



Extraordinary Council

Hui a te Kaunihera

Wednesday, 19 November 2025
Wenerei, 19 Whiringa-ā-rangi 2025

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



Chief Executive: Steven Perdia | Publication Date: 14 November 2025

whakatane.govt.nz

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

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

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A Membership - *Mematanga*

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Mayor Nandor Tánczos

Councillor Toni Boynton

Councillor Gavin Dennis

Councillor Carolyn Hamill

Councillor Andrew Iles

Councillor Lesley Immink

Councillor Wilson James

Councillor Julie Jukes

Councillor Jesse Morgan-Ranui

Councillor Tu O'Brien

Councillor Malcolm Whitaker

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

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The Council meet 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 may be called when required.

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 Council Committees.
- b. Consider any matters referred to it from any of the Committees, the Mayor, or Chief Executive.

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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*

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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.

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*

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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 Inaugural Council Meeting Minutes

The minutes from the Inaugural Council meeting held on Thursday, 6 November 2025 can be viewed via the Council website.

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

- [Unconfirmed Inaugural Council Meeting Minutes - 6 November 2025](#)

8 Reports - *Ngā Pūrongo*

8 Reports - *Ngā Pūrongo*

8.1 Adoption of the Whakatāne District Council Annual Report 2024/25



To: **Whakatāne District Council**

Date: **Wednesday, 19 November 2025**

Author: **S Ellis / Team Leader Strategy**

Authoriser: **L Woolsey / General Manager Strategy & Growth;
P Davidson / Chief Financial Officer**

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

The purpose of this report is to present the Whakatāne District Council Annual Report 2024/25 and Summary Annual Report 2024/25 to the Council for adoption.

2. Recommendations - *Tohutohu akiaki*

1. THAT the Council **receive** the Whakatāne District Council Annual Report 2024/25 and Summary Annual Report 2024/25; and
2. THAT the Council **notes** that Audit New Zealand will present their audit opinion at this meeting; and
3. THAT the Council **adopts** the audited Whakatāne District Council Annual Report 2024/25 and Summary Annual Report 2024/25, 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 occurring outside the statutory timeframe of 31 October 2025 and a disclosure is included in the Annual Report; and
5. THAT the Council **notes** the Annual Report 2024/25 and Summary Annual Report 2024/25 will be made publicly available within one month of its adoption.

3. Background - *He tirohanga whakamuri*

The Whakatāne District Council Annual Report 2024/25 is a legislative requirement under the Local Government Act 2002 (LGA). It reports on both the Council's financial and non-financial performance by comparing our actual activities and performance for the year against our intended activities and level of service as set out in Year 1 of the 2024-2034 Long-Term Plan. This document promotes accountability to our community for Council's financial and non-financial performance for the period 1 July 2024 – 30 June 2025.

8.1 Adoption of the Whakatāne District Council Annual Report 2024/25(Cont.)

4. Discussion – Kōrerorero

4.1. Annual Report 2024/25 preparation and audit

The first draft of the unaudited full annual report was presented to the Finance and Performance Committee on 28 August 2025. This draft was subject to minor changes before being submitted to Audit NZ on 15 September 2025.

A pre-final audit began in early July 2025, and our final audit commenced 22 September and was completed on 7 November 2025. The audit opinion will be included in the annual report, and we anticipate we will receive an unmodified opinion with some matters of emphasis.

4.2. Non-Financial Performance

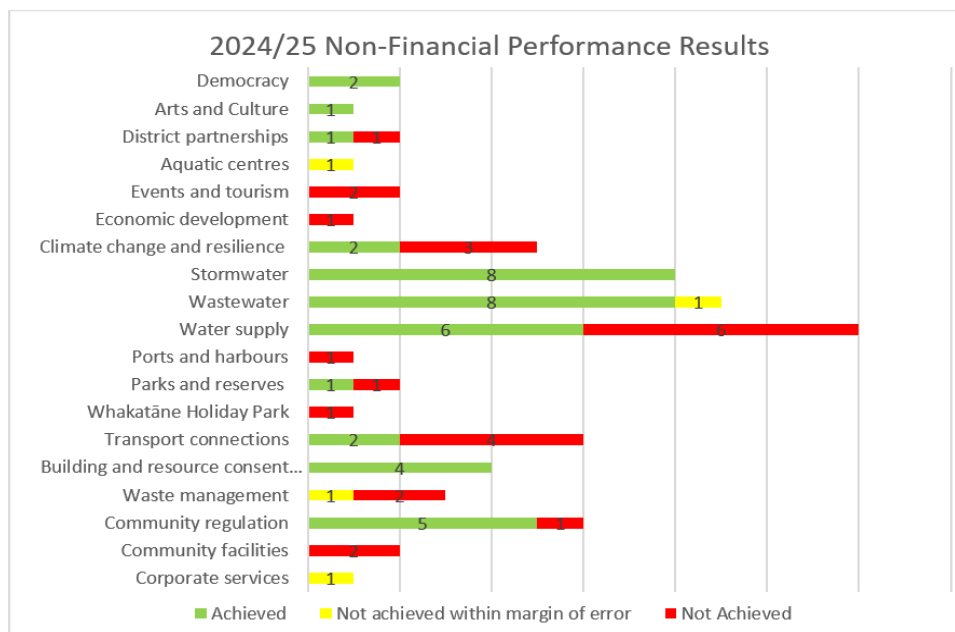
The Council has 19 groups of activities as set out in the 2024-2034 Long Term Plan. Each activity group has performance measures on which we report, with 69 in total. There are 33 mandatory measures which are set by the Department of Internal Affairs, the remaining measures were selected by Council as a meaningful way to report on our intended level of service.

While we remained focused on delivering services and progressing key initiatives, we did not meet all of the performance targets set through the Long Term Plan. In summary our performance measure results show:

- Targets were met for 58% of all performance measures (40 of 69)
- We achieved 73% of our mandated measures (24 of 33)

The overall percentage of performance targets achieved has declined from 72.5% in 2024 to 58% in 2025. This reflects a mix of factors, including the introduction of new performance measures, changes to target definitions and benchmarking, and the use of the resident's satisfaction survey as a key data source.

A summary of our activity groups performance is shown below.



8.1 Adoption of the Whakatāne District Council Annual Report 2024/25(Cont.)

4.3. Financial Performance

The financial statements included in the Annual Reports are as at 30 June 2025. The full annual report outlines in detail the financial statements and funding impact statements for the groups of activities. The annual summary report is an abbreviated summary of key financial information and highlights of the performance measures.

The deficit for the year was behind that budgeted largely due to revaluation losses on derivatives. These are valued at a point in time and do not impact on funding.

After delivering \$48.4 of capital investment debt was \$178.8m which is within 3% of the projected budget.

As a result of the final audit and re-assessment of the financial information, the changes to the financial statements from the first draft presented to council are now included in the final Annual Reports 2024/25.

The most significant change to the financial statements is the adjustment on the roading revaluations and changes to the categories in the financial position which do not have a significant impact on the overall result. The changes to the key financial statements are listed below:

Statement of Comprehensive Revenue & Expenses	First draft \$000	Final draft \$000	Change \$000	Comments
Total Revenue	105,947	106,345	399	Investments with Local Government Funding Agency (LGFA) are revalued at year end resulting in gains due to interest rate fluctuations of \$486k.
Total Expenses	115,339	116,316	977	Further adjustment on 3 waters impairments (asset's decreasing value) impacting depreciation \$186k. Late invoices previously not accounted for \$200k. Reclassification of internal interest \$582k.
Surplus (Deficit) Before Tax	(9,767)	(9,971)	(204)	
Total Comprehensive Revenue and Expense	220,257	215,396	(4,861)	Roading revaluation adjustment taking into account additions not included in the revaluation \$4,281k & reclassification of internal interest \$582k.
Statement of Changes in Equity	First draft \$000	Final draft \$000	Change \$000	Comments
Equity				
Asset Revaluation Reserves	\$970,890	\$966,609	(\$4,281)	Roading revaluation adjustment taking into account additions not included in the revaluation.

8.1 Adoption of the Whakatāne District Council Annual Report 2024/25(Cont.)

Statement of Financial Position	First draft \$000	Final draft \$000	Change \$000	Comments
Total Assets	1,627,757	1,625,796	(1,961)	Net of asset revaluation, further impairments 3 waters and change in equity Whakatāne Airport. Due to an increase in the airport asset values, the Council's 50% share increased by \$482k.
Total Liabilities	208,080	209,914	1,834	Reclassifications.
Net Assets	1,419,677	1,415,882	(3,795)	Movements in the financial position (excluding roading revaluation) are due to category reclassifications.

5. Options Analysis - *Ngā Kōwhiringa*

The following options have been considered in relation to the adoption of the Annual Report which is a statutory requirement.

5.1. Option 1: Adopt the Annual Report 24/25 – Recommended option

Advantages	Disadvantages
<ul style="list-style-type: none"> Meets the statutory requirement under section 98 of the LGA 2002 Provides transparency and accountability to the community on Council's financial and non-financial performance. Enables timely publication of the Annual Report and Summary, supporting public confidence and trust Confirms the audit process is complete and the Council has received an unmodified opinion. 	<ul style="list-style-type: none"> No disadvantages identified

5.2. Option 2: Do Not Adopt the Annual Report 24/25

Advantages	Disadvantages
<ul style="list-style-type: none"> No advantages have been identified 	<ul style="list-style-type: none"> Breaches statutory obligations under the Local Government Act 2002, exposing Council to legal and reputational risk. Delays public release of the Annual Report and Summary, reducing transparency and accountability. May impact audit relationships and future reporting timelines.

8.1 Adoption of the Whakatāne District Council Annual Report 2024/25(Cont.)

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. 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

The Annual Report 2024/25 and Annual Report Summary 2024/25 have been prepared in accordance with section 98 of the Local Government Act 2002 and the applicable Public Benefit Entity Financial Reporting Standards (PBE FRS), including PBE FRS 48 Service Performance Reporting, which sets out requirements for reporting non-financial performance information.

7.3. Financial/Budget Considerations

Audit New Zealand provides an independent assessment of the accuracy and reliability of the information contained within the Annual Report by reviewing Council's system and controls (testing sample transactions), supporting evidence, assumptions and judgements that have been made in preparing the financial statements and statement of service performance.

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.

7.4. Climate Change Assessment

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

7.5. Risks

Risk	Description and/or Mitigation
Significant delays to the adoption of the Annual Report may result in reputational risk	Significant delays beyond the statutory deadline may create a perception of non-compliance and reduce public confidence in Council's governance processes. To mitigate this, staff have worked closely with Audit New Zealand to complete the

8.1.1 Appendix 1 - Whakatāne District Council Annual Report 2024/25

	audit as quickly as possible and ensure accuracy. Clear communication will accompany the public release of the report demonstrating Council's commitment to transparency and accountability.
Ongoing audit requirements and potential for increased costs if not adopted.	If the Annual Report is not adopted or requires significant amendments after audit review, this may lead to extended audit engagement and additional costs. To mitigate this, staff have worked closely with Audit New Zealand to ensure compliance and accuracy before adoption, reducing the likelihood of rework and cost overruns. Staff have actively monitored and discussed potential cost overruns throughout the project, ensuring early identification and resolution of issues.

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 Local Government Act 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 next year's Annual Report.

Attached to this Report:

- *Circulated alongside the agenda:*
Appendix 1 – Whakatāne District Council Annual Report 2024/25
- Appendix 2 – Whakatāne District Council Summary Annual Report 2024/25

8.1.1 Appendix 1 - Whakatāne District Council Annual Report 2024/25

The Whakatane District Council Annual Report 2024 document has been circulated separately alongside this agenda.

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



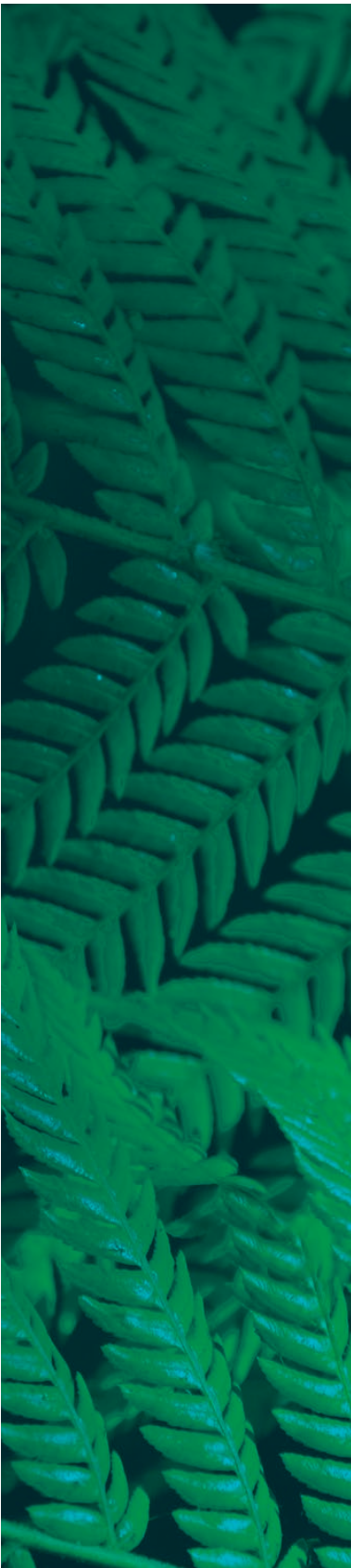
Summary Annual Report 2024/25

Whakarāpopototanga pūrongo ā-tau 2024/25

For the period 1 July 2024 to 30 June 2025

[whakatane.govt.nz](https://www.whakatane.govt.nz)

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



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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 Council Annual Report 2024/25, which was adopted by Council on 19 November 2025.

This summary has been prepared in accordance with financial reporting standards and has been examined by the Council’s auditors for consistency with the full Annual Report. The Independent Auditor has expressed a **xxxxxx** audit opinion on the audited information, in their report dated 19 November 2025.

The summary financial statements do not include all of the disclosures provided by the full Annual Report. They should not be considered a substitute for the comprehensive information found in the full Annual Report. Readers are referred to the full Annual Report for more detailed information.

In its full financial statements, the Council has made an explicit and unreserved statement of compliance with the PBE Standards Reduced Disclosure Regime.

The full Annual Report 2024/25 and this summary are available at **whakatane.govt.nz/annual-report**

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



MESSAGE FROM THE MAYOR *Kupu whakataki nā te Koromatua*

The Annual Report is part of our obligation to you, the rate payer, to provide a clear and transparent account of what Council does with your money over the past financial year- from 1 July 2024 to 30 June 2025. It outlines our performance across more than 30 services, our expenditure and the investments we've made, and how we've managed around \$1.6 billion in community assets.

The period has been a difficult one as we continue to deal with the cumulative effects of the inflation that spiked in Q3 2022, and try to continue to give ratepayers value for money.

The report provides an account for how well Council is doing using 69 performance indicators, with 33 of those required by law. In 2024/25, just over half (58%) of the targets were met, which is down from 72.5% in the previous year. Overall, residents' satisfaction stayed fairly steady, with a few exceptions in some areas. The full report breaks down how each part of the organisation performed, explains why some targets weren't met, and includes financial summaries for each activity.

Through the 12 months we continued to deliver services while navigating economic pressures and regulatory reform. I believe Council has remained focused, responsive, and committed to doing what's right for our district. On my watch, Council has done everything it has needed to do and then some.

Critical services account for over 80% of capital expenditure investment in those things that most people in our district need, things like water, transportation, and solid waste.

We've also made significant progress in climate change and resilience. Council approved and began installing solar panels on key facilities including the Civic Centre, dog pound, and water treatment plant - reducing emissions and lowering energy costs. Lower energy costs mean savings for rate payers. Emergency preparedness has also been a priority. We've deployed emergency supplies across the district. I'm very pleased to say that these important investments were largely paid for by revenue other than rates.

We've also supported community-led planning and deepened our partnerships with iwi and hapū, and celebrated te reo Māori through initiatives like Murupara Reorua.

That said, this year's performance results also show where we need to do better. These results help us identify where to focus our efforts and improve delivery or look at other ways to communicate our achievements.

Like most government reforms, Local Water Done Well has consumed considerable staff and councillor time and energy as we worked to agree a Water Services Delivery Plan to meet the September 2025 deadline.

I want to acknowledge the many individuals, teams and organisations who have contributed to this year's outcomes- councillors, the Chief Executive and his senior managers, staff, community groups, iwi partners, volunteers, and residents.

I encourage you to read the full report. It's thorough, and I think it helps people understand just how much the Council undertakes, and I hope, starts to build an appreciation of the complexities we face as we deliver, daily for our communities and plan for the future. I hope readers appreciate that this Council continues to do the basics well.

Dr Victor Luca

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



SUMMARY OF SERVICE PERFORMANCE

Whakarāpopototanga o ngā ratonga mahi

All the activities we carry out contribute to achieving our vision, community outcomes and five strategic priorities. Each activity has performance measures that show how well we’re delivering services to the community. The measures and targets are from year one (2024-25) of our Long Term Plan 2024-34, which you can view on our website: Long Term Plan 2024-34 | Whakatāne District Council.

More life in life

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



8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



We have 69 non-financial measures in the Long Term Plan 2024-34, of which 33 are mandatory under the Local Government Act 2002. These mandatory measures follow guidance from the Department of Internal Affairs and are marked with an (M).

Monitoring our non-financial performance helps us to see how we're tracking against the levels of service our communities can expect. This means we can identify areas that need extra focus if required. We review our measures and structure every three years during the development of the Long Term Plan. Our measures are designed to be meaningful for the community. They include assessing timeliness, key project milestones, community perceptions and satisfaction with services and facilities.

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



This year brought a number of challenges for local government, including rising financial pressures, shifting community expectations and the need to respond to complex regulatory and environmental changes. While we remained focused on delivering services and progressing key initiatives, we did not meet all of the performance targets set through the Long Term Plan 2024-34.

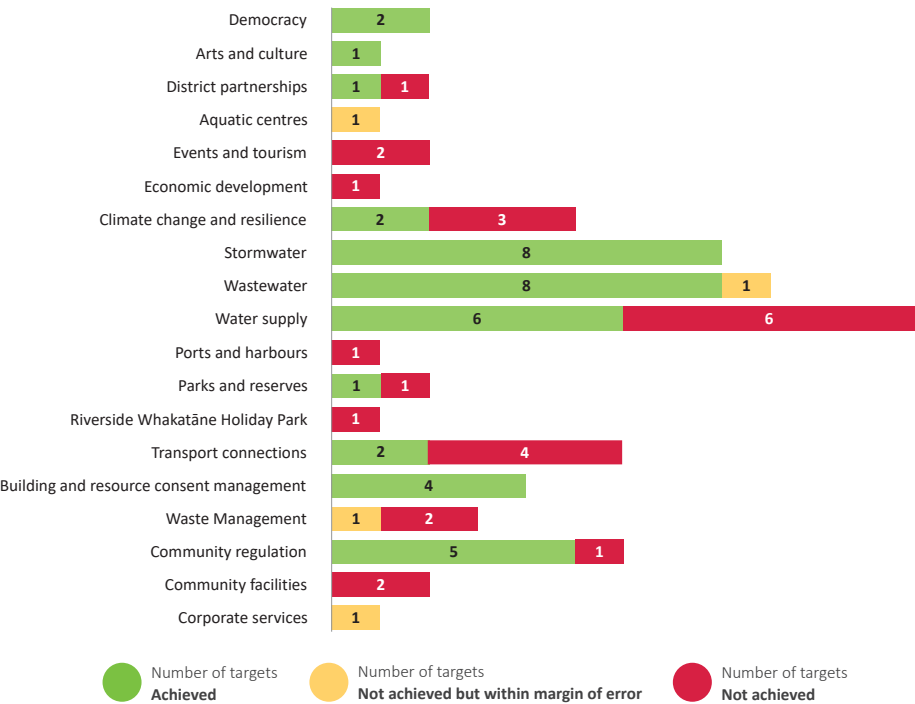
In summary our performance measure results show:

- We met targets for 58% of all performance measures (40 of 69)
- We achieved 73% of our mandated measures (24 of 33)

The overall percentage of performance targets achieved has declined from 72.5% in 2024 to 58% in 2025. This reflects a mix of factors, including the introduction of new performance measures, changes to target definitions and benchmarking, and the use of the resident’s satisfaction survey as a key data source. Ongoing economic pressures, including the cost of living and rising rates, mean that residents are paying closer attention to council performance. This reinforces the importance of our continued focus on delivering value and quality services.

The graph below shows the service performance results for each activity.

2024/25 Non-Financial Performance Measure results



8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)

HIGHLIGHTS FROM THE YEAR

Ngā miramiratanga o te tau

Our customer
services teams took:



34,228
phone calls



13,505
service requests



392m
of footpaths
were renewed



166,494

Admissions to the Whakatāne
Aquatic and Fitness Centre
and Murupara Aquatic Centre



386
building
consents
were issued



26,043
tonnes
of waste
managed

24,916

Riverside
Whakatāne
Holiday Park
stays



33%

diverted from
landfill and either recycled
re-used or re-purposed.



8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



The replacement of the Mimiha Stream Bridge on Ruatāhuna Road was completed.



We improved wastewater services by replacing the Ferry Road pump station and refurbishing over 4,000 metres of sewer pipes.

Te Kōputu delivered over

150 activities and issued more than **160,000 items.**



To help reduce our carbon footprint, we installed solar panels on key Council facilities

We consulted the community on water service delivery options and, as part of the Local Water Done Well reforms, adopted a standalone business unit model for our Water Services Delivery Plan.



Murupara became an official reorua/ bilingual township

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



SUMMARY FINANCIAL STATEMENTS

Whakarāpopototanga o ngā Whakapuakanga Ahumoni

The specific disclosures included in these summary financial statements have been extracted from the full financial statements adopted by Council on 19 November 2025.

The full financial statements of the Council were prepared in accordance with the requirements of the Local Government Act 2002. This includes the requirement to comply with New Zealand Generally Accepted Accounting Practice (NZ GAAP), and in accordance with the PBE Standards Reduced Disclosure Regime (RDR).

The summary financial statements comply with PBE Financial Reporting Standard 43 Summary Financial Statements. They are presented in New Zealand dollars, and all values are rounded to the nearest thousand dollars.

The Summary Statements of Financial Performance, Comprehensive Revenue and Expense, and Changes in Equity present the financial performance and equity movements of the Council. These statements summarise operating income and expenditure as well as other financial transactions that have impacted on the Council's net equity.

The Summary Statement of Financial Position presents the assets we own and the liabilities we owe to other parties.

The Summary Statement of Cashflows show how we generated and used cash.

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



Contingencies

The Council has contingent liabilities for indemnity claims, but the only claims that might be estimated are related to building defects (see below and Provisions note) and a provision has been made in the financial statements to anticipate this liability.

Building Act claims including weather tightness 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 two matters indicating potential liabilities that have been estimated for the provision. These are Langbien and Ridley vs Flowerday Homes Ltd; and Watkins, Goldsmith and Pullar. The calculation is based on a forecast percentage estimate of the total claim.

The amount of any potential future claims cannot be reliably estimated and is therefore unquantifiable.

Local Government Funding Agency (LGFA)

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 2025.

As at 30 June 2025, 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% 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 2025, the LGFA had borrowings totalling \$25.53 billion (2024: \$21.8 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 the Kokako Heights subdivision have filed High Court proceedings in relation to issues arising around slips and stormwater management in and around the accessway of the subdivision. Formal legal proceedings were issued against the Council as third defendant in July 2025. The claim has been notified to Council insurers but it is too early to ascertain potential liability.

Resource consent on water bottling plant

The Supreme Court heard appeals challenging the Court of Appeal decision that led to the granting of resource consents for an expanded water bottling plant for Otakiri Springs Ltd. The Supreme Court heard the appeals in November 2023, and we are awaiting the Court's decision. The Council may be asked to consider an application for a costs award should it 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 appellant is now G Rangiaho and IAG NZ Ltd. The Council is contesting the claims based on the claim relating to the breach of a stop bank which is the responsibility of the Bay of Plenty Regional Council. The quantity of the claim is \$47 million. There is a further claim (known as the Shine proceedings) and there are other insurers with claims against the Bay of Plenty Regional Council only. It is difficult to quantify Council's liability due to the nature of the issues, the uncertainty of the outcome and/or the extent to which the Council has a responsibility to the claimant.

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



New Zealand Mutual Liability Riskpool Scheme ('Riskpool')

Whakatāne District Council was previously a member of the New Zealand Mutual Liability Riskpool scheme ('Riskpool'). The scheme is in wind down, however the Council has an ongoing obligation to contribute to the Riskpool scheme should a call be made in respect of any historical claims (to the extent those claims are not covered by reinsurance or where reinsurance is delayed), 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, following the Supreme Court decision on 1 August 2023 in *Napier City Council v Local Government Mutual Funds Trustee Limited*, which addressed the treatment of claims against Riskpool that involved a mixture of non-weather-tightness and weather-tightness defects (mixed claims), a number of proceedings against Riskpool, which were stayed pending the Supreme Court's decision in 2023, have since recommenced.

Several member Councils have brought proceedings against Riskpool related to mixed claims. Two of these claims are currently listed for trial in September 2025. These cases are important in clarifying the scope of Riskpool's historical obligations and the interpretation of past Scheme terms. At this point the total potential liability of the outstanding claims against Riskpool is unable to be quantified.

Council made a payment in January 2024 of \$134,319 and a subsequent payment in September 2025 of \$59,152.36.

Employment disputes

There were no employment disputes at 30 June 2025. (2024: \$10,000).

Events after balance date

Local Water Done Well

Whakatāne District Council formally adopted its Water Services Delivery Plan on the 14 August 2025, confirming that water, wastewater and stormwater services will be delivered through a stand-alone, ring-fenced business unit within the Council.

The decision follows extensive community engagement through the Local Water Done Well project and aligns with new national legislation requiring councils to outline how they will manage water services locally.

The Water Services Delivery Plan has been submitted to the Department of Internal Affairs on 1 September 2025. It was approved by the Department of Internal Affairs on 30 October 2025, with transition planning to follow to ensure the new delivery model is fully operational by the statutory deadline of 1 July 2028.

Exploring regional partnership

While the Council has committed to a local delivery model, it is also keeping the door open to a regional partnership approach in the future. Whakatāne District Council is continuing discussions with Kawerau District Council, Ōpōtiki District Council and Rotorua Lakes Council about the potential to form a Multi-Council-Controlled Organisation in future. The Water Services Delivery Plan indicates that this will be explored and decided by early 2027 to enable it to be set up by 1 July 2028.

This model would involve transferring water-related assets, revenue and debt to a jointly owned company, while retaining local influence through shared governance and oversight.

The adopted plan ensures Whakatāne District Council is well-positioned to meet future regulatory requirements while continuing to deliver safe, reliable and affordable water services for the community.

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)

FINANCIAL STATEMENTS

SUMMARY STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSES

For the period ended 30 June 2025

	ACTUAL 2025 \$000	BUDGET 2025 \$000	ACTUAL 2024 \$000
Rates	69,123	70,044	59,048
Subsidies and grants	22,021	21,308	27,983
Development and financial contributions	199	1,431	198
Fees and charges	8,960	9,493	8,969
Interest revenue	1,569	51	1,127
Other revenue	3,838	3,791	3,780
Gains	636	-	272
Total revenue	106,345	106,117	101,377
Personnel costs	29,346	29,359	26,885
Depreciation and amortisation expense	26,231	26,616	26,392
Finance costs	9,159	7,906	7,798
Other expenses	45,900	49,527	43,375
Revaluation losses	5,680	-	1,974
Total expenses	116,316	113,408	106,423
Share of limited partnership and joint venture surplus (deficit)	(375)	(766)	(213)
Surplus (deficit) before tax	(10,346)	(8,057)	(5,259)
Income tax expense (Benefit)	(59)	-	(17)
Surplus (deficit) after tax	(10,405)	(8,057)	(5,277)
Other comprehensive revenue and expense of joint ventures / associates	-	-	-
Gains (loss) on property, plant and equipment revaluations	225,743	39,785	12,320
Deferred tax on revaluations	59	-	17
Other comprehensive revenue and expense	225,802	39,785	12,337
Total comprehensive revenue and expense	215,396	31,728	7,060

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



SUMMARY STATEMENT OF FINANCIAL POSITION

As at 30 June 2025

	ACTUAL 2025 \$000	BUDGET 2025 \$000	ACTUAL 2024 \$000
TOTAL EQUITY	1,415,882	1,270,214	1,200,467
Total current assets	31,589	24,746	38,381
Total non-current assets	1,594,207	1,456,483	1,347,622
TOTAL ASSETS	1,625,796	1,481,229	1,386,003
Total current liabilities	55,500	63,747	47,499
Total non-current liabilities	154,414	147,268	138,038
TOTAL LIABILITIES	209,914	211,015	185,537
NET ASSETS (assets minus liabilities)	1,415,882	1,270,214	1,200,467

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



SUMMARY STATEMENT OF CHANGES
IN NET ASSETS AND EQUITY
For the period ended 30 June 2025

	ACTUAL 2025 \$000	BUDGET 2025 \$000	ACTUAL 2024 \$000
Balance at 1 July	1,200,467	1,238,486	1,193,442
Total comprehensive revenue and expense for the year	215,395	31,728	7,060
ECL adjustment due to adoption of PBE IPSAS 41	-	-	-
Other adjustment	19	-	(35)
Balance as at 30 June 2024	1,415,882	1,270,213	1,200,467

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)

SUMMARY STATEMENT OF CASHFLOWS

For the period ended 30 June 2025

	ACTUAL 2025 \$000	BUDGET 2025 \$000	ACTUAL 2024 \$000
Net cash flow from operating activities	18,102	21,802	21,483
Net cash flow from investing activities	(50,286)	(54,562)	(45,375)
Net cash flow from Financing activities	24,300	32,000	37,700
Net increase / decrease in cash	(7,884)	(760)	13,808
Cash at beginning of year	17,623	5,834	3,815
Cash, cash equivalents and bank overdrafts at the end of the year	9,739	5,074	17,623

Represented by:

Cash at bank	9,739	5,074	17,623
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Reconciliation of Liabilities Arising from Financing Activities

	ACTUAL 2024 \$000	CASH FLOWS	NON-CASH CHANGES		ACTUAL 2025 \$000
			Acquisition	New leases	
Reconciliation of liabilities arising from financing activities					
Long term borrowings	153,500	24,300	-	-	177,800
Other term liabilities - deposits held	1,000	-	-	-	1,000
ANZ short term loan	-	-	-	-	-
Total debt	154,500	24,300	-	-	178,800

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)

MAJOR VARIANCES AGAINST BUDGET

Explanations for major variations from the Council's budget and prior year results are as follows:

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE	VARIANCE AGAINST BUDGET	VARIANCE AGAINST PRIOR YEAR RESULTS
Rates	Rates income were within 1.3% of budget. This was due to careful forecasting and no unexpected changes.	Rates rose by 17.1% in comparison to last year as signalled in the long term plan. This was to 'fund the gap' that emerged due to rates not increasing in previous years to match the cost increases of operations.
Subsidies and grants	Subsidies and grants were within 3.3% of budget with no significant changes to the forecast assumptions.	Subsidies and grants were down \$6M compared to last year. This was mainly due to cuts in roading grants.
Interest revenue	Interest revenue was budgeted to achieve \$51K but actually achieved \$1.6M due to prefunding of loans. This is seen to be a prudent measure to ensure future loans are secured at the right rate.	Interest revenue was 39% above last year due to more loans being prefunded than the previously.
Finance costs	Finance costs were \$1.3M above budget due to prefunding loans. However, this was more than offset by the \$1.6M extra earned in interest revenue.	Finance costs were \$1.4M higher than the previous year due to an increase in net loans of \$24.3M over the year and more prefunding carried out than the previous year.
STATEMENT OF FINANCIAL POSITION	VARIANCE AGAINST BUDGET	VARIANCE AGAINST PRIOR YEAR RESULTS
Cash and cash equivalents	The year ended with Council holding \$4.7M more than budgeted. This is due to the expenditure patterns and ensuring that there are enough funds on hand to cover expenses as they fall due.	Cash and cash equivalents were \$7.9M down from last year. The balances at year end largely depend on the timing of claims and expenses coming in.
Receivables	Receivables exceeded budget by \$2M. Council is currently owed \$2M by Ministry of Transport for Airport expenses due to financial statements having to be re-cast. This is expected to be fully paid once the statements have been re-audited.	Receivables were \$1.2M higher than last year with an increase in metered water receivables of \$1.4M and an increase in roading receivables of \$1.5M. This has been partially offset by GST timing and an increase in provision for doubtful debts.
Infrastructural assets	Infrastructural assets were above budget by \$135M. This was from a combination of an increase in roading valuations of \$232M and a partial offset of capitalising less projects than originally budgeted.	Infrastructural assets were \$242M more than last year. This was from a combination of an increase in roading valuations of \$232M and capitalisations of new projects.
Investment property	Investment property was \$8.5M less than budget. This was due to the assumption that investment property valuations would continue to rise over the previous two years, but the values fell in both years. There was also a transfer of \$400K of assets to operations.	Investment property was \$836K less than the previous year due to a drop in values from the annual valuation.
Work in progress	Work in progress was \$11M above budget due to delays in completion of capital projects than originally forecast	Work in progress was \$5.4 more than the previous year due to delays in starting and completing capital projects
Payables and deferred revenue	There was a variance of \$9M less than budget at year end due to timing differences of payments	Payables finished the year \$1.5M lower than the previous year due to timing differences of payments
Borrowings	Borrowings were within 3.5% of budget at year end.	Borrowings increased by \$24.3M from the previous year. This was largely in line with the liquidity needs budgeted.

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



INDEPENDENT AUDITOR'S REPORT
Te Pūrongo o te Kaiarotake

8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



8.1.2 Appendix 2 – Whakatāne District Council Summary Annual Report 2024(Cont.)



8.2 Council Governance Structure 2025-2028

8.2 Council Governance Structure 2025-2028

8.2 Council Governance Structure 2025-2028(Cont.)

Council Governance Structure 2025-2028



To: **Whakatāne District Council**
Date: **Wednesday 19 November 2025**
Author: **Mayor N Tánczos**
Authoriser: **S Perdiá / Chief Executive**
Reference: **A3007883**

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

The purpose of this report is to present to Council the committee structure for the 2025-2028 triennium. The report also makes elected member appointments to that committee structure and to various other joint and external committees, forums, and groups. This report is prepared under the Mayor's powers in Section 41A of the Local Government Act 2022 (the LGA).

Committee delegations are set out in Appendix 1.

2 Recommendations - *Tohutohu akiaki*

1. THAT the Council Governance Structure 2025-2028 report be **received**; and,
2. THAT the Council **notes** the Whakatāne District Council governance structure for the 2025-2028 triennium determined by the Mayor in accordance with section 41A of the LGA, as set out in this report; and,
3. THAT the Council **notes** the following Mayoral appointments to its Standing Committees:

Forum	Membership as appointed by the Mayor
Strategy and Policy Standing Committee	<ul style="list-style-type: none">• Councillor Toni Boynton (Chairperson)• Councillor Lesley Immink (Deputy Chairperson)• Mayor Nándor Tánczos• All Councillors
Projects and Services Standing Committee	<ul style="list-style-type: none">• Councillor Andrew Iles (Chairperson)• Councillor Wilson James (Deputy Chairperson)• Mayor Nándor Tánczos• All Councillors
Finance, Performance and Risk Standing Committee	<ul style="list-style-type: none">• Councillor Lesley Immink (Chairperson)• Deputy Mayor Julie Jukes (Deputy Chairperson)• Mayor Nándor Tánczos• All Councillors

4. THAT Council **notes** the external appointment of independent member Petra Lucioli to its Finance, Performance and Risk Standing Committee.
5. THAT the Council **notes** the Mayoral appointments to, the following Special Committees:

8.2 Council Governance Structure 2025-2028(Cont.)

Forum	Membership as appointed by the Mayor
Community Funding and Grants Committee	<ul style="list-style-type: none"> • Councillor Gavin Dennis (Chairperson) • Councillor Tu O'Brien (Deputy Chairperson) • Councillor Wilson James
Chief Executive Performance and Support Committee	<ul style="list-style-type: none"> • Mayor Nándor Tánczos (Chairperson) • Deputy Mayor Julie Jukes (Deputy Chairperson) • Chairpersons of the Standing Committee's and the Grants Special Committee of Council

6. THAT the Council **notes** its Mayoral appointment to the Whakatāne District Youth Council;

Forum	Membership as appointed by the Mayor
Whakatāne District Youth Council	<ul style="list-style-type: none"> • Councillor Toni Boynton

7. THAT the Council **notes** the Mayoral appointment to the following Forum:

Forum	Membership as appointed by the Mayor
Iwi Chairs Forum	<ul style="list-style-type: none"> • Mayor Nándor Tánczos • Deputy Mayor Julie Jukes (alternate)

8. THAT the Council **notes** the following permanent Joint Committees required by statute, and the following Mayoral appointments to each:

Forum	Membership as appointed by the Mayor
Bay of Plenty Civil Defence Emergency Management Group	<ul style="list-style-type: none"> • Mayor Nándor Tánczos • Deputy Mayor Julie Jukes (as alternate)
Regional Transport Committee	<ul style="list-style-type: none"> • Mayor Nándor Tánczos • Deputy Mayor Julie Jukes (as alternate)
Rangitāiki River Forum	<ul style="list-style-type: none"> • Councillor Tu O'Brien • Councillor Wilson James (as alternate)
Tarawera Awa Restoration Strategy Group (TARSG)	<ul style="list-style-type: none"> • Mayor Nándor Tánczos • Councillor Lesley Immink

9. THAT the Council **notes** the continuation of, and Mayoral appointments to, the following 'joint' committees and forum:

Forum	Membership as appointed by the Mayor
Eastern Bay of Plenty Joint Committee	<ul style="list-style-type: none"> • Mayor Nándor Tánczos • Deputy Mayor Julie Jukes (as alternate)
Eastern Bay Road Safety Operations Group	<ul style="list-style-type: none"> • Councillor Gavin Dennis
Ōhiwa Harbour Implementation Forum (OHIF)	<ul style="list-style-type: none"> • Councillor Malcolm Whitaker • Councillor Andrew Iles (as alternate)

10. THAT the Council **notes** the following Mayoral appointments to its community boards:

Forum	Membership as appointed by the Mayor
Murupara Community Board	<ul style="list-style-type: none"> • Councillor Jesse Morgan-Ranui • Councillor Andrew Iles (as alternate)
Rangitāiki Community Board	<ul style="list-style-type: none"> • Councillor Gavin Dennis • Councillor Wilson James (as alternate)
Tāneatua Community Board	<ul style="list-style-type: none"> • Councillor Andrew Iles • Councillor Jesse Morgan-Ranui (as alternate)
Whakatāne/Ōhope Community Board	<ul style="list-style-type: none"> • Councillor Carolyn Hamill • Councillor Malcolm Whitaker (as alternate)

8.2 Council Governance Structure 2025-2028(Cont.)

11. THAT the Council **notes** the Eastern Bay District Licensing Committee memberships outlined in item 6.4 of Appendix 1; and,
12. THAT the Council **notes** the appointments to external Groups and Associations as outlined in Section 10 of Appendix 1; and,
13. THAT the Council **confirms** the Delegations to the Council, Standing Committees, Special Committees, Advisory Boards, Joint Committees, Joint Forums and Community Boards for the 2025-2028 triennium as set out in Appendix 1.

3 Background - *He tirohanga whakamuri*

The key elements of the legal framework under which the Whakatāne District Council governance operates are set out in the Council's Delegations Register. Mayoral powers in relation to the establishment of committees and appointments thereto are set out under Clause 3 of [section 41A](#) of the Local Government Act (LGA). This provides for the Mayor:

1. To appoint the Deputy Mayor;
2. To establish committees of the territorial authority.
3. To appoint the chairperson of each committee established, and make the appointment before the other members of the committee are determined; and
4. To appoint himself or herself to the Committees.

Section 41A does not limit or prevent a Council from discharging or reconstituting committees or chairpersons of those committees appointed by the Mayor by way of Council resolution at a later date or appointing additional committees to those established by the Mayor.

Following the consultation with Councillors and the Chief Executive, the Mayor has decided to exercise the powers outlined above.

The ethos of the structure is returning to a more traditional model where looking forward is governed by a Strategy and Policy Committee, implementation by a Projects and Services Committee and Council activities are monitored by a Finance, Performance and Risk Committee. In addition, the Grants and Funding Committee has been expanded from funding distribution to include funding and grant applications.

4 Proposed Council and Standing Committees

4.1 Governing Body

<i>Title</i>	Whakatāne District Council
<i>Chair</i>	Mayor Nándor Tánczos
<i>Deputy Chair</i>	Deputy Mayor Julie Jukes
<i>Membership</i>	Full Council (Mayor and ten Councillors)
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none">• 8 Weekly• Extraordinary meetings as required

8.2 Council Governance Structure 2025-2028(Cont.)

<i>Purpose</i>	<ul style="list-style-type: none"> To broadly monitor wellbeing of the Whakatāne District and set the vision and strategic direction for the Council. To consider matters of strategic significance. To monitor and participate in relationships of strategic significance. To otherwise undertake functions, and consider matters, required of the governing body, and that have not been delegated.
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4.2 Strategy and Policy Standing Committee

<i>Title</i>	Strategy and Policy Committee
<i>Chair</i>	Councillor Toni Boynton
<i>Deputy Chair</i>	Councillor Lesley Immink
<i>Membership</i>	Committee of the whole (Mayor and ten Councillors)
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none"> 8 Weekly Extraordinary meetings as required
<i>Purpose</i>	<ul style="list-style-type: none"> To oversee development of strategies and plans that reflect and implement the Council's vision. To monitor and advise on the strategy, policies, bylaws and direction of the district.

4.3 Projects and Services Committee

<i>Title</i>	Projects and Services Committee
<i>Chair</i>	Councillor Andrew Iles
<i>Deputy Chair</i>	Councillor Wilson James
<i>Membership</i>	Committee of the whole (Mayor and ten Councillors)
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none"> 8 Weekly Extraordinary meetings as required
<i>Purpose</i>	<ul style="list-style-type: none"> To oversee the implementation of Council's Infrastructure Strategy, capital works programme and operational service delivery. To oversee the implementation of Council's community wellbeing strategies, policies and services, and facilities and programmes that enhance and support community health and wellbeing.

8.2 Council Governance Structure 2025-2028(Cont.)

4.4 Finance, Performance, and Risk Standing Committee

<i>Title</i>	Finance, Performance, and Risk Standing Committee
<i>Chair</i>	Councillor Lesley Immink
<i>Deputy Chair</i>	Deputy Mayor Julie Jukes
<i>Membership</i>	<ul style="list-style-type: none"> Committee of the whole (Mayor and ten Councillors) External appointees (maximum of two): <ul style="list-style-type: none"> Petra Lucioli
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none"> Quarterly Extraordinary meetings as required
<i>Purpose</i>	<ul style="list-style-type: none"> To oversee the effectiveness of Council's financial performance, risk management, health & safety, internal control environment, legal responsibilities, statutory compliance, and external auditing process. The Committee has the authority to appoint up to two independent persons who are not elected members, who can assist the Committee to meet its obligations and responsibilities.

5 Proposed Special Committees

5.1 Community Grants and Funding Committee

Matters related to the Mayoral Youth Community Awards will be considered by a group appointed by the Mayor.

<i>Title</i>	Community Grants and Funding Committee
<i>Chair</i>	Councillor Gavin Dennis
<i>Deputy Chair</i>	Councillor Tu O'Brien
<i>Membership</i>	Councillors (minimum three): <ul style="list-style-type: none"> Councillor Gavin Dennis Councillor Tu O'Brien Councillor Wilson James
<i>Quorum</i>	Half of members present when membership is even; Majority of members present when membership is odd
<i>Meeting frequency</i>	Quarterly or as required
<i>Purpose</i>	<ul style="list-style-type: none"> To administer and allocate funds that Council manages as part of its Grants and Funding Portfolio in accordance with the Community Grants and Funding Policy 2023, and to incorporate additional funding streams as they arise. This includes external funds that Council manages, such as the Creative Communities Scheme and Sport NZ Rural Travel Fund.

8.2 Council Governance Structure 2025-2028(Cont.)

	<ul style="list-style-type: none"> To consider applications for grants and funds that are part of Council's Grants and Funding Portfolio and to make allocations within approved budgets in accordance with the Community Grants and Funding Policy 2023. To proactively identify and explore additional funding opportunities that align with Council priorities, including external grants, philanthropic sources, and partnership-based funding.
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5.2 Chief Executive Performance and Support Committee

<i>Title</i>	Chief Executive Performance and Support Committee
<i>Chair</i>	Councillor Nándor Tánczos
<i>Deputy Chair</i>	Deputy Mayor Julie Jukes
<i>Membership</i>	Membership of the committee is the Mayor, Deputy Mayor, and Chairperson of each of the Standing Committees and the Community Grants and Funding Committee.
<i>Quorum</i>	4
<i>Meeting frequency</i>	Quarterly
<i>Purpose</i>	<p>The purpose of this sub-committee is:</p> <ul style="list-style-type: none"> To provide guidance and support to the Chief Executive to deliver on their role. To consider and prepare correspondence and address other matters relating to performance and remuneration associated with the Chief Executive. To be responsible for addressing performance issues as they arise as well as making recommendations to the Council for wider consideration. The committee is further established to exercise the powers delegated under clauses 33, 34, and 35 of Schedule 7 of the Local Government Act 2002. Its purpose is to oversee the appointment, terms of employment, and performance review of the Chief Executive. This includes ensuring compliance with statutory requirements for appointment terms, entering into a performance agreement, and conducting a comprehensive review of performance and future capability prior to the expiry of the first term of employment.

6 Statutory Committees and Governance Groups

There are three statutory Joint Committees, one statutory Joint Forum, and one statutory governance group that are deemed permanent by statute or are statutorily required. As per clause 30(7), schedule 7 of the LGA they are not disestablished at the end of a triennium. They are:

- Bay of Plenty Civil Defence Emergency Management Group;
- Regional Transport Committee;

8.2 Council Governance Structure 2025-2028(Cont.)

- Tarawera Awa Restoration Strategy Group
- Eastern Bay District Licensing Committee; and
- Rangitāiki River Forum.

The Mayoral appointments to each are outlined in Appendix 1.

7 Community Boards

Whakatāne District Council has four Community Boards covering the entire District. In addition to the elected members of each Community Board the following councillors are appointed pursuant to section 50 (b) of the Local Government Act 2002:

- (a) Murupara Community Board
 - Councillor Jesse Morgan-Ranui
 - Councillor Andrew Iles (as alternate)
- (b) Rangitāiki Community Board
 - Councillor Gavin Dennis
 - Councillor Wilson James (as alternate)
- (c) Tāneatua Community Board
 - Councillor Andrew Iles
 - Councillor Jesse Morgan-Ranui (as alternate)
- (d) Whakatāne-Ōhope Community Board
 - Councillor Carolyn Hamill
 - Councillor Malcolm Whitaker (as alternate)

The purposes of the Community Boards are to:

- (e) To receive applications for funding and issue funding grants from the respective Community Board funds.
- (f) To support Council engagement and consultation processes where required, and act as an advocate for the interests of Council.
- (g) To engage with their constituent communities and provide information to Council on matters of importance to those communities as they arise.

8 External Appointments to Council's Committee Structure**8.1 Finance, Performance and Risk Standing Committee External Appointment**

At the Mayor's discretion, Petra Lucoli, has been directly appointed as an independent member of the Finance, Performance and Risk Standing Committee. One additional external position remains vacant, and the Committee Chair will have the option to recommend filling this role if required.

8.2 Council Governance Structure 2025-2028(Cont.)

9 Governance Framework Updates

With the Local Government (System Improvements) Amendment Bill (the Bill) currently under review, councils are preparing for several key changes to governance practices:

- (a) It is expected that standardised Standing Orders and Code of Conduct will likely be issued by the Secretary for Local Government in Q2 2026. Until then, the most recently adopted versions by each council will remain in effect.
- (b) The Bill introduces new governance principles under section 39 of the Local Government Act, which councils must reflect in their governance statements within six months of enactment.

Council will continue to monitor the progress of the Bill and related reforms. Updates will be provided to elected members as further information becomes available from central government and sector bodies.

10 Delegations

The relevant sections of Council Delegations Register have been updated with respect to the changes to governance structures and functions discussed in this report. The relevant sections of Council Delegations Register are attached to this report as Appendix 1.

While many matters will remain delegated to the committee level (as similar to the arrangements in the 2025-2028), those that are not able to be delegated, and matters determined by the Mayor to be of strategic significance, will be the responsibility of full Council.

Once the Council has delegated any of its responsibilities, powers or duties, the Committee “can exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them” (Clause 32 (4) Schedule 7 of LGA 2002).

Council may wish to note that “no delegation relieves the local authority, member, or officer of the liability or legal responsibility to perform or ensure performance of any function or duty” (Clause 32 (7) Schedule 7 of LGA 2002).

11 Significance and Engagement Assessment - *Aromatawai Pāhekoheko*

11.1 Assessment of Significance

The decisions and matters of this report are assessed to be of low-moderate significance in accordance with Council’s Significance and Engagement Policy. An elevation to “moderate” acknowledges there may be some community interest in the structure and appointments.

11.2 Engagement and Community Views

Community representation is a very important consideration in the establishment of a governance structure. While community input into this decision-making process is not required, following confirmation of a new committee structure through this report, information will be shared with the public.

8.2 Council Governance Structure 2025-2028(Cont.)

12 Considerations - *Whai Whakaaro*

12.1 Strategic alignment

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

12.2 Risks

There are no significant risks associated with the matters of this report. Any risks can be managed by the Council monitoring the effectiveness of the structure and the delegations.

12.3 Financial/budget considerations

Costs associated to support the Council governance structure are provided for in the Long Term Plan 2024-34 within the governance services budget.

12.4 Communications and Engagement

While community input into this decision-making process is not required, following confirmation of a new committee structure through this report, information will be shared with the public.

12.5 Climate change assessment

The decisions and matters of this report are assessed to have low climate change implications and considerations, in accordance with the Council's Climate Change Principles.

Attached to this report:

- Appendix 1 – Delegations Register 2025-2028
- Appendix 2 – Committee Structure Flowchart 2025-2028

8.2.1 Appendix 1 – Delegations Register 2025-2028

8.2.1 Appendix 1 – Delegations Register 2025-2028

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)



Delegations Register - Governance
Rēhita Tuku Mahi – Mana Whakahaere

VERSION – November 2025

whakatane.govt.nz



8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

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Version Control

Date updated	Description
October 2017	RMA Amendments
March 2018	Audit and Risk Committee – Second independent member. Cover layout
March 2018	RMA Commissioners
May 2018	Executive and staff title changes, Executive structure, RMA and Building delegation changes, Audit and Risk Committee membership
September 2020	2019-2022 triennium governance structure updates
November 2020	Risk and Assurance Committee and Organisational Performance Committee updates
April 2021	Affixing the Common Seal update
March 2023	Delegation updates resulting from 2022-2025 triennium Committee structure
May 2023	Updates regarding membership for Community Funding Committee and Commercial Advisory Board
March 2025	Removal and disestablishment of the Commercial Advisory Board following resolution by Council on 20 March 2025
July 2025	Council delegation to the CE to approve urgent property purchases using the Acquisitions Fund. Refer Page 14, Section 1.2.1 (k)
November 2025	Delegation updates resulting from 2025-2028 triennium Committee Structure

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

PART 1- GENERAL

1 The Local Government Act 2002

The Local Government Act 2002 (LGA 2002) spells out local government's purpose, its general powers, its specific by-law making powers and the principles and processes that councils must abide by when making decisions.

The LGA 2002 is based on the principle of general competence, which enables a council to do whatever is necessary to fulfil its role. Within this framework, there is a considerable degree of flexibility in deciding what activities are undertaken and how they are carried out.

2 Purpose of Local Government

A local authority is a body corporate with perpetual succession.

All councils must operate within the roles and functions identified within the legislative framework, and exercise their responsibilities, duties, or powers accordingly. The LGA 2002 defines the overall direction and strategy for local government. Section 10 of the Act defines the reason local authorities exist:

The purpose of local government is—

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

3 Role of a Local Authority

The role of a local authority as set out in section 11 of the LGA 2002 is to:

- (a) Give effect, in relation to its district or region, to the purpose of local government stated in section 10; and
- (b) Perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

4 General Principles

- (a) It is impossible for the elected Council to deal directly with everything itself. Decisions should be made at a level commensurate with efficiency and effectiveness. Generally, the legislation, which the Council uses on a day-to-day basis, provides for delegations.
- (b) Delegations do not remove ultimate accountability of Elected members, the Chief Executive and the Executive team for the affairs of Council.
- (c) Unless expressly provided otherwise in the Local Government Act 2002, or any other Act, a local authority may delegate to a Committee, Sub-Committee or other subordinate decision-making body, community board, member or officer of the local authority any of its responsibilities, duties, or powers.
- (d) When an Act or Regulation empowers the "Council" to carry out a decision-making function, that decision must be made by way of a resolution of the full Council unless the Act or Regulation, permits delegation to a Committee, Sub-Committee or other subordinate decision-making body, community board, member or officer.
- (e) Delegation to officers is necessary for the operation of the Council and its administration to be efficient, effective, and timely in delivering services. The business to be transacted by the Council and its administration is large and wide-ranging, dealing with the details of many Acts and Regulations, the Council's Plans, Bylaws, and a range of Council functions and activities.
- (f) The terms of reference and delegations are intended to allow the Council to delegate its powers and functions to the most efficient and effective levels.
- (g) Delegations are made to positions not people.
- (h) The body or person to whom powers are delegated, will usually exercise the delegated power, but is not obliged to do so. The most common circumstances where the body or person with the delegation might choose not to exercise it are when the matter has become a matter of public notoriety, or the issues are contentious and finely balanced.
- (i) Part 3 section 1.2 sets out those matters which cannot be legally delegated by the Governing Body under the Local Government Act 2002.
- (j) All delegations are recorded in this Delegations Register, which is made available to all elected members, to staff and to the public through the Council's website.
- (k) The delegation of authority does not prevent another authorised party from exercising the function, power or duty. For example, the Chief Executive may refer a matter to the Council or a Committee for decision.
- (l) The Schedules list only those functions, powers, and duties, which involve discretionary decision-making. All staff have authority to perform non-discretionary duties (those not listed) on behalf of the Council, within the general scope of their role.

5 Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these Delegations, with the result that there is uncertainty or dispute as to which Committee or Sub-Committee has the delegated authority to act, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

6 Amendments to the Register

This Register shall be maintained by the Governance Services Team who shall amend it in accordance with:

- Any instructions to that effect given by Council;
- Any need for typographical, grammatical or other minor corrections and amendments, provided they do not alter the intent of Council in relation to delegation;
- Any updates to reflect changes in membership of Committees, Sub-Committees, subordinate decision-making bodies, groups, or organisations.
- Any amendments required to reflect legislative or regulatory changes, excluding the powers and responsibilities that remain with Council, must be approved by council resolution.
- Any amendments to capture any changes of membership of Committees, Sub-Committees, subordinate decision-making bodies, groups or organisations.
- All amendments shall be recorded with the date of change, nature of amendment, and authorising parties to ensure transparency and accountability.
- Significant amendments shall be communicated to elected members and relevant staff to ensure awareness and operational alignment.
- In addition to the triennial review, the Register may be reviewed earlier if significant legislative changes or governance restructuring occur.

Changes to the governance structure delegations may only be made by resolution of the Council. The Delegations Register will be fully reviewed in line with triennial elections.

7 Governance Framework Updates

With the Local Government (System Improvements) Amendment Bill (the Bill) currently under review, councils are preparing for several key changes to governance practices:

- It is expected that standardised Standing Orders and Code of Conduct will likely be issued by the Secretary for Local Government in Q2 2026. Until then, the most recently adopted versions by each council will remain in effect.
- The Bill introduces new governance principles under section 39 of the Local Government Act, which councils must reflect in their governance statements within six months of enactment.

Council will continue to monitor the progress of the Bill and related reforms. Updates will be provided to elected members as further information becomes available from central government and sector bodies.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

PART 2 – GOVERNANCE DELEGATIONS

1 General

1.1 Authority and Instruction Forms

Authority and Instruction Forms will be executed under the hands of two Councillors (one of which may be the Mayor).

1.2 Affixing the Common Seal

The Common Seal of the Council shall be:

- Held by the Chief Executive who shall be responsible for the use of same;
- Affixed to any document where it is required by law or by Council resolution;
- The Common Seal shall be signed under the hand of the Mayor or a Councillor on one part, and by the Chief Executive or authorised officer on the other part.
- Deeds and transactions falling within the Property Law Act 2007 shall comply with Section 9 (3) (a) (ii) of that Act and shall be executed by the signatures of two Councillors (one of which may be the Mayor).
- Where any resolution of Council, or decision of a Committee or Officer in exercise of delegated powers requires as a consequence that the Common Seal be affixed to documents relevant thereto, then such resolution or decision shall be deemed to include authorisation to affix the Common Seal.
- All instances of the Common Seal being affixed shall be recorded in the Council's Seal Register, including the date, purpose, and authorising resolution or delegation

This process is governed by Clause 32 of Schedule 7 of the Local Government Act 2002 and Section 9 of the Property Law Act 2007.

2 Mayor

The Mayor is elected by the District as a whole and, as such, shares the same responsibilities as other members of the Council.

Section 41A of the Local Government Act 2002 states that the role of a Mayor is:

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

Section 41A (3) of the Local Government Act 2002 provides for the Mayor:

1. To appoint the Deputy Mayor;
2. To establish Committees of the Council;

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

3. To appoint the chairperson of each Committee established. The Mayor may make the appointment before the other members of the Committee are determined and may appoint himself or herself.

The Mayor may also decline to exercise the powers outlined in section 41A(3) as above. The Mayor acts as the head of the Council and is also responsible for:

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

The Mayor is a member of each Committee of the Council and must not delegate his/her powers under the LGA 2002. The Mayor is also a Justice of the Peace for the duration of the elected term.

2.1 Authorisation of Councillors' professional development and expenses

The Mayor can approve the attendance of Councillors at:

- Conferences, training sessions, seminars and other like functions where expenses are to be met by Council;
- Meetings on behalf of the Council. Such approval must be recorded in the Mayor's regular report to the Ordinary meeting of the Council;
- Any Standing Committee, Sub-Committee, or Community Board meeting, that they are not appointed members of, where mileage expenses are to be met by the Council.

3 Deputy Mayor

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

The Deputy Mayor exercises the same role as any other member. If the Mayor is on leave of absence or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties of the Mayor and may exercise the powers of the Mayor (Schedule 7, Clause 17 of the LGA 2002).

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

4 Councillors

Councillors, acting as the governing body of Council, are responsible for:

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

5 Committees

5.1 Definition of "Committee"

The term "Committee" is defined in section 5(1) of the LGA 2002.

"Committee includes, in relation to a local authority,

- (a) A Committee comprising all the members of that local authority; and
- (b) A standing Committee or special Committee appointed by that local authority; and
- (c) A joint Committee appointed under clause 30 of Schedule 7; and
- (d) Any Sub-Committee of a Committee described in paragraph (a) or paragraph (b) or paragraph (c)."

5.2 Appointing Committees

Section 41A(3) of the Local Government Act 2002 provides for the Mayor;

- (a) To establish Committees of the territorial authority;

To appoint the chairperson of each Committee established. The Mayor may appoint the chairperson of a Committee before the other members of the Committee are determined and may appoint himself or herself as the chairperson.

However, nothing in section 41A (3) limits or prevents a Council from discharging or reconstituting Committees or chairpersons of those Committees established by the Mayor by way of Council resolution at a later date. The Mayor can decline to exercise the powers outlined above.

The Council can appoint Committees in accordance with clause 30 of Schedule 7 of the LGA 2002, which states that a local authority may appoint the Committees, Sub-Committees, and other subordinate decision-making bodies that it considers appropriate as well as appointing a joint Committee with another local authority.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

5.3 Committee and Sub-Committee membership

Clause 31 of Schedule 7 of the LGA 2002 defines who can make up Committee and Sub-Committee membership.

- (a) The minimum number of members of a Committee is three and the minimum number of a Sub-Committee is two.
- (b) Every Committee must have at least one elected member on it.
- (c) Members of Committees and Sub-Committees are usually elected members, but a Council or a Committee may also appoint a person who is not a member of the Council to a Committee or Sub-Committee. This will normally occur if a person has specific skills, attributes, or knowledge that will assist the work of the Committee or Sub-Committee.
- (d) The Council can at any time discharge or reconstitute a Committee or Sub-Committee. All Committees are discharged after local body elections unless the Council has resolved otherwise before the elections. The Council can at any time appoint or discharge any member of a Committee or a Sub-Committee. A Committee can appoint or discharge any member of a Sub-Committee it has created unless directed otherwise by the Council.
- (e) The membership and delegated authority of joint Committees will be agreed by the participating Councils or public bodies.
- (f) No Council officer can act as a member of a Committee, but they can attend meetings as advisors. Council officers can act as members of a Sub-Committee.

5.4 Delegations to Committees

The Council has broad powers of delegation. These are described under Clause 32 of Schedule 7. The Council has the discretion as to whether it delegates powers to a Committee. There are certain powers that the Council cannot delegate and there are some it chooses to retain for itself.

Clause 32 (4) of Schedule 7 states that once delegated, a power can be exercised or performed in the like manner and with the same effect as the local authority could itself have exercised or performed them. The Council cannot rescind or amend a decision made by a Committee to which the Council has delegated the decision-making power.

The purpose of delegations is to promote the efficiency and effectiveness in the conduct of the Council's business. Although delegations allow a Council to devolve certain decision-making roles, it will ultimately retain legal responsibility for the exercise of any powers it has delegated. A Committee can further delegate functions, duties and powers to Sub-Committees unless prohibited by the Council.

Local Government New Zealand (LGNZ) in their Elected Members' Governance Handbook 2019, comments:

"Because Committees are concerned with the level of detail down from the Council they are better able to scrutinise the performance of management and ask the difficult decisions that are part of their governance role. Governing bodies are also able to appoint issue experts to Committees to strengthen their competence."

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

5.5 Committee Chairpersons

A Committee Chairperson exercises the same role as any other member of a Committee but has additional responsibilities and abilities. These include to:

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

5.6 "Other" Groups - Non-Statutory Decision Groups

Advisory groups, reference groups, steering or any other governance groups:

- Are not classified as a committee or sub-committee under the LGA2002 or Council's Delegations Register.
- Are not subject to the meeting procedures set out in LGOIMA and Standing Orders.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

PART 3 - Council and Committee Delegations 2025-28 Triennium

6 Governing Body - Council Overview

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

Specific functions and delegations

Specific exceptions to the power of Council to delegate:

In accordance with the Local Government Act 2002, [Schedule 7, Part 1, Section 32](#), Council may not delegate the following:

- (a) the power to make a rate; or
- (b) the power to make a bylaw; or
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan; or
- (d) the power to adopt a Long-Term Plan, Annual Plan or Annual Report; or
- (e) the power to appoint a Chief Executive; or
- (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; and
- (g) the power to adopt a remuneration and employment policy.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

1.2.2 Powers that can be delegated but which the Council retains:

- (a) Develop the Long Term Plan and determine the form and extent of public consultation methods to be employed.
- (b) Hearing of submissions on the Long-Term Plan and, if required, the Annual Plan;
- (c) 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;
- (d) Approve the Local Governance Statement (called "A Guide to the Whakatāne District Council") produced following the triennial election of members;
- (e) Resolve those decisions required to be made by a local authority under the Local Electoral Act 2001 including the appointment of electoral officer;
- (f) Determine whether or how to fill any extraordinary Council vacancies within 12 months of an election;
- (g) Review and make decisions on Council membership and the basis for elections through representation reviews;
- (h) Appoint and discharge trustees, directors or office holders to Council's Council-Controlled Organisations and to other external bodies;
- (i) Except to the extent set out [in section 2.1] of the staff delegations register 2023, approve the purchase, sale and disposal of Council property;
- (j) Approve a proposed plan or a change to a District Plan under Clause 17 of the First Schedule of Resource Management Act 1991 (RMA);
- (k) Approve changes to the status or revoke the status of a reserve in accordance with the Reserves Act 1977
- (l) Authority to name or rename a reserve in accordance with the Reserves Management Plan;
- (m) Authorise any unbudgeted expenditure that exceeds the delegation levels provided to officers, Committees or other subordinate decision-making bodies of Council;
- (n) Approve recommendations from relevant Committees for new fees and charges for services provided, outside of the Annual Plan or Long Term Plan process.

1.2.3 Procedural Matters exercised by Council:

- (a) Receive minutes and recommendations, and make decisions on any recommendations from:
 - Standing Committees, Special Committees, Sub-Committees, Joint Committees and Joint Forums
 - Iwi Chairs Forum
 - 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.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

7 Standing Committees

General Delegations to all Standing Committees

All Committees have the delegated power to:

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

7.1 Strategy and Policy Standing Committee

2.2.1 Overview

<i>Title</i>	Strategy and Policy Committee
<i>Chair</i>	Councillor Toni Boynton
<i>Deputy Chair</i>	Councillor Lesley Immink
<i>Membership</i>	Committee of the whole (Mayor and ten Councillors)
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none"> • 8 weekly • Extraordinary meetings as required
<i>Purpose</i>	<ul style="list-style-type: none"> • To oversee development of strategies and plans that reflect and implement the Council's vision. • To monitor and advise on the strategy, policies, bylaws and direction of the District.

2.2.2 Specific functions and delegations

- a) Monitor the development of associated Central Government Reform programmes including the transition programme for Three Waters reform.
- b) Develop and review associated policies and bylaws (only Council has the power to make a bylaw).
- c) To develop and recommend to the Council the adoption of the Annual Plan.
- d) Develop, review and approve Council strategies, policies and plans (noting only Council has the power to adopt policies associated with the LTP).
- e) Approve Council submissions to Central Government, Councils and other organisations including submissions to any plan changes or policy statements.
- f) Consider and approve changes to service delivery arrangements arising from the service delivery reviews required under section 17A LGA 2002 that are referred to the Committee by the Chief Executive.
- g) Progress the sale of properties as approved in the Long-term Plan and Annual Plan.
- h) Approve all new road names in accordance with the Road Naming and Property Addressing Policy.
- i) Develop a proposed plan or a change to a district plan under the Resource Management Act

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

1991.

- j) Receive minutes of the Whakatāne District Youth Council and, Community Boards.
- k) Monitor the implementation of Te Toi Waka Whakarei – Council’s Māori Relationship Strategy.
- l) To foster and promote strengthening civic engagement.
- m) The authority to provide instructions on appeals lodged to the Environment Court or a Judicial Review relating to a decision made under the RMA to the High Court or any other Court.
- n) The authority to settle an appeal or part of an appeal to any Plan Change to the Whakatāne District Plan, but not to approve the Proposed Plan under Clause 17 of Schedule 1 to the RMA.
- o) The authority to delegate, pursuant to Section 32 of Schedule 7 of the Local Government Act 2002, to the Chairperson of the Hearings Panel, the General Manager Infrastructure, or the Manager Resource Consents to enable these tasks to be completed expeditiously and within statutory timeframes, the following:
 - a. the power to provide instructions on appeals lodged to the Environment Court,
 - b. the power to lodge submissions on applications made under the RMA, including to other planning documents (such as Regional Plans) or to relevant legislative changes due to time constraints.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

7.2 Projects and Services Committee

2.3.1 Overview

<i>Title</i>	Projects and Services Committee
<i>Chair</i>	Councillor Andrew Iles
<i>Deputy Chair</i>	Councillor Wilson James
<i>Membership</i>	Committee of the whole (Mayor and ten Councillors)
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none"> 8 Weekly Extraordinary meetings as required
<i>Purpose</i>	<ul style="list-style-type: none"> To oversee the implementation of Council's Infrastructure Strategy, capital works programme and operational service delivery. To oversee the implementation of Council's community wellbeing strategies, policies and services, and facilities and programmes that enhance and support community health and wellbeing.

2.3.2 Specific functions and delegations

- To oversee the implementation of projects in Council's capital works programme and operational service delivery.
- Recommend to Council budget requirements for the implementation of capital works and operational delivery.
- Oversee and review the development of proposals and options related to implementation of associated capital and operational activities.
- Approval of tenders and contracts that exceed the level of staff delegations.
- Approve Council submissions to Central Government, Councils and other organisations including submissions to any plan changes or policy statements.
- Develop and review bylaws (Note: the Council cannot delegate to a Committee to "make" (adopt) a bylaw).
- Consideration of proposals to change the status or revoke the status of a reserve as defined in the Reserves Act 1977 (including the hearing of submissions and recommendations to Council).

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

7.3 Finance, Performance, and Risk Standing Committee

2.4.1 Overview

<i>Title</i>	Finance, Performance and Risk Committee
<i>Chair</i>	Councillor Lesley Immink
<i>Deputy Chair</i>	Deputy Mayor Julie Jukes
<i>Membership</i>	Committee of the whole (Mayor and ten Councillors) External appointees (maximum of two): <ul style="list-style-type: none"> • Petra Luciola
<i>Quorum</i>	6
<i>Meeting frequency</i>	<ul style="list-style-type: none"> • Quarterly • Extraordinary meetings as required
<i>Purpose</i>	<ul style="list-style-type: none"> • To oversee the effectiveness of Council's financial performance, risk management, health & safety, internal control environment, legal responsibilities, statutory compliance, and external auditing process. • The Committee has the authority to appoint up to two independent persons who are not elected members, who can assist the Committee to meet its obligations and responsibilities.

2.4.2 Specific functions and delegations

- (a) To monitor Council's organisational performance framework.
- (b) To monitor and review the organisational risk framework.
- (c) To monitor financial and non-financial performance of Council's LTP and Annual Plan against agreed levels of service.
- (d) To monitor the performance of the Council's treasury function.
- (e) To monitor the financial and non-financial performance of Council's Council-Controlled Organisations.
- (f) To develop and recommend to the Council the adoption of the Annual Report.
- (g) To monitor the performance of the Whakatāne airport and recommend to Council the adoption of the Full Year Annual Report.
- (h) Agree the final Statement of Intent for Council's Council-Controlled Organisations;
- (i) Adopt the Half Yearly and Full Year Annual Report of the Whakatāne Airport;
- (j) To monitor the implementation of Council's Financial Strategy.
- (k) Oversee Council's relationship with the external auditor.
- (l) Review, and monitor progress against, the external auditors' recommendations.
- (m) To monitor organisational capacity and capability of underlying systems and resources required

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

to deliver on Council's LTP and Annual Plan obligations.

- (n) Review the effectiveness of health and safety policies and processes to ensure a healthy and safe workplace for representatives, staff, contractors, visitors and the public.
- (o) Assist elected representatives and the Chief Executive to discharge their statutory roles as 'officers' in terms of the Health and Safety at Work Act 2015.
- (p) Review and monitor current and potential litigation and other legal risks.
- (q) To provide governance oversight and monitoring of Council's external funding and financing sources.
- (r) Approve Council submissions to Central Government, Councils and other organisations including submissions to any plan changes or policy statements.
- (s) Provide independent assurance to the Council that risk management processes are robust, integrated into decision-making, and aligned with Council's risk appetite.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

8 Hearings Panel – to be constituted as required

Overview

<i>Meeting frequency</i>	A Hearings Panel will be formed in relation to specific matters defined below as and when required.
<i>Purpose</i>	<ul style="list-style-type: none">• To hear and decide resource consent applications when a hearing is required;• To consider and resolve changes to the Whakatāne District Plan and all other issues associated with or arising from the implementation of the District Plan, except that only Council can approve a proposed plan change or a change to the District Plan under clause 17 of the first schedule of the Resource Management Act 1991; and• To consider and resolve all issues arising from or related to the Council's regulatory functions, except for the sale and supply of alcohol which is dealt with by the District Licensing Committee.

3.1.1 Selection of the Hearings Panel

The Chief Executive will appoint Commissioners to sit as a Hearings Panel, as appropriate to the duties involved.

For RMA hearings requiring Commissioners, appointments will be made exclusively from the Ministry for the Environment (MfE) accredited list.

The decision to use internal commissioners or independent commissioners (or a combination) will involve the following considerations:

- a. Whether there are perceived or actual conflicts of interest or perceptions of bias;
- b. The need for specialist expertise not available within the council in cases where issues surrounding an application are complex or of a highly technical nature;
- c. Whether the application has substantive implications for the policy of a council such that elected representative input may be considered necessary or desirable;
- d. The likely expense of using independent commissioners compared to the scale of the issue (particularly where an independent commissioner would have to be brought in from outside the district or region);
- e. The availability of independent commissioners at the time a hearing is required;
- f. The efficiency of appointing shared Commissioners for Joint hearings with the BOPRC.

Where (c) applies, the Chief Executive will appoint Councillor Hamill as the elected representative on the Panel and may appoint further elected members to hear and decide on matters brought to it.

For matters to be heard and decided under the RMA:

- Elected members must be qualified Commissioners holding a current certificate under the *Making Good Decisions* Programme.
- In addition, the Chair of a Hearings Panel will hold a current Chair Endorsement. Specific functions and delegations

The Hearings Panel has the following delegations:

- a. All Council's functions, powers, and duties under the RMA in respect of resource consent applications and objections to Council's decisions which require a hearing or are referred to it by the Chief Executive under their delegations. For clarity, this does not include the approval of a Proposed Plan.
- b. To conduct hearings of submissions and further submissions to the Whakatāne District Plan under Clause 8B of Schedule 1 to the RMA.
- c. To consider submissions where no person indicates they wish to be heard, under Clause 8C

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

- of Schedule 1 to the RMA.
- d. To deliberate and make decisions on submissions and further submissions as provided for in Clauses 9 and 10 of Schedule 1 to the RMA.
 - e. To hear and decide objections to the charging of a development contribution under s199A of the Local Government Act 2002
 - f. To hear, consider and determine objections under the Dog Control Act 1996 in respect to the:
 - 1. Classification of an owner as a probationary owner (s22)
 - 2. Classification of an owner as a disqualified owner
 - 3. Classification of a dog as a dangerous dog (s31)
 - 4. Classification of a dog as a menacing dog (s33b and 33d)
 - g. To hear, consider and determine an appeal under a Bylaw of the Council where this is provided for in the Bylaw.
 - h. To consider and grant consent (with or without conditions) or not grant under Section 100 of the Gambling Act 2003, together with those functions associated with or ancillary to it.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

9 Special Committees

9.1 Community Grants and Funding Committee

4.1.1 Overview

The Special Committee is delegated authority to oversee and make decisions regarding specific funding streams and targeted initiatives. The committee's scope is focused on operational matters that fall outside the broader strategic workstreams and Long-Term Plan (LTP) activities of Council.

The composition of the Special Committee is flexible and may vary according to the needs of the initiative or funding stream under consideration. Membership typically includes Council elected members and, as required, community representatives or subject matter experts. There is no fixed panel; appointments are made to ensure relevant expertise and community input.

The committee is empowered to make decisions within the scope defined under Council's Community Grants and Funding Policy, specifically relating to the initiatives or funding streams assigned.

<i>Title</i>	Community Funding & Grants Committee
<i>Chair</i>	Councillor Gavin Dennis
<i>Deputy Chair</i>	Councillor Tu O'Brien
<i>Membership</i>	Councillors (minimum 3): Councillor Gavin Dennis Councillor Tu O'Brien Councillor Wilson James
<i>Quorum</i>	No fewer than 2 members of the Committee which must include at least 1 member of the local authority.
<i>Meeting frequency</i>	Quarterly or as required
<i>Purpose</i>	<ul style="list-style-type: none"> To administer and allocate funds that Council manages as part of its Grants and Funding Portfolio in accordance with the Community Grants and Funding Policy 2023, and to incorporate additional funding streams as they arise. This includes external funds that Council manages, such as the Creative Communities Scheme and Sport NZ Rural Travel Fund. To consider applications for grants and funds that are part of Council's Grants and Funding Portfolio and to make allocations within approved budgets in accordance with the Community Grants and Funding Policy 2023. To proactively identify and explore additional funding opportunities that align with Council priorities, including external grants, philanthropic sources, and partnership-based funding.

4.1.2 Specific functions and delegations

- To consider applications for grants and funds that are part of Council's Grants and Funding Portfolio and to make allocations within approved budgets in accordance with the Community Grants and Funding Policy 2023.
- To provide advice to Council and applicants on funding application requirements, strategic alignment, and best practice approaches.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

- c) To maintain awareness of the broader grants and funding environment, including trends, opportunities, and risks, and share relevant insights with Council and community stakeholders.
- d) To provide oversight and monitoring of Council's external funding and financing sources.

4.1.3 Reporting

The minutes of this Committee are to be forwarded to Council.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

9.2 Chief Executive Performance and Support Committee

<i>Title</i>	Chief Executive Performance and Support Committee
<i>Chair</i>	Mayor Nándor Tanczos
<i>Deputy Chair</i>	Deputy Mayor Julie Jukes
<i>Membership</i>	Membership of the committee is the Mayor, Deputy Mayor, and Chairperson of each of the standing committees and the Funding & Grants Committee.
<i>Quorum</i>	4
<i>Meeting frequency</i>	Quarterly
<i>Purpose</i>	<p>The purpose of this sub-committee is:</p> <ul style="list-style-type: none"> • To provide guidance and support to the Chief Executive to deliver on their role. • To consider and prepare correspondence and address other matters relating to performance and remuneration associated with the Chief Executive. • To be responsible for addressing performance issues as they arise as well as making recommendations to the Council for wider consideration. • The committee is further established to exercise the powers delegated under clauses 33, 34, and 35 of Schedule 7 of the Local Government Act 2002. Its purpose is to oversee the appointment, terms of employment, and performance review of the Chief Executive. This includes ensuring compliance with statutory requirements for appointment terms, entering into a performance agreement, and conducting a comprehensive review of performance and future capability prior to the expiry of the first term of employment.

4.2.1 Reporting

The minutes of this Committee are to be forwarded to Council.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

10 Joint Committees

Bay of Plenty Civil Defence Emergency Management Group

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

Delegations

The Council appointed representative on the Bay of Plenty Civil Defence and Emergency Management Group has full delegated authority from the Whakatāne District Council to exercise the functions, powers and duties of Council as a member of the Bay of Plenty Civil Defense Emergency Management Group under the Civil Defence Emergency Management Act 2002.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

10.1 Regional Land Transport Committee

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

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

10.2 Eastern Bay of Plenty Joint Committee

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

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

10.3 Eastern Bay District Licensing Committee

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

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

10.4 Eastern Bay of Plenty Road Safety Operations Group

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

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

11 Joint Forums

11.1 Iwi Chairs Forum

<i>Title</i>	Whakatāne District Iwi Chairs Forum.
<i>Administering Entity</i>	Hosting of meetings is shared between member entities. Whakatāne District Council provides governance meeting advisory support to the Forum.
<i>Membership</i>	<p>The Chairpersons of the Rūnanga and post settlement governance entities in the Whakatāne District.</p> <p>The Whakatāne District Council representatives are:</p> <ul style="list-style-type: none">• Mayor Nándor Tánczos• Deputy Mayor Julie Jukes (alternate) <p>The Chief Executive of the Whakatāne District Council, the Rūnanga and post settlement governance entities in the Whakatāne District are also invited to attend.</p>
<i>Meeting frequency</i>	Quarterly or as required
<i>Purpose</i>	To raise awareness and consider matters of mutual interest to the Council and Iwi.

11.2 Ōhiwa Harbour Implementation Forum

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

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

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

11.3 Rangitāiki River Forum

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

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

12 Community Boards of the Whakatāne District

<i>Title</i>	<p>Whakatāne District Council has four Community Boards covering the entire District. In addition to the elected members of each Community Board the following councillors are appointed pursuant to section 50 (b) of the Local Government Act 2002:</p> <ul style="list-style-type: none"> • Murupara Community Board Councillor Jesse Morgan-Ranui Councillor Andrew Iles (as alternate) • Rangitāiki Community Board Councillor Gavin Dennis Councillor Wilson James (as alternate) • Tāneatua Community Board Councillor Andrew Iles Councillor Jesse Morgan-Ranui (as alternate) • Whakatāne-Ōhope Community Board Councillor Carolyn Hamill Councillor Malcom Whitaker (as alternate)
<i>Chair</i>	Selected by each Community Board at their inaugural meeting of the triennium.
<i>Deputy Chair</i>	As above
<i>Membership</i>	<p>Membership includes:</p> <ul style="list-style-type: none"> • Those elected to each Community Board, plus • One Council elected member appointed to each Community Board (as outlined above)
<i>Meeting frequency</i>	<ul style="list-style-type: none"> • 8 Weekly • Extraordinary meetings as required
<i>Purpose</i>	<p>To receive applications for funding and issue funding grants from the respective Community Board funds.</p> <p>To support Council engagement and consultation processes where required, and act as an advocate for the interests of Council.</p> <p>To engage with their constituent communities and provide information to Council on matters of importance to those communities as they arise.</p>

Specific function and delegations

- Receive applications for funding from their constituent communities, deliberate and make funding grant decisions that are funded from the respective Community Board funding allocations.
- Consider and report on all matters referred to by the Council, or any matter of interest or concern to the Community Board.
- Receive correspondence and reports.
- To engage with the community, community organisations and special interest groups to both represent the interest of Council and gather community feedback and themes.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

- (e) To prepare an annual submission to the Council for expenditure within the community for projects that are specifically funded by the community
- (f) To make submissions to the Council's Long-Term Plan and other consultation processes on behalf of the Communities it represents
- (g) To authorise, within approved budgets, Board Members attendance at relevant conferences and/or training courses
- (h) To make presentations verbally to the Council at the Board's discretion on matters of importance to the community or Board (Note: the ability to make presentations verbally to the Council or any Committee of Council is subject to the approval of the Mayor or chairperson presiding at that meeting).
- (i) Community Boards are delegated the responsibility to develop and adopt a Strategic Plan as a Board. The Strategic Plan must articulate the collective aspirations, priorities, and objectives of the Board, serving as a guiding document for decision-making and advocacy. The plan may be developed in consultation with the community to ensure it reflects the community's needs, values, and future vision. Where an approved Community Plan exists, the Strategic Plan should reference and align with that document to maintain consistency and strengthen the connection between Board priorities and broader community objectives.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

13 Whakatāne District Youth Council

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

14 Council Appointments to Outside Associations

Types of groups

During the triennium Councillors may be appointed, or endorsed to join, project groups, steering groups, working groups, Boards, community initiatives, government groups and/or a range of operational decision-making groups, Boards, and associations external to the Whakatāne District Council.

These groups are often established to support the efficient and effective delivery of Council services, projects, and initiatives. They operate outside the formal committee structure defined by the Local Government Act 2002 and the Council's delegations register.

Councillors appointed to these groups are subject to Council policies, Code of Conduct and any specific limitations set out in the terms of reference. All decisions and actions by these groups should be documented and reported to Council or executive as appropriate.

Where elected member involvement is appropriate, the Mayor will appoint Council elected members to these groups and associations during the triennium.

The table below contains a list of existing project groups, steering groups, working groups, Boards, community initiatives and associations that are currently active and their appointed Member. Note, that groups may be formed, and existing groups may conclude, during the triennium.

If composed solely of staff or external stakeholders, the Mayor is not involved.

8.2.1 Appendix 1 – Delegations Register 2025-2028(Cont.)

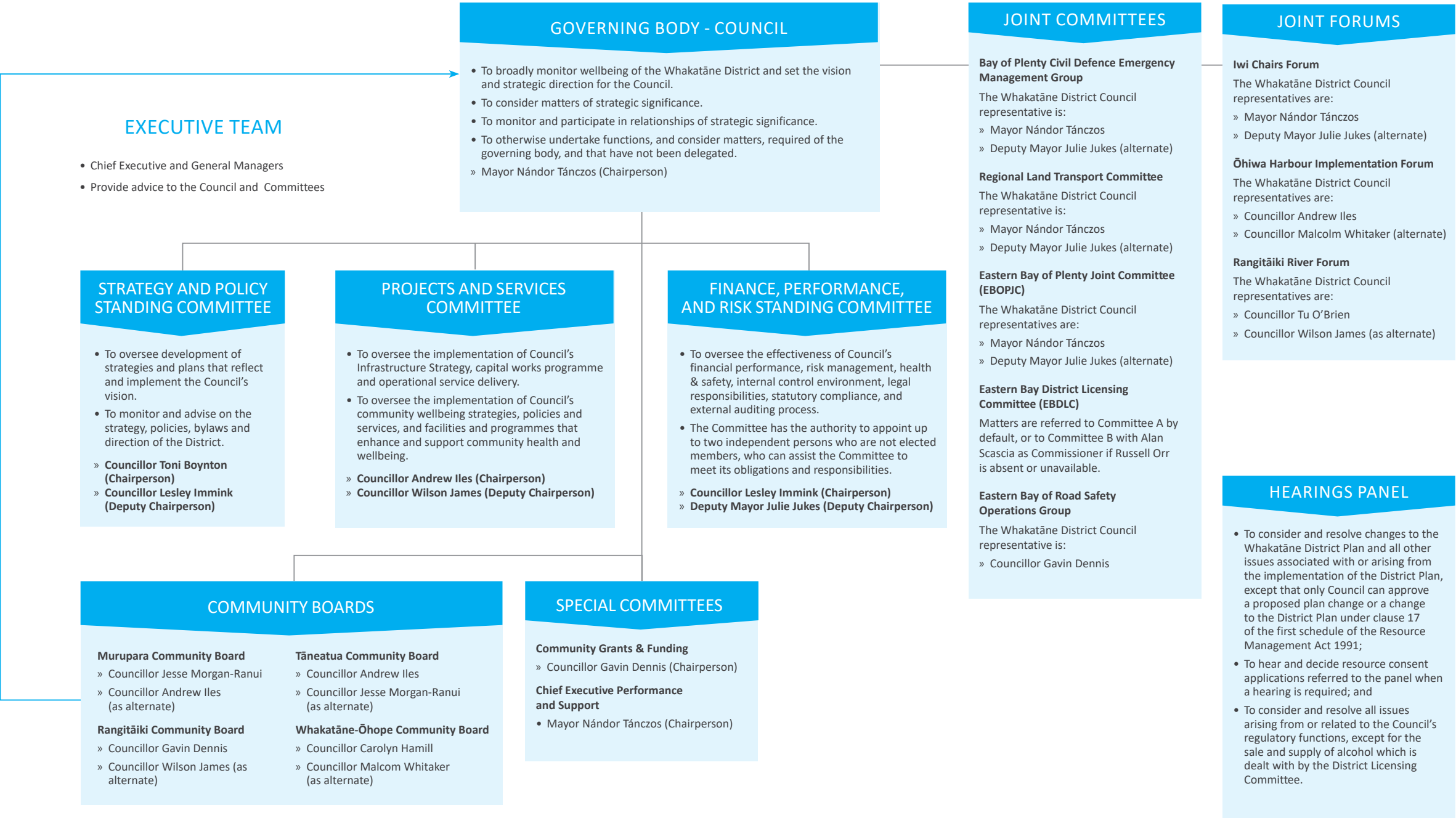
Organisation	Appointee
Keep New Zealand Beautiful National Board	Councillor Andrew Iles
Arts Whakatāne	Councillor Toni Boynton
Rangitāiki-Tarawera Rivers Scheme Advisory Group	Councillor Tu O'Brien Councillor Wilson James
Whakatāne-Tauranga Rivers Scheme Advisory Group	Councillor Andrew Iles
Tarawera Awa Restoration Strategy Group (TARSG)	Mayor Nandor Tánczos Councillor Lesley Immink
Rex Morpeth Redevelopment Steering Group	Councillor Wilson James (Chair) Councillor Carolyn Hamill
Global Cities	Councillor Andrew Iles Deputy Mayor Julie Jukes
ERP Project	Deputy Mayor Julie Jukes
Rotorua Lakes and Eastern Bay of Plenty (REBoP) Waters Council Controlled Organisation (CCO) Working Group	Mayor Nándor Tánczos Councillor Tu O'Brien Councillor Wilson James
Matatā Wastewater Project Group	Councillor Gavin Dennis Councillor Wilson James

8.2.2 Appendix 2 – Committee Structure Flowchart 2025-2028

8.2.2 Appendix 2 – Committee Structure Flowchart 2025-2028

8.2.2 Appendix 2 – Committee Structure Flowchart 2025-2028(Cont.)

Governance Structure 2025–28



8.3 Councillor Remuneration Triennium 2025-28

8.3 Councillor Remuneration Triennium 2025-28



To: **Whakatāne District Council**

Date: **Wednesday, 19 December 2025**

Author: **C Viljoen / Manager Governance Services**

Authoriser: **E Hatch / General Manager People and Partnerships**

Reference: **A3008785**

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

The reason for the report is for Council to consider and approve the elected member remuneration for the remainder of the 2025-28 triennium. Council's final remuneration proposal is required to be sent to the Remuneration Authority for approval.

2. Recommendations - *Tohutohu akiaki*

1. THAT the 'Councillor Remuneration Triennium 2025-2028' report be **received**; and
2. THAT the Council **propose** the allocation of remuneration as outlined in the following table:
and

Office	No. per office	Effective date	Councillor with no additional responsibilities (\$)	Additional remuneration amount (\$)	Proposed annual total remuneration per councillor (\$)	Total (\$)
Deputy Mayor Deputy Mayor Julie Jukes (Deputy Chairperson Council, FP&R, CEPSC)	1	6 Nov 2025	44,521	35,772	80,293	80,293
Committee Chairs Councillor T Boynton – Strategy and Policy Councillor A Iles – Projects and Services Councillor L Immink – Finance, Performance and Risk Councillor G Dennis – Community Grants & Funding	4	19 Nov 2025	44,521	18,004	62,525	250,100
Deputy Chairs Councillor W James – Projects and Services Councillor T O'Brien – Community Grants & Funding Councillor L Immink – Strategy and Policy	2	19 Nov 2025	44,521	7,129	51,650	103,300
Councillors with no additional responsibilities Councillor Hamill Councillor Whitaker Councillor Morgan-Ranui	3	18 Oct 2025	44,521	3,841	48,362	145,086

8.3 Councillor Remuneration Triennium 2025-28(Cont.)

					Grand Total (\$)	578,779
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3. THAT Council **forward** their remuneration proposal to the Remuneration Authority for its approval.

3. Background - *He tirohanga whakamuri*

3.1. Local Government Remuneration

The Remuneration Authority (the Authority) is the government agency responsible for setting remuneration for key public office holders, including local authority councillors and community board members. It also establishes the rules for reimbursing costs incurred by members while carrying out their duties. Please note that all remuneration for local government elected members is public information.

The Authority determines a remuneration pool, which is the total amount that must be allocated to councillors within each individual council. The size of the pool is based on factors such as population, operating expenditure, asset value, and the socioeconomic deprivation index of each district or region. Importantly, the pool size is not related to the number of councillors.

For Whakatāne District Council, the Authority has set the remuneration pool to \$578,779, which will apply after the 2025 election. Each council must fully allocate its pool, and the total cannot be exceeded.

The Mayor and Community board members receive remuneration set separately by the Authority and are not funded from the councillor remuneration pool.

3.2. Allocating the pool

Each council is responsible for determining how its remuneration pool will be allocated, based on its priorities and circumstances. Additional remuneration may be applied to roles with extra responsibilities, such as Deputy Mayor, committee chair or deputy chair, as well as positions representing the council on external groups.

Any allocation decisions made by the council must be submitted to the Remuneration Authority for approval before the new rates can take effect.

In the previous triennium, the salary rates were:

Whakatāne District Council Office	Prior to 2025 election of members
Mayor	\$153,901
Deputy Mayor	\$77,450
Committee Chairs	\$59,525
Deputy Committee Chairs	\$49,650

8.3 Councillor Remuneration Triennium 2025-28(Cont.)

Councillor	\$47,362
Councillor (<i>min allowable remuneration</i>)	\$40,446

Again, please note the Mayor and Community board members receive remuneration set separately by the Authority and are not funded from the councillor remuneration pool.

3.3. After a triennial election

On the day after the day the official result is declared, all mayors, and community board members will be paid the rate applicable to them that is prescribed in the current determination.

All other elected members, (councillors) will be paid the minimum allowable remuneration rate for a councillor as shown for their council in the determination. This also applies to returning members whether they were elected unopposed or in a contest. The current rates are:

Whakatāne District Council Office – from Saturday 12 October 2025	Remuneration after the election
Mayor	\$160,725
All Councillors	\$44,521

Councillors will remain on the minimum allowable remuneration rate while council decides the proposed “base remuneration” for a councillor who has no additional responsibilities and the proposed additional remuneration for positions of responsibility. Council will then submit its proposal to the Remuneration Authority for approval and inclusion in an amending determination.

4. The process for remuneration proposals

Although the Local Government Act allows Mayors to nominate/decide committee chairs, for any roles that attract additional remuneration above the base rate the council must have a formal vote on the remuneration proposal and must include in writing:

- a title and short description of each role (i.e. what are the requirements for the member who undertakes it)
- the proposed annual dollar value of remuneration attached to the role, and
- the name of the member elected to fill that position.

4.1. Submitting proposals

Following its formal decision-making, council must forward its proposal for additional remuneration to the Authority for consideration and inclusion in the determination.

5. The Proposal

In consultation with the Mayor and Deputy Mayor the following remuneration structure is proposed:

8.3 Councillor Remuneration Triennium 2025-28(Cont.)

Office	No. per office	Effective date	Councillor with no additional responsibilities (\$)	Additional remuneration amount (\$)	Proposed annual total remuneration per councillor (\$)	Total (\$)
Deputy Mayor Deputy Mayor Julie Jukes (Deputy Chairperson Council, FP&R, CEPSC)	1	6 Nov 2025	44,521	35,772	80,293	80,293
Committee Chairs Councillor T Boynton – Strategy and Policy Councillor A Iles – Projects and Services Councillor L Immink – Finance, Performance and Risk Councillor G Dennis – Community Grants & Funding	4	19 Nov 2025	44,521	18,004	62,525	250,100
Deputy Chairs Councillor W James – Projects and Services Councillor T O'Brien – Community Grants & Funding Councillor L Immink – Strategy and Policy	2	19 Nov 2025	44,521	7,129	51,650	103,300
Councillors with no additional responsibilities Councillor Hamill Councillor Whitaker Councillor Morgan-Ranui	3	18 Oct 2025	44,521	3,841	48,362	145,086
					Grand Total (\$)	578,779

5.1. A brief description of the Deputy Mayor role

- The Deputy Mayor performs all the responsibilities and duties, and exercises all the powers of the Mayor either:
 - With the consent of the Mayor at any time during their temporary absence;
 - With the Mayor's consent, at any time while the Mayor is prevented by illness or otherwise from performing their duties;
 - While there is a vacancy in the office of Mayor;
- Deputises for the Mayor when they have competing commitments. Includes chairing meetings of the Council, addressing the media on Council issues, representing the Mayor at district events, representing the council at district events, chairing informal meetings of councillors.
- Community leadership through holding meetings with various community groups on topical issues, as requested by the Mayor, and working with those groups and council staff to resolve them.
- Assists the Mayor to work closely with other elected members to ensure smooth council decision-making. Includes being the first point of contact in the Mayor's Office on any community issues. Works with Council staff to resolve any community issues.

The Deputy Mayor does not receive any additional remuneration for additional roles i.e. if the Deputy Mayor is also Deputy Chairperson of a Committee, they do not receive additional remuneration.

8.3 Councillor Remuneration Triennium 2025-28(Cont.)

5.2. A brief description of the Chairpersons roles

1. Chair meetings of a committee of Council. Manage the meeting process to facilitate good decision-making.
2. Meeting preparation: attend pre-agenda meetings with staff to confirm the meeting programme and be fully briefed on agenda items including; any presentations, all keynote speakers attending, and to discuss key decisions to be made including ensuring any implications, financial implications and risks associated with the decision are considered. Address any media/communications issues associated with the items being presented at the meeting.
3. After the meeting: work with staff to make sure key issues and decisions are clearly communicated to the media and public.
4. Leadership: provide guidance to their Committee on the strategic direction of the committee and its decisions. Make recommendations and exercise financial stewardship. Advocate for respective committee issues and facilitate informal discussions between councillors and staff on their committee matters. Key councillor contact for their committee matters.
5. External representation: represent the Council at meetings of other external organisations and groups, and meetings that align with respective committee issues. Attend official functions within their respective committee area of responsibility.
6. Communication: act as the Committee's principal spokesperson in communicating to the media and public the official respective committee direction of the Council.

The Deputy Chairperson deputises for the Chairperson at meetings in their temporary absence.

5.3. Proposed positions of additional responsibility

Chairpersons

- Councillor Boynton to the Strategy and Policy Committee
- Councillor Iles to the Projects and Services Committee
- Councillor Immink to the Finance, Performance and Risk Committee
- Councillor Dennis to the Community Grants and Funding Committee

Deputy Chairperson

- Councillor James to the Projects and Services Committee
- Councillor O'Brien to the Community Grants and Funding Committee

6. Options analysis - *Ngā Kōwhiringa*

This report aligns with the 2025-28 Committee Structure proposals being considered by Council on 19 November 2025.

7. Significance and Engagement Assessment - *Aromatawai Pāhekoheko*

7.1. 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.

8.3.1 Appendix 1 – Excerpt of Local Government Elected Members 2025-26 determination 2025 - Signed

7.2. Engagement and community views

Engagement or community views are not required.

8. Considerations - *Whai Whakaaro*

8.1. Financial/budget considerations

Councillors' remuneration is provided for in the governance services budget outlined in the 2024-34 Long Term Plan.

8.2. Strategic alignment

This report meets the requirements of the LGA.

8.3. Climate change assessment

The decision and matters of this report are assessed to have low climate change implications and considerations, in accordance with the Council's Climate Change Principles.

8.4. Risks

There are no known risks associated with the matters of this report.

Attached to this report:

- Appendix 1 – *Excerpt of* Local Government Elected Members 2025-26 determination 2025 - Signed

8.3.1 Appendix 1 – Excerpt of Local Government Elected Members 2025-26 determination 2025 - Signed

8.3.1 Appendix 1 – Excerpt of Local Government Elected Members 2025-26 determination 2025 - Signed(Cont.)

23/06/2025
PCO 27420/11.0

**Local Government Elected Members (2025/26)
Determination 2025**

This determination is made by the Remuneration Authority under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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8.3.1 Appendix 1 – Excerpt of Local Government Elected Members 2025-26 determination 2025 - Signed(Cont.)

Local Government Elected Members (2025/26) Determination 2025	
Schedule 1	12
Transitional, savings, and related provisions	
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Remuneration from 2025 election of members	

Determination

- 1 Title**
This determination is the Local Government Elected Members (2025/26) Determination 2025.
- 2 Commencement**
This determination comes into force on 1 July 2025.
- 3 Expiry**
This determination expires at the close of 30 June 2026.

Interpretation

- 4 Interpretation**
In this determination, unless the context otherwise requires,—
board means—
 - (a) a community board of a territorial authority other than the Auckland Council; or
 - (b) a local board of the Auckland Council**determination term** means the period from the coming into force of this determination to its expiry
hearing has the meaning given to it by clause 5
hearing time has the meaning given to it by clause 6
local authority means a regional council or a territorial authority
member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)
on local authority business includes on the business of any board of the local authority

8.3.1 Appendix 1 – Excerpt of Local Government Elected Members 2025-26 determination 2025 - Signed(Cont.)

Schedule 3

Local Government Elected Members (2025/26)
Determination 2025

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8.3.1 Appendix 1 – Excerpt of Local Government Elected Members 2025-26 determination 2025 - Signed(Cont.)

Local Government Elected Members (2025/26) Determination 2025		Schedule 3
<i>Murupara Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		9,571
Member		4,786
<i>Rangitāiki Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		12,414
Member		6,207
<i>Tāneatua Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		9,571
Member		4,786
<i>Whakatāne-Ōhope Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		20,755
Member		10,377
Whanganui District Council		
Office	Annual remuneration (\$)	
Mayor		166,304
Councillor (minimum allowance remuneration)		49,644
Guidance note		
The governance remuneration pool for the Whanganui District Council is \$744,666. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.		
<i>Whanganui Rural Community Board</i>		
Office	Annual remuneration (\$)	
Chairperson		13,450
Member		6,724
Whangarei District Council		
Office	Annual remuneration (\$)	
Mayor		181,720
Councillor (minimum allowance remuneration)		64,398
Guidance note		
The governance remuneration pool for the Whangarei District Council is \$1,030,361. See the explanatory note to this determination for further information about the Remuneration Authority's methodology when fixing members' remuneration.		

9 Resolution to Exclude the Public - *Whakataunga kia awere te marea*

9 Resolution to Exclude the Public - *Whakataunga kia awere te marea*

9.1 Resolution to Exclude the Public

RECOMMENDATION

THAT the Whakatāne District Council **agree** to exclude the public from the following part(s) of the proceedings of this meeting, namely:

1. Interregnum Decisions Report
2. Update on Council-Owned Land Report

This resolution is made 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).

Item number and General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for excluding the public	Plain English reason for passing this resolution
Item 1: Interregnum Decisions Report	<p>Section 7(2)(b)(ii) Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section 7(2)(g) To maintain legal professional privilege</p> <p>Section 7(2)(i) To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	s48(1)(a) The public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7	<p>Given the commercial sensitivity around Whakatāne District Council's insurance program, current limits and associated premiums, it would prejudice both WDC's commercial position and the insurers' commercial position if the information is made public.</p> <p>Bound by legal privilege given it is an ongoing litigation, the public need to be excluded to maintain this privilege.</p>

9.1 Resolution to Exclude the Public(Cont.)

Item number and General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for excluding the public	Plain English reason for passing this resolution
Item 2: Update on Council-Owned Land Report	<p>7(2)(b)(ii) Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 7(2)(i) To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p> <p>Section 7(2)(j) Prevent the disclosure or use of official information for improper gain or improper advantage.</p>	<p>s48(1)(a) The public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7</p>	<p>The report contains details about Sales and Purchase agreement variations which are commercially sensitive.</p> <p>The report includes details of contract variations including estimate costings. The paper includes information about modifying an Agreement that Council has with third parties which are currently confidential.</p>

9.1 Resolution to Exclude the Public(Cont.)

1 Reports - *Ngā Pūrongo*

1 Reports - *Ngā Pūrongo*

1.1 Exercise of Delegations during the Election Interregnum Period

1.2 Public Excluded – Update - Council Owned Land

1.2.1 Appendix 1 - Map