

**BULLER**  
DISTRICT COUNCIL

Buller District Council

# Local Governance Statement

January 2014

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## 1. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of the Buller District Council is to enable democratic local decision-making and action by and on behalf of the community and to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In meeting its purpose, Council has a variety of roles:

- Facilitating solutions to local needs.
- Advocacy on behalf of the local community with Central Government, other local authorities and other agencies.
- Development of local resources.
- Management of local infrastructure including network infrastructure (e.g. roads, sewage disposal, water and storm water) and community infrastructure (e.g. libraries, parks and recreational facilities).
- Environmental management.
- Planning for Buller's future needs.

In performing its roles Council must have particular regard to the contribution that the following core services make to the community:

- Network Infrastructure
- Solid Waste Collection and Disposal
- The Avoidance or Mitigation of Natural Hazards
- Libraries, Museums, Reserves, Recreational Facilities and Other Community Infrastructure

Council carries out the following activities:

- Regulatory Services
- Emergency Management
- Roading and Urban Development
- Water Supplies
- Wastewater
- Stormwater
- Solid Waste
- In-house Professional Services
- Community Services
- Governance
- Support Services
- Property Management, Amenities and Reserves

A full description of Council's activities can be found in the *Buller District Council Long Term Plan 2012-2022*. Copies of the *Long Term Plan* are available on Council's website ([www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)) and at Council offices in Westport and Reefton.

## 2. LOCAL LEGISLATION

As well as the legislation that applies to all local authorities, the following local legislation confers power on the Buller District Council:

- Local Legislation Act 1926; 1927; 1929; 1930; 1931; 1932-33; 1936; 1938; 1939; 1940; 1941; 1942; 1943; 1944; 1948; 1949; 1955; 1963; 1969; 1979
- Reserves and other Lands Disposal Act 1934; 1935; 1941
- Reserves and other Lands Disposal and Public Bodies Empowering Act 1911; 1913; 1915; 1916; 1920; 1922; 1924; 1925
- Sanitary Plumbing (Permission for Household) Notice (No 2) 1991
- West Coast Regional Council (Loans and Rates Validation) Act 1997
- Westport Public Parks Vesting Act 1913

### 3. BYLAWS

Bylaws are rules or regulations made by Council by virtue of powers contained in legislation. The Local Government Act 2002 (LGA) contains many of the bylaw making powers used by Council. Other powers are found in the Health Act 1956, the Dog Control Act 1996 and the Freedom Camping Act 2011.

Once passed, bylaws can only be retained on the books if they are reviewed periodically. Bylaws in existence at 1 July 2003 must be reviewed by 1 July 2008 (s158 LGA). Bylaws made after 1 July 2003 must be reviewed within five years of the date on which they were made (s158 LGA). After the first review, all bylaws must be reviewed every ten years (s159 LGA). Failure to do so will result in bylaws ceasing to have effect after a further two years.

The bylaws in force for Buller District as at January 2014 are listed below. Copies are available on Council's website and at Council offices in Westport and Reefton.

#### **Model General Bylaw NZS9201: Part 1: 2007 - Introductory**

Sets out definitions, provision for fees, licenses, dispensations, remedies, breaches, offences and penalties.

Originally made: 1 September 2002 (*NZS9201:Part 1: 1999 - Introductory*)

Last reviewed under s158 or s159: 10 June 2008 (*NZS9201:Part 1: 1999* replaced with *NZS9201:Part 1: 2007*)

#### **Model General Bylaw NZS9201: Part 2: 1999 - Public Places (with local amendments)**

Sets controls for activities within public places, facilities and reserves to ensure that acceptable standards are maintained. Local amendments relate to the setting of traps and the control of skateboards in public places.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

#### **Banning of Liquor in Public Places Bylaw 2005**

Prohibits the possession and consumption of alcohol on footpaths and other public places in certain areas of Westport and Reefton.

Made: 7 November 2005

Last reviewed under s158 or s159: 10 June 2008

Amended: 8 October 2007, 6 October 2008 and 3 August 2012

#### **Model General Bylaw NZS9201: Part 3: 1999 - Hostels**

Sets operational and management criteria for defined accommodation premises with regard to safety, ventilation, sanitary conditions and overcrowding.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

#### **Model General Bylaw NZS9201: Part 4: 1999 - Trading in Public Places (with local amendments)**

Regulates the conduct of people selling goods in public places. Local amendments relate to itinerant traders.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

#### **Model General Bylaw NZS9201: Part 6: 1999 - Solid Waste**

Sets standards for the collection and disposal of refuse.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

#### **Model General Bylaw NZS9201: Part 7: 2007 - Water Supply (with local amendments)**

Sets standards for the management of Council public water supplies.

Originally made: 1 September 2002 (*NZS9201:Part 7: 1994 - Chapter 7 - Water Supply*)

Last reviewed: 10 June 2008 (*NZS9201:Part 7: 1994* replaced with *NZS9201:Part 7: 2007*)

#### **Model General Bylaw NZS9201: Part 8: 1999 - Control of Advertising Signs**

Controls the placement, size and maintenance of advertising signs to ensure aesthetic standards are maintained and that the signs do not pose a danger to public safety.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

#### **Model General Bylaw NZS9201: Part 11: 2000 - Fires in the Open Air**

Enables Council to control burning in the open air in urban areas of the District, and helps prevent the spread of fires involving vegetation.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 12: 1999 - Control of Dogs (with local amendments)**

Sets standards and controls that must be met by dog owners.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 13: 1999 - The Keeping of Animals, Poultry and Bees (with local amendments)**

Sets requirements for the keeping of animals, poultry and bees. A local amendment restricts the number of cats that can be kept in non-rural areas.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Fencing Bylaw 1991**

Requires an adequate fence be maintained along road boundaries of any land used to depasture or hold stock.

Made: 1 September 1991

Last reviewed under s158 or s159: 10 June 2008

**Livestock Movement Bylaw 2010**

Sets controls for the movement of stock over public roads.

Made: 1 July 2010

Last reviewed under s158 or s159: N/A

**Model General Bylaw NZS9201: Part 14: 1999 - Cemeteries and Crematoria**

Enables Council to control and set standards for the operation of cemeteries and crematoria within the District.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 15: 1999 - Public Libraries**

Enables Council to control the operation of public libraries within the District.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 16: 1999 - Cultural and Recreational Facilities**

Enables Council to control and set standards for the operation of the cultural and recreational facilities under the ownership or control of Council.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 22: 1999 - Wastewater Drainage (with local amendments)**

Controls the collection, treatment and disposal of wastewater.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Trade Waste Bylaw 2007**

Regulates the discharge of trade waste to a sewerage system operated by a Wastewater Authority.

Made: 1 July 2008

Last reviewed under s158 or s159: Review underway

**Model General Bylaw NZS9201: Part 24: 1999 - Food Safety (with local amendments)**

Sets standards for premises where food is prepared for sale and allows Council to close premises that are insanitary.

Made: 1 September 2002

Last reviewed under s158 or s159: 10 June 2008

**Model General Bylaw NZS9201: Part 25: 2007 - Traffic (with local amendments)**

Sets requirements for parking and control of traffic on roads within the District other than State Highways.

Originally made: 1 September 2002 (*NZS9201:Part 25: 1999 - Traffic*)

Last reviewed under s158 or s159: 10 June 2008 (*NZS9201:Part 25: 1999* replaced with *NZS9201:Part 25: 2007*)

**Model General Bylaw NZS9201: Part 28: 2007 - Speed (with local amendments)**

Sets speed restrictions for roads within the District.

Made: 10 June 2008

Last reviewed under s158 or s159: Review underway

**Navigation and Safety Bylaws 2008**

Sets safety standards and requirements for the Westport Harbour.

Originally made: 2002

Last reviewed under s158 or s159: 10 June 2008

Amended: 6 October 2008, 22 August 2012 and 26 June 2013

**Mobile Homes Bylaw 1999**

Sets restrictions and standards for the occupancy of mobile homes.

Made: 8 December 1999

Last reviewed under s158 or s159: 10 June 2008

### **Freedom Camping Control Bylaw 2012**

Defines the local authority areas in the District where freedom camping is restricted and the restrictions that apply to freedom camping in those areas. Defines the local authority areas in the District where freedom camping is prohibited.

Made: 30 August 2012

Last reviewed under s158 or s159: N/A – review required by 30 August 2017 under s13 Freedom Camping Act 2011

## **4. ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT**

The Buller District Council currently uses the first past the post (FPP) electoral system, the same form of voting that is used for the parliamentary constituency seats. Under the FPP system, electors vote by indicating their preferred candidate(s), with the number of vacancies being filled by the candidate(s) receiving the most votes, regardless of what proportion of the votes each candidate received.

The other option for a voting method allowed under the Local Electoral Act 2001 is the single transferable vote (STV) system. This system is used in district health board elections and by a number of local authorities. Under STV, electors rank the candidates in order of preference, with the number of votes required by a candidate to win (called the quota) calculated on the number of vacancies to be filled and the number of valid votes.

Under the Local Electoral Act 2001 the Council may resolve to change the electoral system, or conduct a binding poll on the issue. Electors, through a petition signed by no less than 5% of those eligible, can also demand a poll on the same subject. If a change to the system is made then the new system must be retained for at least the following two elections.

The Local Electoral Act 2001 requires the Council to review the full system at least once every six years. The Buller District Council completed reviews in 2006 and 2012.

## **5. REPRESENTATION ARRANGEMENTS AND THE OPPORTUNITY TO CHANGE THEM**

### **Present Arrangements**

The Council currently consists of the Mayor and 10 Councillors.

The Mayor is elected at large by all the District electors, while the Councillors are elected from three separate wards by the electors of each ward. The three wards are shown on the map in Appendix A.

The number of Councillors elected from each are:

Seddon Ward : 2

Inangahua Ward : 2

Westport Ward : 6

The Inangahua Ward is also represented by the Inangahua Community Board, on which there are four members, elected by those in the Inangahua Ward. The Board is made up to six with the two Councillors from that Ward appointed to join these four members. The full board elects its own chairperson at its first meeting following the election.

### **Review of Representation Arrangements**

The Council is required to review its representation arrangements at least once every six years. 'Representation arrangements' means the way in which the District is divided or where its boundaries are, and the make-up of elected members. This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire District, or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether or not to have separate Māori wards.

- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to the Council, and to be heard if desired.

There is also the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Council last completed a representation review in 2012. The arrangements outlined above were confirmed following this review.

### **Māori Wards**

The Local Electoral Act 2001 also gives Council the ability to establish separate wards for Māori electors. The Council may resolve to create a separate Māori ward or wards or conduct a poll on the matter, or the community may demand a poll. A petition of no less than 5% of electors can require the Council to conduct a poll. The Buller District Council currently does not have separate Māori wards.

### **The Reorganisation Process**

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- Make changes to the boundaries of the District.
- Create a new District.
- Create a unitary authority (for example, transfer all the functions of the West Coast Regional Council to the Buller District Council).
- Transfer a particular function or functions to another Council.

The procedures for resolving each type of proposal are slightly different. In general they begin with a proposal either from the local authority, the Minister of Local Government, or by a petition signed by 10% of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by one of the affected local authorities, or by the Local Government Commission if the local authorities refer the proposal to the Commission, or if they cannot agree on which of them should deal with the matter. Proposals for the establishment of a new District or for the creation of a unitary authority will be dealt with by the Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

## **6. MEMBERS' ROLES AND CONDUCT**

The Mayor and the Councillors of the Buller District Council have the following roles:

- Setting the policy direction of Council.
- Monitoring the performance of the Council.
- Representing the interests of the District (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the District).
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf).

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

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in *Standing Orders*).

- Advocate on behalf of the community. This role may involve 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.
- Ceremonial head of Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

The Deputy Mayor is elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

The Council may create one or more committees of Council. A committee chairperson is responsible for presiding over meetings of the committee and ensuring that the committee acts within the powers delegated by Council. A committee chairperson may be removed from office by resolution of Council.

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decisions of the Council.
- Providing advice to the Council and Community boards.
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised.
- Managing the activities of the Council effectively and efficiently.
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council.
- Providing leadership for the staff of the Council.
- Employing staff (including negotiation of the terms of employment for the staff).

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

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current *Code of Conduct* and *Standing Orders*.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
- The Securities Act 1978, which applies if securities are being offered to the public.

All elected members are required to adhere to a *Code of Conduct*. Adopting such a *Code* is a requirement of the Local Government Act 2002. Once adopted such a *Code* may only be amended by a 75% or more vote of the Council. The *Code* sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the *Code*. The full *Code of Conduct* can be viewed at Council's Westport office.

## **7. GOVERNANCE STRUCTURES AND PROCESSES, MEMBERSHIP AND DELEGATIONS**

### **Governance Structures and Processes**

Council meetings are held monthly. A schedule of meeting dates can be found on Council's website.



The Council reviews its committee structures after each triennial election. At the last review the Council established the following committees:

- Chief Executive Review Committee
- Council Controlled Trading Organisation Committee
- District Licensing Committee
- Finance and Audit Committee
- Grants Committee
- Hearings Committee
- Rating Review Committee
- Risk Committee

Council has resolved that an Economic Development Committee will be established from 1 July 2014.

A Creative New Zealand Community Funding Sub-committee has also been established.

Council has resolved to establish the following working groups:

- District Plan Review
- Economic Development
- Rating Review
- World War I Commemoration

Further details on the above, including their terms of reference, membership and meeting arrangements can be obtained from the Council website. The Council may, from time to time, establish ad hoc committees to consider a particular issue or issues.

Council also appoints members to the following bodies:

- |  |   |
|--|---|
| - Buller Arts and Recreational Trust (Creative NZ) | - Council Shareholders                              |
| - Development West Coast                           | - Inangahua Community Board Councillor Appointments |
| - Reefton Visitor Centre                           | - Sport Tasman                                      |
| - Tauranga Bay Working Group                       | - Tourism West Coast                                |
| - West Coast Primary Health Organisation           | - West Coast Regional Transport Committee           |
| - West Coast Rural Fire District Board             | - West Coast Rural Fire District Controller         |
| - Westport I-site/Coaltown                         | - Youth Development                                 |

Further information on the above, including the names of Council appointees, is available from Council's Westport office.

### **Council Controlled Trading Organisations**

Buller Holdings Limited (BHL) is a Council controlled trading organization (CCTO). The purpose of BHL is to provide a commercial focus in the governance and administration of Buller District Council commercial assets, to allow for maximum returns for the benefit of the ratepayer.

BHL owns WestReef Services Limited, Westport Harbour Limited and, through wholly owned subsidiary Buller Recreation Limited, the Solid Energy Centre.

### **Council Controlled Organisations**

Council is also involved with the following Council controlled organisations (CCO):

- Buller Health Trust
- Westport Airport

Further information about Council's CCTO and CCOs can be found in the *Buller District Council Long Term Plan 2012-2022* and on Council's website.

## Delegations

The Council believes that it is essential, in the interests of good management and effective administration, to encourage the delegation of decision making to the lowest competent level. This achieves the best use of the abilities of elected representatives and officers, minimises the cost of material, technical and financial resources, promotes the development of effective managers and minimises bureaucratic interference in the daily affairs of Buller's residents. Accordingly, the Council has delegated powers to Council committees and officers. Further details on these delegations can be obtained from Council's website.

## 8. MEETING PROCESSES

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. LGOIMA contains a list of the circumstances where Councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

Although meetings are open to the public, members of the public do not generally have speaking rights unless prior arrangements have been made with the Council. Time is set aside for a public forum before each ordinary monthly meeting of the Council. Members of the public have the opportunity to address Council during the public forum. Anyone interested in speaking at the public forum is advised to contact the Personal Assistant to the Chief Executive, via Council's Westport office, prior to the meeting to register their interest and to be allocated a speaking time.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with *Standing Orders*.

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days notice.

During meetings the Mayor and Councillors must follow *Standing Orders* (a set of procedures for conducting meetings). The Council may suspend *Standing Orders* by a vote of 75% of the members present. A copy of the *Code of Conduct* and *Standing Orders* can be viewed at Council's Westport office.

## 9. CONSULTATION

### Consultation Policy

Consultation is an integral part of the Council's relationship with the community. It is about seeking the community's views on issues to help the Council make its decisions.

Council must comply with section 82 of the Local Government Act 2002 principles of consultation in a manner it considers appropriate. In determining what is appropriate Council must have regard to the nature and significance of the matter, including its likely impact from the perspective of persons who may be affected. The more significant a matter from the perspective of persons who may be affected, the more likely Council will need to consult with them on their views.

Council has a *Consultation Policy* which provides a framework for community consultation which will assist in guiding Council decision making. The full *Consultation Policy* can be found in the *Buller District Council Long Term Plan 2012-2022* and on Council's website.

When making certain types of decisions, Council must follow what is called the 'special consultative procedure'. For example, it must use this procedure when it is adopting or amending a *Long Term Plan*, adopting an *Annual Plan*,

adopting, revoking, reviewing or amending a bylaw. The procedure provides for the minimum consultation requirements and Council can also use it for other decision-making processes if it so wishes.

The special consultative procedure involves:

- Preparing a description of the proposal (a statement of proposal) and a summary of that description.
- Making the proposal available to the public (at a minimum at Council offices).
- Publicly notifying the proposal and the consultation being carried out on it.
- Inviting submissions for at least one month.
- Hearing submitters who request to be heard at a Council meeting.
- Councillors deliberating at a Council meeting on the submissions received.
- Providing a copy of the Council's decisions as a result of the submissions process and its reasons to those who submitted.

Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

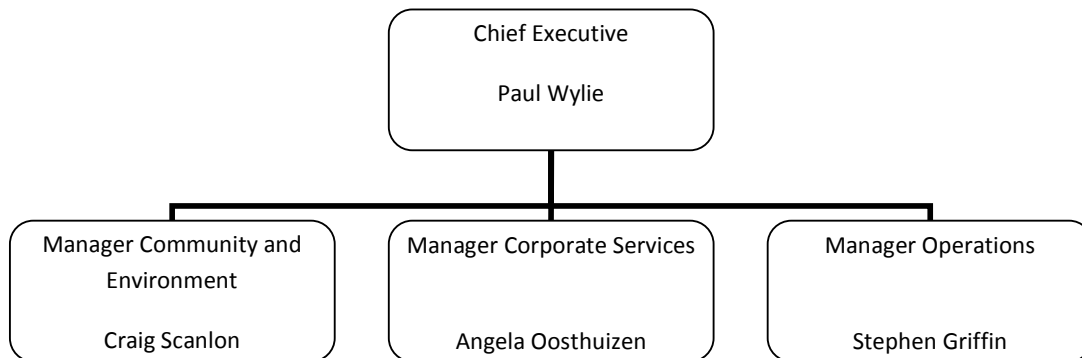
### Consultation and Liaison with Māori

Council recognises its obligations under the Local Government Act 2002 to establish and maintain processes to provide opportunities to Māori to contribute to its decision making processes and make information available to Māori for this purpose. The *Consultation Policy* includes information about how Council will meet these obligations.

## 10. MANAGEMENT STRUCTURES AND RELATIONSHIPS

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

Council's management structure is as follows:



## 11. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Council is firmly committed to the principles and practices of Equal Employment Opportunities (EEO) as a means of ensuring all applicants and employees have equal opportunity to achieve their potential. Council therefore rejects unfair discrimination on any grounds including race, nationality, ethnic origin, sex, religious belief, age, marital status, family or parental status, sexual orientation or disability, thereby drawing from the overall pool of talent which exists in New Zealand society.

Council endeavours to create and maintain a safe and supportive working environment for its employees and customers. We believe that our organisation will benefit from a diverse workforce which is free from discriminatory practices. Council has an *Equal Employment Opportunities Policy* which is available on Council's website and from Council's Westport office.

## **12. KEY APPROVED PLANNING AND POLICY DOCUMENTS AND THE PROCESS FOR THEIR DEVELOPMENT AND REVIEW**

The following documents are all available on Council's website and at Council's Westport office.

### **Long Term Plan 2012-2022 (LTP)**

The *LTP* outlines the activities and services Council is planning to provide over the coming ten years. It states the proposed vision for the District, the Community Outcomes, the services and activities Council is undertaking to contribute to those Outcomes and the costs of Council providing those services and activities over the next ten years.

Under the Local Government Act 2002 the *LTP* must be reviewed and re-evaluated every three years. This includes preparing a *draft LTP* for public consultation with a period for written submissions followed by the hearing of oral submissions before Council adopts the *LTP*.

Council adopted the current *LTP* on 27 June 2012. The *LTP* will be reviewed in 2015.

### **Annual Plan and Annual Report**

Between the three yearly reviews of the *LTP* Council produces an *Annual Plan* which outlines what activities and services Council will be undertaking in that year and any changes from the *LTP*. A *draft Annual Plan* is produced for public consultation before it is adopted by Council.

Each year, including years when the *LTP* is reviewed, Council produces an *Annual Report* which outlines what Council actually did that year compared to what it was planning to do in the *LTP* or *Annual Plan*.

### **District Plan**

A *District Plan* is a statutory requirement under section 73 of the Resource Management Act (RMA). Its purpose is to assist Council to carry out its functions under the RMA in order to promote the sustainable management of Buller's natural and physical resources. It controls the effects of the use and development of land through objectives, policies and rules.

The *Buller District Plan* was made operative in 2000. Sections of the *Plan* were reviewed, amended and became operative in 2004, 2009 and 2011.

Under section 79 of the RMA Council must commence a review of a provision of a district plan if that provision has not been a subject of a proposed plan, a review or a change during the previous ten years. Council is currently working through a sectional review of the *Plan*.

Schedule 1 of the RMA specifies the public consultation process required for changes to district plans. It includes the preparation of draft plan changes, a process for written submissions and further written submissions and the hearing of oral submissions before recommendations and decisions are made. Submitters on district plan changes have a right of appeal to the Environment Court.

## **13. PUBLIC ACCESS TO COUNCIL AND ITS ELECTED MEMBERS**

Council has two offices where you can conduct your business:

### **Westport Office**

Brougham House, 6-8 Brougham Street, Westport 7825

Opening hours: Monday-Friday 8.30am-4.30pm (closed public holidays)

Phone: (03) 788 9111

Fax: (03) 788 8041

Freephone: 0800 807 239

Email: info@bdc.govt.nz

Postal: Buller District Council  
PO Box 21  
Westport 7866

**Reefton Service Centre**

66 Broadway, Reefton

Opening hours: Monday-Friday 9am-4.30pm (closed public holidays)

Phone: (03) 732 8821

Fax: (03) 732 8822

Freephone: 0800 808 821

Postal: Buller District Council  
PO Box 75  
Reefton 7851

**Council website:** [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)

Contact details for Councillors and Community Board members can be found in Appendix B.

#### **14. PROCESSES FOR REQUESTS FOR OFFICIAL INFORMATION**

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from Council. Any request for information is a request made under LGOIMA, you do not have to say you are making a request under LGOIMA.

Once a request is made, Council must supply the information unless reason exists for withholding it. LGOIMA specifies the reasons that information may be withheld. These include if release of the information would:

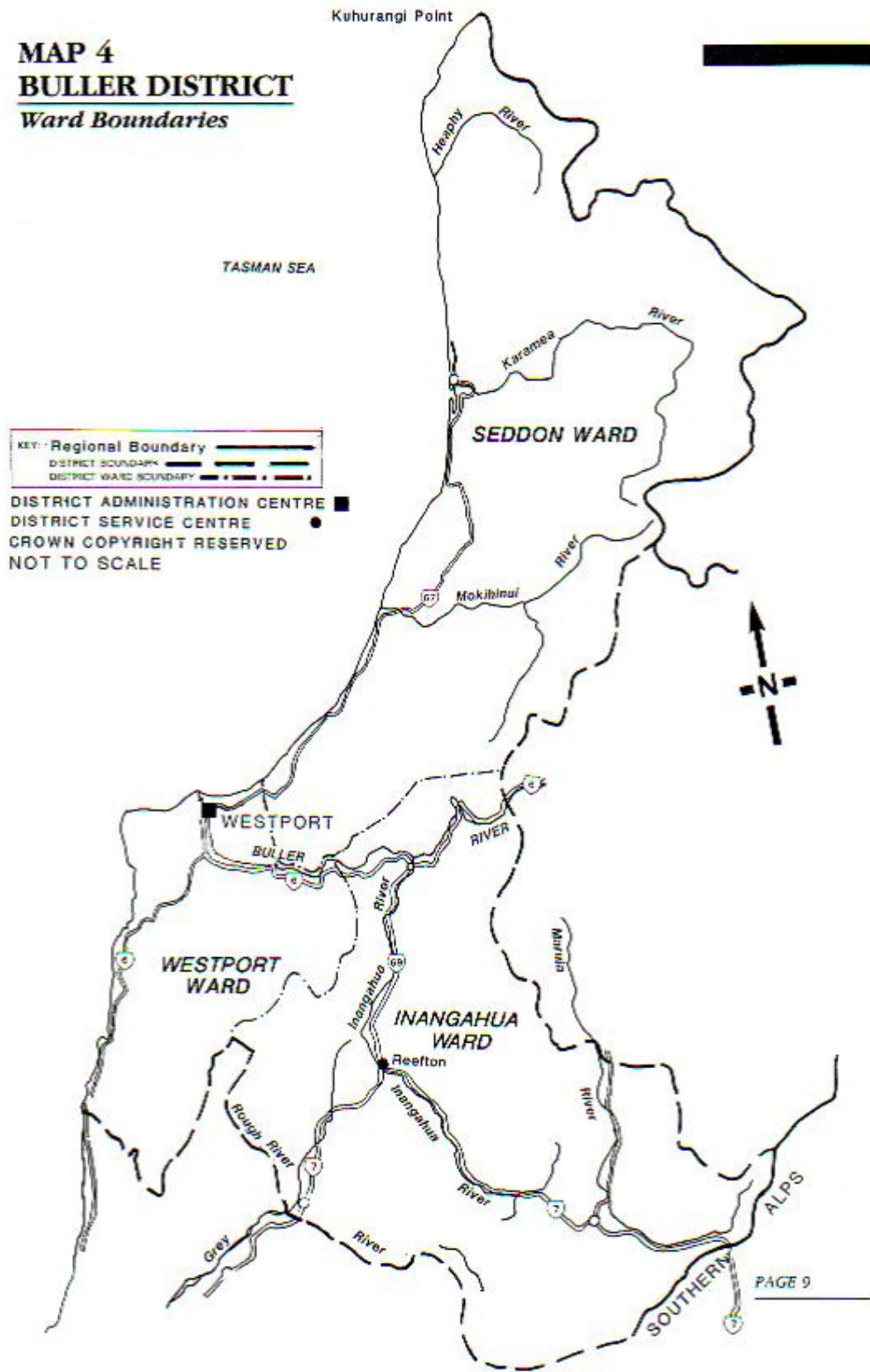
- Endanger the safety of any person.
- Prejudice maintenance of the law.
- Compromise the privacy of any person.
- Reveal confidential or commercially sensitive information.
- Cause offence to tikanga Māori or would disclose the location of waahi tapu.
- Prejudice public health or safety.
- Compromise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

Council must respond to requests for information within 20 working days (although there are certain circumstances where this timeframe may be extended). Council may charge for providing official information and the relevant charges are contained in Council's *Fees and Charges*, available on Council's website and from the Westport office.

Requests for official information should be addressed to the Chief Executive, via Council's Westport office.

APPENDIX A – BULLER DISTRICT WARD BOUNDARIES

**MAP 4**  
**BULLER DISTRICT**  
*Ward Boundaries*



## APPENDIX B – ELECTED MEMBERS' CONTACT DETAILS

### Buller District Council

#### Mayor

##### Garry Howard

Home: 03 789 7055  
Mobile: 027 447 4371  
Email: [mayor@bdc.govt.nz](mailto:mayor@bdc.govt.nz)  
[howd@xtra.co.nz](mailto:howd@xtra.co.nz)

#### Inangahua Ward

##### Dave Hawes

Home: 03 732 8423  
Fax: 03 732 8424  
Email: [jaws@kinect.co.nz](mailto:jaws@kinect.co.nz)

##### Graeme Neylon (Deputy Mayor)

Home: 03 732 8382  
Fax: 03 732 8384  
Email: [graememaimai@xtra.co.nz](mailto:graememaimai@xtra.co.nz)

#### Seddon Ward

##### Sheryl Rhind

Home: 03 782 6764  
Mobile: 027 671 1426  
Email: [fenianfarms@xtra.co.nz](mailto:fenianfarms@xtra.co.nz)

##### Lynn Brooks

Home: 03 789 9820  
Work: 03 789 7389  
Email: [lynn@ftdooley.co.nz](mailto:lynn@ftdooley.co.nz)

#### Westport Ward

##### Andrew Basher

Home: 03 789 7960  
Work: 03 789 7299  
Mobile: 027 759 9176  
Email: [abasher@slingshot.co.nz](mailto:abasher@slingshot.co.nz)

##### Greg Hart

Mobile: 021 131 0238  
Email: [gmasterhart@gmail.com](mailto:gmasterhart@gmail.com)

#### Graham Howard

Home: 03 789 8787  
Mobile: 027 534 3129  
Fax: [mhwestport@gmail.com](mailto:mhwestport@gmail.com)

##### Robyn Nahr

Home: 03 789 8431  
Work: 03 788 9090  
Mobile: 027 426 6171  
Email: [nahr@xtra.co.nz](mailto:nahr@xtra.co.nz)

#### Sharon Roche

Home: 03 789 6423  
Work: 03 789 8881  
Mobile: 027 659 9050  
Email: [sharon.roche@xtra.co.nz](mailto:sharon.roche@xtra.co.nz)

##### Phil Rutherford

Home: 03 789 7087  
Email: [rutherford@xtra.co.nz](mailto:rutherford@xtra.co.nz)

### Inangahua Community Board

#### Chair

#### Board members

#### Councillor

#### Councillor

Jenette Hawes	03 732 8423
Helen Bollinger	03 732 8123
Barrie Fowler	03 732 8488
Kim Bolton	03 732 7080
Dave Hawes	03 732 8423
Graeme Neylon	03 732 8382