653)
25,728	- to improve level of service	34,391	29,201	(5,190)
27,212	- to replace existing assets	27,142	26,343	(799)
(2,652)	Increase (decrease) in reserves	(1,301)	(5,991)	(4,690)
0	Increase (decrease) of investments	4,100	4,100	0
52,341	Total Applications of capital funding (D)	67,816	55,484	(12,332)
(4,842)	Surplus (deficit) of capital funding (C-D)	(8,728)	(5,863)	14
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
DEMOCRACY

INDICATIVE FUNDING IMPACT STATEMENT - Democracy

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
3,609	General rates, uniform annual general charges, rates penalties	3,881	4,104	223
425	Targeted Rates	441	437	(4)
0	Subsidies and grants for operating purposes	0	0	0
0	Fees and Charges	0	0	0
0	Internal charges and overheads recovered	0	0	0
3	Local authorities fuel tax, fines, infringement fees, and other	3	3	(0)
4,038	Sources of operating funding (A)	4,325	4,544	220
Applications of operating funding				
2,100	Payments to staff and suppliers	2,232	2,437	205
2	Finance costs	2	2	(0)
1,930	Internal charges & overheads applied	2,085	2,100	15
0	Other operating funding applications	0	0	0
4,032	Applications of operating funding (B)	4,319	4,539	220
6	Surplus (deficit) of operating funding (A-B)	6	6	(0)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
(6)	Increase (decrease) in debt	(6)	(6)	(0)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
(6)	Total Sources of capital funding (C)	(6)	(6)	(0)
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
0	- to improve level of service	0	0	0
0	- to replace existing assets	0	0	0
0	Increase (decrease) in reserves	0	0	0
0	Increase (decrease) of investments	0	0	0
0	Applications of capital funding (D)	0	0	0
(6)	Surplus (deficit) of capital funding (C-D)	(6)	(6)	0
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
ARTS AND CULTURE

INDICATIVE FUNDING IMPACT STATEMENT - Arts and Culture

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
4,213	General rates, uniform annual general charges, rates penalties	4,512	4,661	148
0	Targeted Rates	0	0	0
13	Subsidies and grants for operating purposes	13	13	(0)
11	Fees and Charges	11	11	(0)
0	Internal charges and overheads recovered	0	0	0
25	Local authorities fuel tax, fines, infringement fees, and other	25	25	(1)
4,261	Sources of operating funding (A)	4,562	4,709	147
Applications of operating funding				
2,216	Payments to staff and suppliers	2,269	2,222	(47)
161	Finance costs	157	162	5
1,892	Internal charges & overheads applied	2,091	2,044	(47)
0	Other operating funding applications	0	0	0
4,269	Applications of operating funding (B)	4,517	4,429	(88)
(8)	Surplus (deficit) of operating funding (A-B)	45	280	236
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
60	Increase (decrease) in debt	100	(136)	(236)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
60	Total Sources of capital funding (C)	100	(136)	(236)
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
42	- to improve level of service	135	131	(3)
116	- to replace existing assets	119	116	(3)
(106)	Increase (decrease) in reserves	(109)	(103)	6
0	Increase (decrease) of investments	0	0	0
52	Applications of capital funding (D)	144	144	(1)
8	Surplus (deficit) of capital funding (C-D)	(45)	(280)	(236)
(0)	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
DISTRICT PARTNERSHIPS

INDICATIVE FUNDING IMPACT STATEMENT - District Partnerships

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
3,098	General rates, uniform annual general charges, rates penalties	3,803	3,479	(324)
0	Targeted Rates	0	0	0
939	Subsidies and grants for operating purposes	300	135	(165)
0	Fees and Charges	0	0	0
140	Internal charges and overheads recovered	143	89	(54)
26	Local authorities fuel tax, fines, infringement fees, and other	27	27	0
4,203	Sources of operating funding (A)	4,272	3,730	(542)
Applications of operating funding				
2,970	Payments to staff and suppliers	2,918	2,572	(345)
0	Finance costs	0	3	3
1,232	Internal charges & overheads applied	1,355	1,282	(73)
0	Other operating funding applications	0	0	0
4,203	Applications of operating funding (B)	4,272	3,856	(416)
0	Surplus (deficit) of operating funding (A-B)	0	(126)	(126)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
0	Increase (decrease) in debt	0	126	126
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
0	Total Sources of capital funding (C)	0	126	126
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
0	- to improve level of service	0	0	0
42	- to replace existing assets	0	0	0
(42)	Increase (decrease) in reserves	0	0	0
0	Increase (decrease) of investments	0	0	0
0	Applications of capital funding (D)	0	0	0
0	Surplus (deficit) of capital funding (C-D)	0	126	126
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
AQUATIC CENTRES

INDICATIVE FUNDING IMPACT STATEMENT - Aquatic Centres

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
2,782	General rates, uniform annual general charges, rates penalties	3,347	3,280	(67)
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
1,105	Fees and Charges	1,046	1,014	(32)
0	Internal charges and overheads recovered	0	0	0
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	(0)
3,887	Sources of operating funding (A)	4,393	4,294	(98)
Applications of operating funding				
2,480	Payments to staff and suppliers	2,566	2,632	66
324	Finance costs	342	332	(10)
1,179	Internal charges & overheads applied	1,343	1,282	(61)
0	Other operating funding applications	0	0	0
3,983	Applications of operating funding (B)	4,251	4,247	(4)
(96)	Surplus (deficit) of operating funding (A-B)	142	48	(94)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
954	Increase (decrease) in debt	422	513	91
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
954	Total Sources of capital funding (C)	422	513	91
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
569	- to improve level of service	268	266	(3)
327	- to replace existing assets	364	360	(4)
(38)	Increase (decrease) in reserves	(69)	(65)	4
0	Increase (decrease) of investments	0	0	0
858	Applications of capital funding (D)	563	561	(3)
96	Surplus (deficit) of capital funding (C-D)	(142)	(48)	94
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
EVENTS AND TOURISM

INDICATIVE FUNDING IMPACT STATEMENT - Events and Tourism

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
933	General rates, uniform annual general charges, rates penalties	1,009	928	(81)
1,307	Targeted Rates	1,438	1,339	(99)
0	Subsidies and grants for operating purposes	0	0	0
23	Fees and Charges	24	23	(1)
0	Internal charges and overheads recovered	0	0	0
21	Local authorities fuel tax, fines, infringement fees, and other	22	21	(1)
2,284	Sources of operating funding (A)	2,493	2,311	(182)
Applications of operating funding				
1,763	Payments to staff and suppliers	1,886	1,723	(163)
0	Finance costs	6	5	(1)
697	Internal charges & overheads applied	782	760	(22)
0	Other operating funding applications	0	0	0
2,460	Applications of operating funding (B)	2,675	2,489	(186)
(177)	Surplus (deficit) of operating funding (A-B)	(182)	(178)	4
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	269	263	(7)
0	Development and financial contributions	0	0	0
0	Increase (decrease) in debt	269	263	(7)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
0	Total Sources of capital funding (C)	539	526	(13)
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
0	- to improve level of service	539	526	(13)
0	- to replace existing assets	0	0	0
(177)	Increase (decrease) in reserves	(182)	(178)	4
0	Increase (decrease) of investments	0	0	0
(177)	Applications of capital funding (D)	357	348	(9)
177	Surplus (deficit) of capital funding (C-D)	182	178	(4)
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
ECONOMIC DEVELOPMENT
INDICATIVE FUNDING IMPACT STATEMENT - Economic Development

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
944	General rates, uniform annual general charges, rates penalties	1,385	1,575	190
224	Targeted Rates	234	203	(31)
0	Subsidies and grants for operating purposes	0	0	0
2,534	Fees and Charges	2,588	2,525	(63)
323	Internal charges and overheads recovered	330	334	4
26	Local authorities fuel tax, fines, infringement fees, and other	26	26	0
4,050	Sources of operating funding (A)	4,563	4,663	100
Applications of operating funding				
1,518	Payments to staff and suppliers	1,532	1,687	155
55	Finance costs	211	213	2
1,138	Internal charges & overheads applied	1,224	1,225	0
0	Other operating funding applications	0	0	0
2,710	Applications of operating funding (B)	2,967	3,124	157
1,340	Surplus (deficit) of operating funding (A-B)	1,596	1,539	(57)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
1,709	Increase (decrease) in debt	5,232	4,848	(385)
1,015	Gross proceeds from sale of assets	1,065	1,065	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
2,724	Total Sources of capital funding (C)	6,297	5,913	(385)
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
1,300	- to improve level of service	5,066	4,943	(123)
185	- to replace existing assets	88	138	50
2,579	Increase (decrease) in reserves	2,739	2,371	(368)
0	Increase (decrease) of investments	0	0	0
4,064	Applications of capital funding (D)	7,893	7,451	(442)
(1,340)	Surplus (deficit) of capital funding (C-D)	(1,596)	(1,539)	57
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
CLIMATE CHANGE AND RESILIENCE
INDICATIVE FUNDING IMPACT STATEMENT - Climate Change and Resilience

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
	Sources of operating funding			
774	General rates, uniform annual general charges, rates penalties	900	1,036	136
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
0	Fees and Charges	0	0	0
0	Internal charges and overheads recovered	0	0	0
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	0
774	Sources of operating funding (A)	900	1,036	136
	Applications of operating funding			
428	Payments to staff and suppliers	636	638	1
139	Finance costs	136	90	(47)
222	Internal charges & overheads applied	250	233	(16)
0	Other operating funding applications	0	0	0
790	Applications of operating funding (B)	1,022	960	(62)
(15)	Surplus (deficit) of operating funding (A-B)	(122)	76	198
CAPITAL				
	Sources of capital funding			
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
15	Increase (decrease) in debt	122	(76)	(198)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
15	Total Sources of capital funding (C)	122	(76)	(198)
	Applications of capital funding			
	Capital expenditure			
0	- to meet additional demand	0	0	0
0	- to improve level of service	0	0	0
0	- to replace existing assets	0	0	0
0	Increase (decrease) in reserves	0	0	0
0	Increase (decrease) of investments	0	0	0
0	Applications of capital funding (D)	0	0	0
15	Surplus (deficit) of capital funding (C-D)	122	(76)	(198)
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
STORMWATER
INDICATIVE FUNDING IMPACT STATEMENT - Stormwater

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
342	General rates, uniform annual general charges, rates penalties	337	335	(2)
4,982	Targeted Rates	5,764	5,718	(46)
0	Subsidies and grants for operating purposes	0	0	0
0	Fees and Charges	0	0	0
3,273	Internal charges and overheads recovered	3,582	3,696	114
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	0
8,597	Sources of operating funding (A)	9,683	9,749	66
Applications of operating funding				
4,359	Payments to staff and suppliers	4,720	4,985	264
1,199	Finance costs	1,199	1,063	(136)
1,939	Internal charges & overheads applied	2,238	2,277	39
0	Other operating funding applications	0	0	0
7,497	Applications of operating funding (B)	8,157	8,325	168
1,100	Surplus (deficit) of operating funding (A-B)	1,526	1,424	(102)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
4	Development and financial contributions	4	4	0
2,324	Increase (decrease) in debt	57	33	(24)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
2,329	Total Sources of capital funding (C)	61	37	(24)
Applications of capital funding				
Capital expenditure				
75	- to meet additional demand	11	11	(1)
529	- to improve level of service	400	378	(22)
4,249	- to replace existing assets	1,746	1,650	(96)
(1,424)	Increase (decrease) in reserves	(569)	(577)	(7)
0	Increase (decrease) of investments	0	0	0
3,429	Applications of capital funding (D)	1,587	1,462	(126)
(1,100)	Surplus (deficit) of capital funding (C-D)	(1,526)	(1,424)	102
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
WASTEWATER

INDICATIVE FUNDING IMPACT STATEMENT - Wastewater

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
175	General rates, uniform annual general charges, rates penalties	172	172	0
6,428	Targeted Rates	7,162	7,420	258
0	Subsidies and grants for operating purposes	0	0	0
276	Fees and Charges	286	275	(11)
27	Internal charges and overheads recovered	27	100	73
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	0
6,906	Sources of operating funding (A)	7,647	7,967	320
Applications of operating funding				
1,407	Payments to staff and suppliers	1,567	1,577	10
848	Finance costs	1,073	1,106	33
2,896	Internal charges & overheads applied	3,136	3,182	47
0	Other operating funding applications	0	0	0
5,151	Applications of operating funding (B)	5,775	5,865	90
1,755	Surplus (deficit) of operating funding (A-B)	1,872	2,102	230
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
191	Development and financial contributions	195	185	(11)
3,930	Increase (decrease) in debt	7,998	7,635	(363)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
4,120	Total Sources of capital funding (C)	8,193	7,820	(373)
Applications of capital funding				
Capital expenditure				
34	- to meet additional demand	100	160	60
1,488	- to improve level of service	6,073	5,980	(92)
4,085	- to replace existing assets	6,418	6,168	(251)
268	Increase (decrease) in reserves	(2,526)	(2,386)	139
0	Increase (decrease) of investments	0	0	0
5,875	Applications of capital funding (D)	10,066	9,922	(144)
(1,755)	Surplus (deficit) of capital funding (C-D)	(1,872)	(2,102)	(230)
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
WATER SUPPLY

INDICATIVE FUNDING IMPACT STATEMENT - Water Supply

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
0	General rates, uniform annual general charges, rates penalties	0	0	0
9,856	Targeted Rates	12,688	11,511	(1,177)
0	Subsidies and grants for operating purposes	0	0	0
61	Fees and Charges	62	59	(3)
101	Internal charges and overheads recovered	67	138	70
8	Local authorities fuel tax, fines, infringement fees, and other	8	7	(0)
10,025	Sources of operating funding (A)	12,825	11,715	(1,110)
Applications of operating funding				
2,739	Payments to staff and suppliers	2,777	2,751	(26)
1,832	Finance costs	2,253	1,979	(274)
3,882	Internal charges & overheads applied	4,158	4,213	54
0	Other operating funding applications	0	0	0
8,453	Applications of operating funding (B)	9,188	8,943	(246)
1,572	Surplus (deficit) of operating funding (A-B)	3,637	2,773	(864)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
227	Development and financial contributions	233	220	(13)
14,946	Increase (decrease) in debt	7,178	7,713	535
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
15,174	Total Sources of capital funding (C)	7,411	7,933	522
Applications of capital funding				
Capital expenditure				
1,042	- to meet additional demand	800	756	(44)
11,079	- to improve level of service	6,138	5,801	(337)
3,279	- to replace existing assets	4,090	4,076	(14)
1,345	Increase (decrease) in reserves	20	73	53
0	Increase (decrease) of investments	0	0	0
16,746	Applications of capital funding (D)	11,048	10,706	(342)
(1,572)	Surplus (deficit) of capital funding (C-D)	(3,637)	(2,773)	864
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
PORTS AND HARBOURS

INDICATIVE FUNDING IMPACT STATEMENT - Ports and Harbour

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
	Sources of operating funding			
0	General rates, uniform annual general charges, rates penalties	0	0	0
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
297	Fees and Charges	303	300	(3)
0	Internal charges and overheads recovered	0	0	0
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	0
297	Sources of operating funding (A)	303	300	(3)
	Applications of operating funding			
1,212	Payments to staff and suppliers	1,158	1,257	100
517	Finance costs	482	280	(202)
413	Internal charges & overheads applied	449	436	(13)
0	Other operating funding applications	0	0	0
2,142	Applications of operating funding (B)	2,089	1,974	(115)
(1,844)	Surplus (deficit) of operating funding (A-B)	(1,786)	(1,674)	112
CAPITAL				
	Sources of capital funding			
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
(226)	Increase (decrease) in debt	(245)	(176)	68
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
(226)	Total Sources of capital funding (C)	(245)	(176)	68
	Applications of capital funding			
	Capital expenditure			
0	- to meet additional demand	0	0	0
0	- to improve level of service	129	128	(1)
493	- to replace existing assets	172	170	(2)
(2,564)	Increase (decrease) in reserves	(2,331)	(2,148)	183
0	Increase (decrease) of investments	0	0	0
(2,070)	Applications of capital funding (D)	(2,030)	(1,850)	180
1,844	Surplus (deficit) of capital funding (C-D)	1,786	1,674	(112)
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
PARKS AND RESERVES

INDICATIVE FUNDING IMPACT STATEMENT - Parks and Reserves

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
5,011	General rates, uniform annual general charges, rates penalties	5,259	5,689	430
0	Targeted Rates	0	0	0
8	Subsidies and grants for operating purposes	8	8	(0)
521	Fees and Charges	534	529	(5)
1,841	Internal charges and overheads recovered	1,899	1,878	(21)
102	Local authorities fuel tax, fines, infringement fees, and other	105	113	8
7,482	Sources of operating funding (A)	7,806	8,216	410
Applications of operating funding				
3,334	Payments to staff and suppliers	3,738	3,795	56
346	Finance costs	425	284	(141)
3,008	Internal charges & overheads applied	3,258	3,162	(96)
0	Other operating funding applications	0	0	0
6,687	Applications of operating funding (B)	7,422	7,241	(181)
795	Surplus (deficit) of operating funding (A-B)	384	975	592
CAPITAL				
Sources of capital funding				
350	Subsidies and grants for capital expenditure	81	0	(81)
30	Development and financial contributions	31	30	(0)
1,431	Increase (decrease) in debt	2,684	2,104	(580)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
1,811	Total Sources of capital funding (C)	2,795	2,134	(661)
Applications of capital funding				
Capital expenditure				
1	- to meet additional demand	1	1	(0)
2,021	- to improve level of service	2,600	2,527	(73)
902	- to replace existing assets	1,084	1,870	786
(319)	Increase (decrease) in reserves	(506)	(1,289)	(783)
0	Increase (decrease) of investments	0	0	0
2,606	Applications of capital funding (D)	3,179	3,109	(69)
(795)	Surplus (deficit) of capital funding (C-D)	(384)	(975)	(592)
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)

YEAR:
2026ACTIVITY:
HOLIDAY PARK

INDICATIVE FUNDING IMPACT STATEMENT - Holiday Park

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
	Sources of operating funding			
0	General rates, uniform annual general charges, rates penalties	0	0	0
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
1,138	Fees and Charges	1,217	1,205	(12)
0	Internal charges and overheads recovered	0	0	0
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	0
1,138	Sources of operating funding (A)	1,217	1,205	(12)
	Applications of operating funding			
857	Payments to staff and suppliers	880	829	(51)
101	Finance costs	99	107	7
516	Internal charges & overheads applied	589	560	(30)
0	Other operating funding applications	0	0	0
1,473	Applications of operating funding (B)	1,568	1,495	(74)
(335)	Surplus (deficit) of operating funding (A-B)	(351)	(290)	61
CAPITAL				
	Sources of capital funding			
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
154	Increase (decrease) in debt	(17)	(63)	(46)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
154	Total Sources of capital funding (C)	(17)	(63)	(46)
	Applications of capital funding			
	Capital expenditure			
0	- to meet additional demand	0	0	0
215	- to improve level of service	54	53	(1)
105	- to replace existing assets	54	53	(1)
(502)	Increase (decrease) in reserves	(475)	(459)	16
0	Increase (decrease) of investments	0	0	0
(181)	Applications of capital funding (D)	(368)	(353)	15
335	Surplus (deficit) of capital funding (C-D)	351	290	(61)
0	Funding Balance ((A-B) + (C-D))	0	0	0

Ordinary Council - AGENDA

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)


 YEAR:
2026

 ACTIVITY:
TRANSPORTATION CONNECTIONS

INDICATIVE FUNDING IMPACT STATEMENT - Transportation Connections

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
(43)	General rates, uniform annual general charges, rates penalties	(43)	(42)	1
8,463	Targeted Rates	9,204	9,911	707
6,216	Subsidies and grants for operating purposes	6,376	5,642	(733)
128	Fees and Charges	130	127	(3)
2,113	Internal charges and overheads recovered	2,247	2,188	(59)
912	Local authorities fuel tax, fines, infringement fees, and other	930	1,128	198
17,789	Sources of operating funding (A)	18,844	18,955	111
Applications of operating funding				
9,541	Payments to staff and suppliers	10,017	9,117	(900)
1,051	Finance costs	1,200	960	(239)
5,274	Internal charges & overheads applied	5,714	5,528	(187)
0	Other operating funding applications	0	0	0
15,866	Applications of operating funding (B)	16,931	15,604	(1,327)
1,923	Surplus (deficit) of operating funding (A-B)	1,913	3,351	1,437
CAPITAL				
Sources of capital funding				
12,640	Subsidies and grants for capital expenditure	14,212	10,019	(4,193)
248	Development and financial contributions	253	246	(7)
2,648	Increase (decrease) in debt	6,091	3,189	(2,902)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
15,536	Total Sources of capital funding (C)	20,556	13,454	(7,102)
Applications of capital funding				
Capital expenditure				
905	- to meet additional demand	2,567	899	(1,668)
5,870	- to improve level of service	9,110	5,537	(3,573)
11,103	- to replace existing assets	11,096	10,226	(870)
(419)	Increase (decrease) in reserves	(305)	143	447
0	Increase (decrease) of investments	0	0	0
17,459	Applications of capital funding (D)	22,469	16,805	(5,664)
(1,923)	Surplus (deficit) of capital funding (C-D)	(1,913)	(3,351)	(1,437)
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
BUILDING AND RESOURCE MANAGEMENT
INDICATIVE FUNDING IMPACT STATEMENT - Building and Resource Management

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
4,495	General rates, uniform annual general charges, rates penalties	4,780	5,251	471
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
1,791	Fees and Charges	1,829	1,455	(374)
0	Internal charges and overheads recovered	0	0	0
920	Local authorities fuel tax, fines, infringement fees, and other	939	916	(23)
7,207	Sources of operating funding (A)	7,548	7,622	74
Applications of operating funding				
4,822	Payments to staff and suppliers	5,078	5,317	239
501	Finance costs	521	387	(134)
2,800	Internal charges & overheads applied	3,131	3,039	(93)
0	Other operating funding applications	0	0	0
8,123	Applications of operating funding (B)	8,730	8,743	12
(917)	Surplus (deficit) of operating funding (A-B)	(1,183)	(1,120)	62
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
917	Increase (decrease) in debt	1,183	1,120	(62)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
917	Total Sources of capital funding (C)	1,183	1,120	(62)
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
0	- to improve level of service	0	0	0
0	- to replace existing assets	0	0	0
0	Increase (decrease) in reserves	0	0	0
0	Increase (decrease) of investments	0	0	0
0	Applications of capital funding (D)	0	0	0
917	Surplus (deficit) of capital funding (C-D)	1,183	1,120	(62)
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
WASTE MANAGEMENT
INDICATIVE FUNDING IMPACT STATEMENT - Waste Management

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
2,779	General rates, uniform annual general charges, rates penalties	2,872	2,403	(470)
5,717	Targeted Rates	6,499	5,818	(682)
440	Subsidies and grants for operating purposes	440	429	(11)
2,201	Fees and Charges	2,463	2,403	(60)
0	Internal charges and overheads recovered	0	0	0
0	Local authorities fuel tax, fines, infringement fees, and other	0	0	0
11,137	Sources of operating funding (A)	12,275	11,053	(1,222)
Applications of operating funding				
10,017	Payments to staff and suppliers	10,637	8,905	(1,732)
411	Finance costs	450	109	(341)
1,251	Internal charges & overheads applied	1,380	1,358	(22)
0	Other operating funding applications	0	0	0
11,680	Applications of operating funding (B)	12,466	10,372	(2,095)
(542)	Surplus (deficit) of operating funding (A-B)	(192)	681	873
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
1,089	Increase (decrease) in debt	1,401	(336)	(1,737)
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
1,089	Total Sources of capital funding (C)	1,401	(336)	(1,737)
Applications of capital funding				
Capital expenditure				
5	- to meet additional demand	5	5	(0)
203	- to improve level of service	868	13	(856)
31	- to replace existing assets	32	31	(1)
307	Increase (decrease) in reserves	304	296	(8)
0	Increase (decrease) of investments	0	0	0
546	Applications of capital funding (D)	1,210	345	(864)
542	Surplus (deficit) of capital funding (C-D)	192	(681)	(873)
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)YEAR:
2026ACTIVITY:
COMMUNITY REGULATION**INDICATIVE FUNDING IMPACT STATEMENT - Community Regulation**

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
1,822	General rates, uniform annual general charges, rates penalties	2,135	2,036	(99)
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
941	Fees and Charges	972	948	(24)
0	Internal charges and overheads recovered	0	0	0
124	Local authorities fuel tax, fines, infringement fees, and other	126	123	(3)
2,887	Sources of operating funding (A)	3,233	3,108	(125)
Applications of operating funding				
1,578	Payments to staff and suppliers	1,768	1,693	(74)
1	Finance costs	2	2	(0)
1,307	Internal charges & overheads applied	1,462	1,411	(51)
0	Other operating funding applications	0	0	0
2,887	Applications of operating funding (B)	3,232	3,107	(125)
0	Surplus (deficit) of operating funding (A-B)	1	1	0
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
48	Increase (decrease) in debt	(1)	(1)	0
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
48	Total Sources of capital funding (C)	(1)	(1)	0
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
0	- to improve level of service	0	0	0
48	- to replace existing assets	0	0	0
0	Increase (decrease) in reserves	0	0	0
0	Increase (decrease) of investments	0	0	0
48	Applications of capital funding (D)	0	0	0
0	Surplus (deficit) of capital funding (C-D)	(1)	(1)	0
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
COMMUNITY FACILITIES
INDICATIVE FUNDING IMPACT STATEMENT - Community Facilities

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
1,379	General rates, uniform annual general charges, rates penalties	1,783	1,659	(124)
0	Targeted Rates	0	0	0
0	Subsidies and grants for operating purposes	0	0	0
122	Fees and Charges	124	123	(1)
0	Internal charges and overheads recovered	0	0	0
1	Local authorities fuel tax, fines, infringement fees, and other	1	1	(0)
1,501	Sources of operating funding (A)	1,908	1,782	(126)
Applications of operating funding				
1,206	Payments to staff and suppliers	1,141	1,133	(8)
134	Finance costs	228	186	(42)
563	Internal charges & overheads applied	611	584	(27)
0	Other operating funding applications	0	0	0
1,903	Applications of operating funding (B)	1,980	1,904	(77)
(402)	Surplus (deficit) of operating funding (A-B)	(72)	(121)	(49)
CAPITAL				
Sources of capital funding				
63	Subsidies and grants for capital expenditure	0	0	0
731	Development and financial contributions	745	737	(7)
1,891	Increase (decrease) in debt	2,406	2,437	30
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
2,685	Total Sources of capital funding (C)	3,151	3,174	23
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
1,304	- to improve level of service	2,260	2,238	(23)
510	- to replace existing assets	294	291	(3)
469	Increase (decrease) in reserves	524	524	(0)
0	Increase (decrease) of investments	0	0	0
2,283	Applications of capital funding (D)	3,078	3,053	(26)
402	Surplus (deficit) of capital funding (C-D)	72	121	49
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.3.1 Appendix 1 - Funding impact statements – Whole of Council and by Activity(Cont.)
 YEAR:
2026

 ACTIVITY:
CORPORATE SERVICES
INDICATIVE FUNDING IMPACT STATEMENT - Corporate Services

AP 2024/25 \$000		LTP 2025/26 \$000	AP 2025/26 \$000	VARIANCE 2025/26 \$000
OPERATIONAL				
Sources of operating funding				
84	General rates, uniform annual general charges, rates penalties	88	99	11
0	Targeted Rates	0	0	0
136	Subsidies and grants for operating purposes	69	69	0
30	Fees and Charges	30	30	0
24,781	Internal charges and overheads recovered	27,440	26,539	(901)
115	Local authorities fuel tax, fines, infringement fees, and other	124	121	(2)
25,146	Sources of operating funding (A)	27,752	26,859	(893)
Applications of operating funding				
22,575	Payments to staff and suppliers	24,056	24,037	(19)
931	Finance costs	994	865	(130)
346	Internal charges & overheads applied	354	65	(289)
1,707	Other operating funding applications	1,829	1,830	1
25,560	Applications of operating funding (B)	27,234	26,797	(437)
(413)	Surplus (deficit) of operating funding (A-B)	518	62	(456)
CAPITAL				
Sources of capital funding				
0	Subsidies and grants for capital expenditure	0	0	0
0	Development and financial contributions	0	0	0
2,734	Increase (decrease) in debt	1,564	1,933	369
0	Gross proceeds from sale of assets	0	0	0
0	Lump Sum Contributions	0	0	0
0	Other dedicated capital funding	0	0	0
2,734	Total Sources of capital funding (C)	1,564	1,933	369
Applications of capital funding				
Capital expenditure				
0	- to meet additional demand	0	0	0
1,106	- to improve level of service	680	681	0
1,728	- to replace existing assets	1,656	1,194	(462)
(512)	Increase (decrease) in reserves	(254)	121	375
0	Increase (decrease) of investments	0	0	0
2,321	Applications of capital funding (D)	2,082	1,995	(87)
413	Surplus (deficit) of capital funding (C-D)	(518)	(62)	456
0	Funding Balance ((A-B) + (C-D))	0	0	0

10.4 Solar Panel Business Case Report**10.4 Solar Panel Business Case Report**

To: **Whakatāne District Council**

Date: **Thursday, 20 March 2025**

Author: **G Mischefski-Gray / Strategic Policy Analyst**

Authoriser: **L Woolsey / GM Strategy and Growth**

1. Reason for the report - Te Take mō tēnei rīpoata

This report seeks Council approval in principle to secure a loan from Trust Horizon to fund the installation of solar panels on three key Council facilities. This is part of our solar project presented in the Solar Panel Business Case.

2. Recommendations - *Tohutohu akiaki*

1. THAT the Whakatāne District Council **receive** the Solar Panel Business Case report; and
2. THAT the Whakatāne District Council **approve** in principal a request to Trust Horizon for a loan of up to three hundred thousand dollars (\$300,000) on a 10-year repayment period at a 3.5% interest rate; and
3. THAT the Whakatāne District Council **delegate authority** to the Chief Executive for final loan approval.

3. Background - *He tirohanga whakamuri*

A feasibility study completed in 2022 by EMSOL reviewed a range of Council facilities and the potential solar opportunities. When the study was received by the Energy, Environment and Resilience Committee in May 2023, staff were directed to identify solar projects in the Climate Change Pathway review process using the feasibility study for guidance. Councilors agreed that investigating solar further should be a priority for our Council. They noted that external funding opportunities should be explored so as not to burden rate payers.

The Climate Change Pathway passed in June 2024 set out goals and emission targets for the Whakatāne District Council. These included exploring opportunities for renewable energy generation, advancing opportunities to electrify Council operations where emissions reductions can be achieved, and delivering energy efficiency upgrades and initiatives. As part of implementing the pathway, this report now presents a business case to proceed with the installation of solar panels on council facilities. The case outlines that the project will be cost-neutral due to the savings generated by transitioning to solar electricity. It also suggests there will be further financial returns generated if, as anticipated, Council is able to sell any excess energy generated to the grid in future years. The business case attached to this report contains further details of how this project is expected to deliver positive outcomes for our communities in terms of financial savings and reduced emissions.

10.4 Solar Panel Business Case Report(Cont.)**4. Discussion – Kōrerorero**

The key investment advantages are:

- **Strategic:** strong strategic alignment with LTP priorities, Climate Change Pathway and cost reductions.
- **Economic:** The buildings selected went through a feasibility study followed by prioritisation. They are well suited to Solar, with their usage, location, size and shape. Two of the sites have the capability to earn an income (Dog Pound and Resource Recovery). As part of the design process, the Civic will include the capability to retrofit a battery, which allows the site to be operating during power outages, an important factor in community resilience.
- **Commercial Case:** The procurement process has been completed, with a strong emphasis on broader outcomes, particularly supply chain/recyclability of the products and local suppliers. This emphasis on broader outcomes was due to Councillor guidance from the November 7th Energy, Environment and Resilience committee. The indicatively selected companies fulfil these requirements as well as providing quality products.
- **Financial Case:** This loan will not cost the community as the electricity cost savings can cover the repayment and interest costs for the first ten years until the loan is fully repaid. Expenditure required to service and repay the loan is already budgeted as it has been factored into expected electricity requirements were the project not to proceed. After year 10 until the solar panels end of life around year 25, the full electricity cost savings will be realised by the Council as all the interest on the loan will have been paid.
- **Management Case:** The solar panel project has already been a part of workstreams and will not require many additional hours in the next stages. The project has had many teams feeding into the process. Additionally, the expertise of Whirika (previously EMSOL and author of feasibility study) has been used within this project, particularly within procurement process.
- **Risk Management Planning:** Key mitigations include a thorough design and analysis process. This project also addresses the wider risks to the Council such as increasing electricity costs due to grid reliance.

5. Options Analysis - *Ngā Kōwhiringa***5.1. Option 1 Approve the loan for solar panel installation on the Dog Pound, Resource Recovery Centre and the Civic Centre- Recommended option**

Advantages	Disadvantages
<ul style="list-style-type: none"> • Zero cost to ratepayers (savings cover the interest cost) • Favourable loan terms • Cost reduction initiative • Emissions reduction • Energy resilience, increased generation capacity in high sunshine hour district • Sites selected are all well suited for solar • Councillors demonstrating fast follower in the renewable energy space 	<ul style="list-style-type: none"> • Additional loans (even those that are cost-neutral) may generate discontent in the community • Potential fluctuation in energy costs. • Not yet sure on what will happen to the panels at the end of their life.

10.4 Solar Panel Business Case Report(Cont.)**5.2. Option 2 Dog Pound and Resource Recovery Centre Only – Less Preferred**

Advantages	Disadvantages
<ul style="list-style-type: none"> • Less borrowing. • Smaller Project. • Both optimal sites and will offset all these site's electricity costs. 	<ul style="list-style-type: none"> • Not a cost neutral project, will cost ratepayers. The low electricity cost savings from just these two sites do not cover the interest payments and loan repayments. • Civic Centre is the bulk of the electricity costs, hence the savings. • Without the Civic, these sites would be required to generate an income to cover the costs. Staff do not want to rely on this income for the feasibility of the project. • Are not able to build in the emergency resilience component into the Civic Centre.

5.3. Option 3 Continue as is – Least Preferred

Advantages	Disadvantages
<ul style="list-style-type: none"> • Degree of uncertainty in the renewables industry (infrastructure/building related) • No more work to be completed on this project 	<ul style="list-style-type: none"> • Increasing electricity prices • Doesn't build generation capacity • Missed savings opportunity • Higher emissions

6. Significance and Engagement Assessment - Aromatawai Pāhekoheko**6.1. Assessment of Significance**

The decisions and matters of this report are assessed to be of low significance, in accordance with the Council's Significance and Engagement Policy.

6.2. Engagement and Community Views

Engagement on this matter is not being undertaken in accordance with Section 6.0 of the Council's Significance and Engagement Policy. This states that the Council will not consult when the matter is not of a nature or significance that requires public engagement (low significance).

7. Considerations - *Whai Whakaaro***7.1. Strategic Alignment**

Significant strategic alignment with:

10.4 Solar Panel Business Case Report(Cont.)

- Climate Change Pathway
- Long Term Plan 2024-2034 Priorities.

7.2. Legal

- Resource Management Act.
- New Zealand Building Code.
- Electricity Authority rules.

7.3. Financial/Budget Considerations

This loan funding is unbudgeted. However, electricity is budgeted OPEX. The installation of these panels does not increase any costs over the 10-year period or alter this allocated budget.

Cost neutral initiative for the first 10 years as the cost savings from the energy generated will cover the interest and loan repayments. After year 10, the electricity cost savings will be realised.

7.3.1. Assumptions

1. There is potential for income on generation, however, this has not been factored into the analysis as the project aims to be cost neutral without relying on this income.
2. The contingency on this project is high (12.5%) as designs have not yet been refined from the suppliers. This additional contingency does not have to be drawn down. Analysis has been completed as if the full amount is drawn upon.

7.4. Climate Change Assessment

Goal	Matters to consider	Comments	Impact Assessment
1	The likely impacts (flood, drought, storms, sea level rise, etc.) of climate change in the Eastern Bay of Plenty on the matters of this report.	Weather related events will be factored into the design process, particularly storm events.	<i>Medium</i>
	The matters of this report's reduction on the effect of climate related impacts (flood, drought, storm, sea level etc.).	Installation will reduce emissions.	<i>Medium</i>
2	Options for lowering greenhouse gas emissions have been specifically considered in relation to the matters of the report, including: <ul style="list-style-type: none"> - Energy efficiency / renewable energy, - Resource usage, - Waste/Whole of Life, and - Fossil fuel usage. 	The solar panels will directly impact the Council's energy efficiency and decrease the electricity emissions. Resource and whole of life usage has been considered in the procurement phase.	<i>High</i>

10.4 Solar Panel Business Case Report(Cont.)

	Key emission sources, and (if possible) calculation of the greenhouse gas emissions for matters of report/project.	The suppliers are a third party and procurement emissions are not yet part of the organisation's boundaries.	<i>Low</i>
	Opportunities to address inequities or disadvantages due to climate change considered in relation to the matters of the report.	With more renewable energy generation, overtime electricity prices should stabilise, reducing electricity hardship and increasing equity.	<i>Low</i>
3	Impacts upon the district's biodiversity.	No known impact. These panels are going onto buildings which already exist.	<i>Low</i>
	Matters that increase resilience to climate change for Council and/or our communities.	Significantly increases resilience through energy generation. Allows future storage capability.	<i>High</i>
<p>Summary: The solar panel projects are a key project in the climate change strategy and are a key step to reducing the Council's emissions and showing leadership in emissions reduction. The impact of this project is positive overall.</p> <p>Overall Analysis: The decisions and matters in this report are assessed for their impact on greenhouse gas emissions and climate change effects, which are categorised as high.</p>			

7.5. Risks

Risks are detailed in full in the business case. An overview is here:

Risk	Description and/or Mitigation
Financial	A 10-year loan, increasing the borrowed amount by the Council. This is mitigated by strong, robust financial analysis with multiple scenarios of price increases.
Technical	<p>The panels may not meet the requirements. To mitigate the use high quality panels and a vigorous final design process will be prioritised. System is remaining grid-tied; therefore, electricity supply continues should a failure occur.</p> <p>Structural issues such as the facility not suiting the system size or load bearing capabilities may arise throughout the process. The loan contingency should mitigate any of these. Systems can be scaled down if needed.</p>

10.4 Solar Panel Business Case Report(Cont.)

Regulatory and Compliance	Not fulfilling regulatory and compliance codes. Working with certified solar installers.
Environmental	Poor end of life outcomes and supply chain concerns. Ethical and whole of life considerations in the procurement process. A weighting of 40% for the broader outcomes.
Operational	Panels not being well maintained. Having a maintenance plan in place, upskilling personnel and ensuring design factors in ease of maintenance.


8. Next Steps – E whai ake nei

1. If the request to secure a loan is granted:
2. Finalise design, quotes and contracts with suppliers.
3. Report back to Councillors if any assumed costs are exceeded, otherwise;
4. Whakatāne District Council Chief Executive approve loan from Trust Horizon.
5. Begin solar installation in June 2025.

Attached to this Report:

- Whakatāne District Council Solar Panel Business Case

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case**10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case**

	Date:	March 2025
	Author:	G Mischefski-Gray / Strategic Policy Analyst
	Authoriser	L Woolsey / General Manager Strategy and Growth
	Reference:	A2848431

1. Reason for the Business Case

This Business Case provides background for Council to approve a loan in principal from Trust Horizon to fund the installation of solar panels on three key Council facilities as part of our solar project.

2. Introduction

This Business Case outlines the details of the project to install grid-tied solar systems on the:

- Civic Centre,
- Resource Recovery Centre, and
- Dog Pound.

The purpose of this Business Case is to:

- Identify the value of the proposed investment,
- Plan the necessary funding and management arrangements for the successful delivery of the project, and
- Provide background to Councillors on the proposal to take a loan from Trust Horizon to implement the solar panel project.

2.1. Work Completed to Date

	Milestone Description	Completed
1	Feasibility study of potential sites for solar panels	14 March 2023
2	Inclusion in adopted Climate Change Pathway	27 June 2024
3	Inclusion in adopted Long Term Plan	August 2024
4	Initial shortlisting of buildings completed (from 8 to 5)	October 2024
5	Detailed shortlisting of buildings down to the 3	November 2024
6	Request for Tenders	December-February 2025

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)**3. Strategic Case**

The strategic case outlines the strategic context for the investment proposal and makes a robust case for change.

A grid tied solar system on these three sites will mean the Council is generating some of its own electricity.

The Climate Change Pathway set emissions reductions targets for the Council in energy related areas of 16% reduction by 2027. Two specific actions to achieve this were identified as:

- Deliver energy efficient upgrades to assets identified through energy audits, and
- Deliver specific energy efficiency initiatives at Council facilities.

The LTP 2024-34 has two strategic priorities that directly align with the project:

1. **Building climate change and natural hazard resilience, including our infrastructure:** The solar panels project allows the Council to have resilience against both price fluctuations and potential weather events which may cause outages within the national grid.
2. **Shaping a green district:** This has a focus on the Council being actively involved in reducing the district's carbon footprint and enabling renewable energy such as solar. This project directly delivers on this goal.

Many Councils around New Zealand already have or are in the process of installing solar. There are many successful projects across New Zealand with proven decreases in energy costs and emissions. As the sunniest district in the country, the Council has an opportunity to be a fast follower, making good use of sunshine hours.

The installation of solar addresses a few key points:

- The project is cost neutral for the first ten years while the loan is paid off, meaning the savings enjoyed through generating solar electricity will cover the cost of servicing the loan
- After year ten (2035) until end of the panels life (year 25/2050), the full savings of the project are realised as the loan will have been repaid. Indicative figures show that over the 15 years (2035-2050) \$900,000 of electricity costs will be saved.
- Increasing Council resilience through addressing the threat of increasing electricity costs and grid issues caused by increased electrification and climate impacts.
- Decreasing Council's carbon emissions.
- Visible leadership as a good promotion opportunity for other businesses in Whakatāne to do similar emissions reduction and resilience building projects.

4. Economic Case

When narrowing down the sites, a few core principles were decided upon by the project team:

- The proposed buildings do not require any extra work to install the solar panels.
- The introduction of solar will be able to generate a decent amount of the building's energy.
- All systems are grid tied.

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)

The site selection process is summarised below. These sites were selected together as the savings, combined from them are all substantial enough to cover the costs of repayment and interest rates. The combination of all three gives the Council the best returns and increased resilience.

4.1. Option One: Installation of panels on priority sites - Preferred

Using the 2022 EMSOL feasibility study, eight top sites were identified. A process of prioritisation using the core principles resulted in the top three proposed sites. The sites criteria summary is:

4.1.1. Civic Centre

Reasoning	
Is majority daytime use, roof has been set up for solar installations. Northern facing side of the building only as shading from the cliff is too high on the eastern side.	
Advantages	Disadvantages and Mitigation
<p>Daytime use.</p> <p>Decrease energy costs. The savings are most significant for this site.</p> <p>Decrease the grid reliance and emissions.</p> <p>Potential future capability of battery and power storage during emergency management.</p> <p>Public facing, ability to show public and business community the potential benefits of solar.</p> <p>Hook points already installed for safe solar installation and maintenance.</p>	<p>Roof angles mean all the available space cannot be used i.e. south facing roof angles cannot be used.</p> <p>Only covers a portion of the energy required at the facility, will still be partially grid reliant.</p>

4.1.2. Dog Pound

Reasoning	
Small and simple building, with mainly daytime use, the system can indicatively generate majority of their electricity.	
Advantages	Disadvantages and Mitigation
<p>Small easy site.</p> <p>Daytime use.</p> <p>Some power could be sold back to the grid therefore the Council could earn income from it.</p>	<p>Cannot maximise space as there is a design consideration of the clear lights in the roof to allow natural lighting for the dogs.</p>

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)**4.1.3. Resource Recovery Centre**

Reasoning	
Huge flat roof, ability to generate power from this and potential to earn an income. This is an optimal solar site.	
Advantages	Disadvantages
Significant generation ability as it's an easy location with no obstructions. Daytime use facility. Increase resilience of district. Pays itself back with the income from selling back to the grid.	Structure may be too large to maximise with panels.

4.2. Quote Breakdown and Current Electricity Costs of these Sites

This table shows each quote and the current cost of electricity for those sites.

Site	Quote Cost	Current Electricity Costs
Civic Centre	\$ 125,000	\$ 96,000
Resource Recovery	\$ 126,000	\$ 8,500
Dog Pound	\$ 15,000	\$ 2,500
Totals	\$ 266,000	\$ 107,000

5. Commercial Case

The procurement process was led by the solar panel project team – with input from key building users. A procurement plan was approved by the procurement and risk team and the project team. The procurement strategy was to complete a full tender process via GETS. The tender went live on 9 December 2024 and ran until the 7 February 2025. The project team evaluated each of the tenders through weighted attributes as below:

Criteria	Weighting
Price	25%
Suitability of goods / service	20%
Capability	5%

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)

Broader Outcomes [particularly the whole of life and district benefit]	40%
Total weightings	100%

The procurement process received twelve tenders. The procurement panel evaluated these each on their own merit. The preferred two suppliers are both local suppliers, have local apprenticeships programmes and could demonstrate recyclability. They both have given details around the companies they use for their panel supply and their corresponding sustainability reporting.

The broader outcomes had a high rating due to Councillor guidance to ensure that supply chain, ethics, and lifespan were considerations within the procurement process at the November 7th, 2024, Energy, Environment and Resilience Committee.

6. Financial Case

The purpose of the Financial Case is to determine the funding requirements of the preferred option and to demonstrate the recommended option return on investment.

6.1. Funding Source

Trust Horizon is offering a loan to cover the costs of the solar installation through their community financing initiative. Trust Horizon uses Community Finance to administer the loans. The loan operates on a standard basis, where the funds remain with Community Finance, and the Council can draw on the funds as needed. This arrangement provides the Council with flexibility throughout the project. The loan features a highly competitive interest rate of 3.5% with a 10-year repayment term.

As a well-respected community organisation, Trust Horizon has a strong track record of funding impactful projects across the Eastern Bay of Plenty. Their mission is to drive transformative investments that benefit the community, and their vision focuses on enabling pride, prosperity, and people. All the interest and repayments will ultimately be returned to the community, through other initiatives run by Trust Horizon. With a particular emphasis on energy initiatives, Trust Horizon aims to build long-term resilience for the district. These values align strongly with Whakatāne District Council.

Other funding sources have been assessed as less favourable. The LGFA green financing options include a Green Social Sustainable and a Climate Action Loan. These have a fixed interest rate of 4.12% in 2025. The floating rate is estimated at 40bps (0.4% above the OCR) in 2025 and rises to 129bps in 2037 (1.29% above the OCR). Private equity companies were also explored and these have varying terms, from only providing discount on electricity to a 7%+ interest rate. The Financial Assessment

6.2. Investment Summary

The below table details the investment required to install solar upon the three sites. The investment is based on the quotes attained through the procurement process.

Investment Summary	
Capital	\$266,000

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)

Contingency (12.5%)	\$33,250
Smart meters	\$1,000
Total	\$300,000

**This contingency is very high and is to reflect that the design has not yet been refined. The aim is to have the funds available but avoid drawing upon them.*

6.3. Financial Analysis

The Appendix has the full breakdown of estimated costs and savings during the first ten-year period while the loan is being repaid. Solar installation will result in a decreased electricity cost. This reduction in electricity costs will easily cover the interest and repayments of the loan. Electricity cost is already budgeted for operational expenditure. By year 10 (2036) once interest and repayments are complete, the Council will realise the full savings per year. Considering the increasing costs of electricity, and assuming they continue to rise, or remain stable, decreasing our reliance on grid electricity will be financially beneficial to Council. Solar Panel lifespan is 25 years, so for 15 years the Council will receive the full savings and potential income. The below tables show the costings, and savings.

The financial analysis used the averaged actuals from 2024 and 2023. The installation of these panels will be a cost neutral exercise for the first 10 years. Once the loan has been paid back after 10 years, the full savings will be realised.

These three sites are recommended together, as they gain the Council the best total savings over time.

The Resource Recovery and Dog Pound may be able to generate an income which has not been factored into the analysis. Staff have aimed to ensure that the three sites are a cost neutral exercise without the reliance on assumed potential income. Hence, the inclusion of the Civic Centre due to its significant electricity cost savings.

6.4. Grid selling

The potential ability for Whakatāne District Council to sell to the grid is not included within these calculations. From the quote and design estimations of the solar cost savings compared to the kWh used by the facility, the Resource Recovery Centre and Dog Pound will have the ability to generate an income from the sale of excess power generated back to the grid. Indications of income from these sites are varied and therefore once a full design has been created and the kWh more accurately estimated, staff will have a better understanding of what the income possibility is.

The excess electricity generated cannot be used within other Council facilities as this technical solution is not currently available in New Zealand.

7. Management Case

The Management Case confirms that the proposal is achievable and details the arrangements needed to both ensure successful delivery and to manage project risks.

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)**7.0.1. Project roles and responsibilities**

List of key roles and who holds them:

- Project Manager: Strategic Policy Analyst – Georgia Mischefski-Gray
- Project Sponsor: General Manager Strategy and Growth – Leny Woolsey
- Properties and Facilities Manager – Paul Check
- Places and Open Spaces Asset Officer – Paul Edhouse.
- Energy system specialist (external) – Carl Newby
- Procurement Advisor: Procurement and Risk – Cherie Tongariro

7.0.2. Use of special advisors

Throughout the process the Council has used the expertise of Carl Newby from Whirika (previously EMSOL). EMSOL was the author of the original feasibility study in 2022 and has been monitoring the Councils energy usage since 2018. EMSOL are an energy specialist and understands the Councils facilities and energy consumption in detail, therefore he has been used throughout this project.

7.0.3. Personnel implications

This project will require no extra roles or workload responsibilities. Already this project has been part of the Strategic Policy Analyst role who sits in the Climate Change and Resilience team.

7.0.4. Project Timelines

Task	Indicative Dates
Loan Approval WDC	20 March
Loan Approval Trust Horizon	28 March
Refine design and contract the preferred suppliers	Mid-May
Start installation	June

8. Risk Management Planning

The key risks are detailed below with the mitigator for each.

Risk Category	Detailed risks	Mitigator
Financial	Initial costs: high upfront costs, taking on additional loan. Would need to see continual returns/savings to ensure interest is covered. Return on Investment: variability in energy prices can affect the expected savings and income.	Strong, robust financial analysis with multiple scenarios of price increases. Contingency factored into project budget.

10.4.1 Appendix A - Whakatāne District Council Solar Panel Business case(Cont.)

	<p>Variations in installation costs and timing can affect the expected investment.</p> <p>Selling to the grid: Genesis and Mercury (current power companies of these sites) currently allow power to be sold back to the grid. Mercury has a fixed rate while Genesis has a floating rate.</p>	Strong, robust research into power company.
Technical	<p>System performance: actual energy output could be lower than expected due to unforeseen factors such as potential shading, malfunction, dirt accumulation.</p> <p>Technological obsolescence: Rapid advancements in technology may lead to systems being outdated</p>	Ensure investment in high quality panels, take advice from experts. The system remains grid tied to allow electricity supply to continue should a failure occur. Locations selected have no obstructions as far as we can tell.
Regulatory and compliance	Grid connection: requirements can vary and may lead to delays.	Working with installation company to allow for this and ensure solid communications.
Environmental	End of life: life span is approximately 25 years, could pose disposal concerns.	Purchase panels which have ethical certification and recycling. In 25 years, this space will highly likely advance due to increased solar being installed.
Operational	<p>Maintenance: could incur additional unforeseen costs.</p> <p>Natural disaster: vulnerable to damage in extreme weather events.</p>	Have a maintenance plan to ensure issues can be dealt with and panels are well maintained.

9. Appendix

This table shows the first 10 years of the solar panels installed. In these years the loan is still being repaid. Once the loan is repaid (year 10/2035) the savings will be fully realised by Council until the end of the panels life around year 25 (2050).

Year	0	1	2	3	4	5	6	7	8	9	10
Total Loan Value	\$ 300,000	\$ 269,325	\$ 239,400	\$ 209,475	\$ 179,550	\$ 149,625	\$ 119,700	\$ 89,775	\$ 59,850	\$ 29,925	\$ -
Repayments		\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925	\$ 29,925
Interest Payments	3.5%	\$ 9,426.4	\$ 8,379.0	\$ 7,331.6	\$ 6,284.3	\$ 5,236.9	\$ 4,189.5	\$ 3,142.1	\$ 2,094.8	\$ 1,047.4	\$ -
Maintenance and Insurance		\$ 1,500.0	\$ 2,500.0	\$ 2,555.0	\$ 2,606.1	\$ 2,658.2	\$ 2,708.7	\$ 2,762.9	\$ 2,820.9	\$ 2,880.2	\$ 2,940.6
Annual savings		\$ 41,489.6	\$ 42,402.4	\$ 43,335.2	\$ 44,288.6	\$ 45,262.9	\$ 46,258.7	\$ 47,276.4	\$ 48,316.5	\$ 49,379.5	\$ 50,465.8
Surplus		\$ 638.2	\$ 1,598.4	\$ 3,523.6	\$ 5,473.2	\$ 7,442.9	\$ 9,435.5	\$ 11,446.4	\$ 13,475.8	\$ 15,526.9	\$ 17,600.2

The above is an inflation adjusted (using the Berle figures) graph on the Councils projected repayments, interest payments, annual costs, savings and the resulting surplus.

10.5 Change of Recovery Manager**10.5 Change of Recovery Manager**To: **Whakatāne District Council**Date: **Thursday, 20 March 2025**Author: **Dr. L Woolsey / GM Strategy and Growth**Authoriser: **S Perdia / Chief Executive**Reference: **A2844850****1. Reason for the report - *Te Take mō tēnei rīpoata***

The Council is asked to consider a proposed change in appointment of Local Recovery Manager to meet our responsibilities under the Civil Defence and Emergency Management Act 2002 and commitments through the Civil Defence Emergency Management Group.

2. Recommendations - *Tohutohu akiaki*

1. THAT the Council **receive** the Change in Appointment of Recovery Manager report; and
2. THAT the Council **recommends** to the Civil Defence Emergency Management Group the rescindment of the appointment of Leny Woolsey as Local Recovery Manager for the Whakatāne District Council; and
3. THAT the Council **recommends** to the Civil Defence Emergency Management Group the appointment of Lou Hunt as a Local Recovery Manager for the Whakatāne District Council.

3. Background - *He tirohanga whakamuri*

Recovery has emerged as an increasingly important aspect of Civil Defence and Emergency Management (CDEM), particularly in the wake of the 2017 Edgecumbe flooding, Whakaari eruption and Cyclone Gabrielle. At the suggestion of national and regional emergency management partners, territorial authorities are encouraged to ensure their local recovery office is fit for purpose and well prepared for emergency events anticipated in forthcoming years.

In 2024, Leny Woolsey was appointed as Local Recovery Manager for the Whakatāne District, replacing Steven Perdia. At that time, David Bewley was General Manager overseeing emergency management and Leny Woolsey was Manager Strategy and Performance. Due to internal changes in group structure, Leny is now General Manager Strategy and Growth overseeing emergency management. At the advice of senior staff and in liaison with Emergency Management Bay of Plenty (EMBOP), risk has been identified in having the general manager for the whole CDEM portfolio also operating in a functional leadership role. It is proposed that a new Recovery Manager be appointed to ensure we are resourcing this important function appropriately.

10.5 Change of Recovery Manager(Cont.)**4. Discussion – Kōrerorero**

In February 2025, Lou Hunt joined Whakatāne District Council as Manager Climate Change and Resilience. Lou has a background in national level programme coordination through roles at the Department of Conservation and Ministry for Primary Industries. She has an extensive network in central government, excellent stakeholder management skills and widespread experience in community leadership. Lou has already completed foundational CDEM training and is qualified in first aid by virtue of her backcountry and Antarctica guiding experience.

It is proposed that Lou Hunt be appointed as Local Recovery Manager to replace Leny Woolsey.

5. Options Analysis - *Ngā Kōwhiringa***5.1. Option 1 Recommend that Lou Hunt be appointed as Local Recovery Manager and the previous appointment of Leny Woolsey be rescinded – Recommended option**

Advantages	Disadvantages
<ul style="list-style-type: none"> The Recovery function for emergency management in the Whakatane district is well resourced. 	<ul style="list-style-type: none"> No disadvantages have been identified.

5.2. Option 2 [insert name of option]

Type here.

Advantages	Disadvantages
<ul style="list-style-type: none"> No advantages have been identified. 	<ul style="list-style-type: none"> The Recovery function will be at risk of inadequate resourcing. Should Recovery be required, the Emergency Management portfolio, and other aspects of the Strategy and Growth portfolio will suffer from a lack of leadership resourcing.

6. Significance and Engagement Assessment - Aromatawai Pāhekoheko**6.1. Assessment of Significance**

The decisions and matters of this report are assessed to be of low significance, in accordance with the Council's Significance and Engagement Policy.

10.5 Change of Recovery Manager(Cont.)

Significance Criteria	Comments	Impact Assessment
Level of community interest: Expected level of community interest, opposition or controversy involved.		Low
Level of impact on current and future wellbeing: Expected level of adverse impact on the current and future wellbeing of our communities or District.	<i>It is vital the function is adequately resourced to ensure a smooth and sustainable recovery</i>	High
Rating impact: Expected costs to the community, or sectors of the community, in terms of rates.		Low
Financial impact: Expected financial impact on the Council, including on budgets, reserves, debt levels, overall rates, and limits in the Financial Strategy.		Low
Consistency: Extent to which a proposal or decision is consistent with the Council's strategic direction, policies and significant decisions already made.	<i>The recommendation supports the strategic focus of strong and resilient communities</i>	High
Reversibility: Expected level of difficulty to reverse the proposal or decision, once committed to.		Low
Impact on Māori: Expected level of impact on Māori, considering the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.		Low
Impact on levels of service: Expected degree to which the Council's levels of service will be impacted.		Medium
Impact on strategic assets: Expected impact on the performance or intended performance of the Council's Strategic Assets, for the purpose for which they are held.		Medium

6.2. Engagement and Community Views

Engagement on this matter is not being undertaken in accordance with Section 6.0 of the Council's Significance and Engagement Policy. This states that the Council will not consult when the matter is not of a nature or significance that requires public engagement (low significance).

10.5 Change of Recovery Manager(Cont.)**7. Considerations - *Whai Whakaaro*****7.1. Strategic Alignment**

No inconsistencies with any of the Council's policies or plans have been identified in relation to this report.

7.2. Legal

The recommendations of this report support our obligations under the Civil Defence and Emergency Management Act 2002.

7.3. Financial/Budget Considerations

The recommendations of this report have only minor budgetary implications. The two main leadership roles within CDEM functions (Controller and Recovery Manager) receive a stipend of \$1,000 per month to cover additional training and ongoing preparedness. This has already been factored into staffing budgets at the time of recruiting the Climate Change and Resilience Manager role.

7.4. Climate Change Assessment

Goal	Matters to consider	Comments	Impact Assessment
1	The likely impacts (flood, drought, storms, sea level rise, etc.) of climate change in the Eastern Bay of Plenty on the matters of this report.		<i>Low</i>
	The matters of this report's reduction on the effect of climate related impacts (flood, drought, storm, sea level etc.).	Strong recovery function helps support readiness for climate events	<i>Medium</i>
2	Options for lowering greenhouse gas emissions have been specifically considered in relation to the matters of the report, including: <ul style="list-style-type: none"> • Energy efficiency / renewable energy, • Resource usage, • Waste/Whole of Life, and • Fossil fuel usage. 		<i>Low</i>
	Key emission sources, and (if possible) calculation of the greenhouse gas emissions for matters of report/project.		<i>Low</i>
	Opportunities to address inequities or disadvantages due to climate change considered in relation to the matters of the report.	Building relationships with key stakeholders under 'readiness' aspect of role	<i>Medium</i>

10.5 Change of Recovery Manager(Cont.)

3	Impacts upon the district's biodiversity.		Low
	Matters that increase resilience to climate change for Council and/or our communities.	As above	Medium
<p>Summary: The recommendations of this report are expected to have a medium impact on goal three of the climate change goals, as the proposed appointment will support communities to adapt in the event of an emergency.</p> <p>Overall Analysis: The decisions and matters in this report are assessed for their impact on greenhouse gas emissions and climate change effects, which are categorised as low.</p>			

7.5. Risks

Risk	Description and/or Mitigation
Resourcing risk	If the recommendations are not followed, both the recovery function and leadership in the Emergency Management portfolio will be at risk from under resourcing, potentially leading to a negative impact on our communities.

8. Next Steps – E whai ake nei

If the recommendation is approved, a report will be tabled at forthcoming Coordinating Executive Group Local Authority (CEGLA) and Coordinating Executive Group (CEG) meetings, prior to final approval to the appointment being requested at the next meeting of the Joint Committee.

Attached to this Report:

- There are no appendices attached to this report.

10.6 Matatā Cemetery Trustee Appointment**10.6 Matatā Cemetery Trustee Appointment**To: **Whakatāne District Council**Date: **Thursday, 20 March 2025**Author: **V Fergusson / Strategic Property Manager**Authoriser: **A Pickles / General Manager Community Experiences**Reference: **A2849565****1. Reason for the report - *Te Take mō tēnei rīpoata***

The purpose of this report is to request that Council approve the appointment of new trustees of the Matatā Cemetery located at Awakaponga, pursuant to the Burial and Cremations Act 1964.

2. Recommendations - *Tohutohu akiaki*

1. THAT the Council **receive** the Matatā Cemetery Trustee Appointment report; and
2. THAT the Council **approve** the appointment of new trustees of the Matatā Cemetery at Awakaponga, pursuant to the Burial and Cremations Act 1964, as follows:

- Tracey Raureti
- Anne Jones
- Charles Walker
- Alex Hyde
- Mark Sykes

3. Background - *He tirohanga whakamuri*

The Crown through the Department of Conservation is the underlying owner of the Matatā Cemetery at Awakaponga. The land is vested in trust in the “Trustees” under the Reserves Act.

In 1933, the Governor General, under Gazette Notice, delegated to the Whakatāne District Council the power to appoint trustees for the Matatā (Awakaponga) Cemetery. The Whakatāne District Council retains powers under s 24 of the Burial and Cremation Act 1964 of appointing and removing trustees in respect of the Matatā (Awakaponga) Cemetery. The Council may at its discretion appoint trustees to manage the Matatā (Awakaponga) Cemetery as it sees fit.

In February 1998 Council initiated the process of formalising the appointment of the trustees, however the appointments were not publicly notified and consequently the process was not concluded. Therefore, the persons nominated at the time were not appointed pursuant to the Burial and Cremation Act 1964.

In December 2003 Council formally appointed the following trustees and completed this process by publishing the Notice of Appointment in the New Zealand Gazette, 8/1/2004:

10.6 Matatā Cemetery Trustee Appointment(Cont.)

- Venus Paterson
- Andre Paterson
- David Potter
- Marvyn Hill
- Pouroto Ngaporo
- Allan Silvester

The Matatā/Awakaponga Cemetery Board advised Council during August 2022 that, due to the reduction in the number of appointed trustees from six to three (Venus Patterson, David Potter and Pouroto Ngaporo), they had elected the following as new trustees and requested that they be formally appointed by Council pursuant to the Burial and Cremation Act 1964:

- Dawn Amelia Lett
- Anne Paulette Jones
- Cletus Te Hoko Whitu Paterson
- Tracey Hyde (together the “Trustees”)

4. Discussion – Kōrerorero

There are currently only two remaining appointed trustees for the Matatā/Awakaponga Cemetery Board; Venus Patterson and Pouroto Ngaporo. Additional trustees are required to ensure the effective management of the cemetery. Decisions of the trustees require at least three trustees be present.

Venus Paterson has advised council on behalf the Cemetery Board that the following trustees are recommended and requested that they be formally appointed by Council.

The new trustees are as follows:

- Tracey Raureti
- Anne Jones
- Charles Walker
- Alex Hyde
- Mark Sykes
- Venus Patterson and Pouroto Ngaporo will remain as trustees bringing the total number of trustees to 7.

This paper seeks a decision from Council to appoint the above listed people as trustees for the Matatā/Awakaponga Cemetery Board.

5. Options Analysis - *Ngā Kōwhiringa***5.1. Option 1: Appoint trustees – recommended option**

The option recommended in this report is for Council to proceed with formal approval, and public notification, of each of the nominated trustees that have been put forward on behalf the Cemetery Board.

10.6 Matatā Cemetery Trustee Appointment(Cont.)

Advantages	Disadvantages
<ul style="list-style-type: none"> Trustees have been nominated by the Cemetery Board. Further trustees are required to trustees to carry out management of the Cemetery. 	<ul style="list-style-type: none"> Nil

5.2. Option 2 Do not appoint trustees

Under this option, the existing trustees will remain in place and no changes to the trustees will be made.

Advantages	Disadvantages
<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Only two trustees remain. Further trustees are required to enable management of the cemetery. Council will need to appoint new trustees in the future to enable the Cemetery Board to continue managing the cemetery.

6. Significance and Engagement Assessment - Aromatawai Pāhekoheko**6.1. Assessment of Significance**

The decisions and matters of this report are assessed to be of low significance, in accordance with the Council's Significance and Engagement Policy.

6.2. Engagement and Community Views

Due to the low significance of the matters of this report, public participation is not required to inform decision-making, as set out in Section 6.1(a) of the Council's Significance and Engagement Policy.

7. Considerations - *Whai Whakaaro***7.1. Strategic Alignment**

No inconsistencies with any of the Council's policies or plans have been identified in relation to this report.

7.2. Legal

In 1933, the Governor General, under Gazette Notice, delegated to the Whakatāne District Council the power to appoint trustees for the Matatā (Awakaponga) Cemetery. The Whakatāne District Council retains powers under s 24 of the Burial and Cremation Act 1964 of appointing and removing trustees in respect of the Matatā (Awakaponga) Cemetery.

10.6 Matatā Cemetery Trustee Appointment(Cont.)

7.3. Financial/Budget Considerations

There is no budget considerations associated with the recommendations of this report.

7.4. Climate Change Assessment

There are no significant or notable impacts associated with the matters of this report.

7.5. Risks

There are no significant or notable risks associated with the matters of this report.

8. Next Steps – E whai ake nei

If the recommendations of this report are adopted Council will publicly notify the appointment of the named new trustees.

11 Resolution to Exclude the Public - *Whakataunga kia awere te marea***11 Resolution to Exclude the Public - *Whakataunga kia awere te marea*****11.1 Resolution to Exclude the Public**

THAT the public be excluded from the following parts of the proceedings of this emergency meeting, namely:

1. Public Excluded Minutes Ordinary Council meeting - 12 December 2024
2. Public Excluded Minutes Emergency Council meeting - 10 February 2025
3. Public Excluded Minutes Living Together Committee – 14 November 2025
4. Public Excluded Minutes Risk and Assurance Committee – 29 November 2024
5. Public Excluded Minutes Iwi Chairs Forum – 3 December 2024
6. Public Excluded Minutes Environment, Energy and Resilience Committee – 13 February 2025
7. Public Excluded Minutes Living Together Committee - 6 March 2025
8. Advisory Group
9. Project Future Proof (Floodwall) update

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

	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution	When item can be released into public
1.	Public Excluded Minutes Ordinary Council meeting 12 December 2024	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
2.	Public Excluded Minutes Emergency Council meeting 10 February 2025	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised

Ordinary Council - AGENDA

11.1 Resolution to Exclude the Public(Cont.)

3.	Public Excluded Minutes Living Together Committee – 14 November 2025	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
4.	Public Excluded Minutes Risk and Assurance Committee – 29 November 2024	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
5.	Public Excluded Minutes Iwi Chairs Forum – 3 December 2024	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
6.	Public Excluded Minutes Environment, Energy and Resilience Committee – 13 February 2025	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
7.	Public Excluded Minutes Living Together Committee – 6 March 2025	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
8.	Advisory Group	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	To be advised
9.	Project Future Proof (Floodwall) update	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to	To be advised

Ordinary Council - AGENDA

11.1 Resolution to Exclude the Public(Cont.)

			result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)	
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This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No	Interest
1, 4, 8	Protect the privacy of natural persons, including that of deceased natural persons Schedule 7(2)(a)
1	Protect information made available that would likely be unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 7(2)(b)(ii)
1, 4	Maintain legal professional privilege (Schedule 7(2)(g))
1, 3, 5, 6, 7, 8, 9	Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities Schedule 7 (2) (h)
1, 2, 4, 7, 9	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))

1 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui*

1 Confirmation of Minutes - *Te whakaaetanga o ngā meneti o te hui*

- 1.1 Public Excluded Minutes Ordinary Council Meeting 12 December 2024
- 1.2 Public Excluded Minutes Emergency Council Meeting 10 February 2025

2 Standing and Joint Committee Recommendations and Minutes - *Ngā tuhinga hui a te Komiti Ngātahi*

- 2.1 Public Excluded Minutes Living Together Committee – 14 November 2024
- 2.2 Public Excluded Minutes Risk and Assurance Committee - 29 November 2024
- 2.3 Public Excluded Minutes Iwi Chairs Forum - 3 December 2024
- 2.4 Public Excluded Minutes Environment, Energy and Resilience Committee - 13 February 2025
- 2.5 Public Excluded Minutes Living Together Committee - 6 March 2025

3 Reports - *Ngā Pūrongo*

- 3.1 Advisory Group
 - 3.1.1 **Appendix A - Terms of Reference for Strategic Property Advisory Board**
- 3.2 Project Future Proof (Floodwall) Update
 - 3.2.1 **Appendix 1 - WDC Response Activities to Date**