



PUBLIC COPY

AGENDA

Meeting of the
Buller District Council

Wednesday 23 February 2022
Commencing at 3pm

*To be held:
Via ZOOM*

Council

Chairperson:	Mayor
Membership:	The Mayor and all Councillors
Meeting Frequency:	Monthly – or as required
Quorum:	A majority of members (including vacancies)

Purpose

The Council is responsible for:

1. Providing leadership to, and advocacy on behalf of, the people of Buller district.
2. Ensuring that all functions and powers required of a local authority under legislation, and all decisions required by legislation to be made by local authority resolution, are carried out effectively and efficiently, either by the Council or through delegation.

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
 - a) The power to set district rates.
 - b) The power to create, adopt and implement 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 or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive Officer.
 - 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 Council's governance statement, including the Infrastructure Strategy.
 - g) The power to adopt a remuneration and employment policy for Chief Executive Officer.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
 - n) Health & Safety obligations and legislative requirements are met.
-

2. To exercise the following powers and responsibilities of Council, which the Council chooses to retain:
 - a) Resolutions required to be made by a local authority under the Local Electoral Act 2001, including the appointment of an electoral officer and reviewing representation arrangements.
 - b) Approval of any changes to Council's vision, and oversight of that vision by providing direction on strategic priorities and receiving regular reports on its overall achievement.
 - c) Adoption of governance level strategies, plans and policies which advance Council's vision and strategic goals.
 - d) Approval of the Triennial Agreement.
 - e) Approval of the local governance statement required under the Local Government Act 2002.
 - f) Approval of a proposal to the Remuneration Authority for the remuneration of Members.
 - g) Approval of any changes to the nature and delegations of the Committees.

Common Delegations

The following delegations from Council are common to the Finance Audit and Risk Committee, Strategic Infrastructure Committee, and Community, Environment and Services Committee, within their respective areas of responsibility.

General Principal

1. The work of these Committees will be in accordance with the priorities and work programme agreed by the Council.
2. These Committees have the powers necessary to perform the Committee's responsibilities, in accordance with the approved Long Term Plan and Annual Plan budgets. Subject to confirmation of compliance with the financial strategy.

These Committees will:

Strategy, plans and policy

1. Develop and agree to strategies, plans and policies for the purposes of consultation and/or engagement with community.
2. Recommend to Council for adoption.
3. Monitor and review as and when required.

Bylaws

1. Develop and agree to the statement of proposal for new or amended bylaws for consultation
2. Recommend to Council new or amended bylaws for adoption.

Consultation and engagement

1. Ensure appropriate, effective and transparent engagement with the community, tangata whenua and other stakeholders.
2. Conduct any public engagement required on issues before the Committee, in accordance with Council's Significance and Engagement Policy.
3. Conduct hearings, where appropriate, to consider submissions from members of the public and external organisations, making determinations on such matters unless they are reserved for Council to decide.

Submissions and legislation

1. Approve submissions to external bodies/organisations on legislation and proposals that impact governance policy or matters.
2. Monitor and oversee strategic projects and programmes.
3. Monitor Council's Assets Management Plans/Strategic Infrastructure Plan.

Contracts

1. Approve and monitor contracts and other legally binding arrangements provided that such contracts/arrangements:
 - a) Do not require the approval of the whole of Council.
 - b) Fall within the budget approved under the Long Term Plan or Annual Plan and have a value exceeding the Chief Executive's financial delegation.

Other

1. Consider and make decisions which are within the Chief Executive Officer's delegations, and which the Chief Executive Officer has referred to the Committee for recommendation to Council.
2. Consider and make decisions on operational matters that fall within a Committee's area of responsibility that are outside of delegations to the Chief Executive Officer or other Council officers.
3. Commission new Committee reports and work required to respond to significant or compliance issues, or to complete the agreed programme of Council.
4. Monitor Audit recommendations and ensure completion.

Buller District Council

Venue: Clocktower Chambers, Palmerston Street, Westport



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BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 1

Prepared by Sharon Mason
Chief Executive Officer

APOLOGIES

1. REPORT SUMMARY

That Buller District Council receive any apologies or requests for leave of absence from elected members.

2. DRAFT RECOMMENDATION

That there are no apologies to be received and no requests for leave of absence.

OR

That Buller District Council receives apologies from (insert councillor name) and accepts councillor (insert name) request for leave of absence.

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 2

Prepared by Sharon Mason
Chief Executive Officer

MEMBERS INTEREST

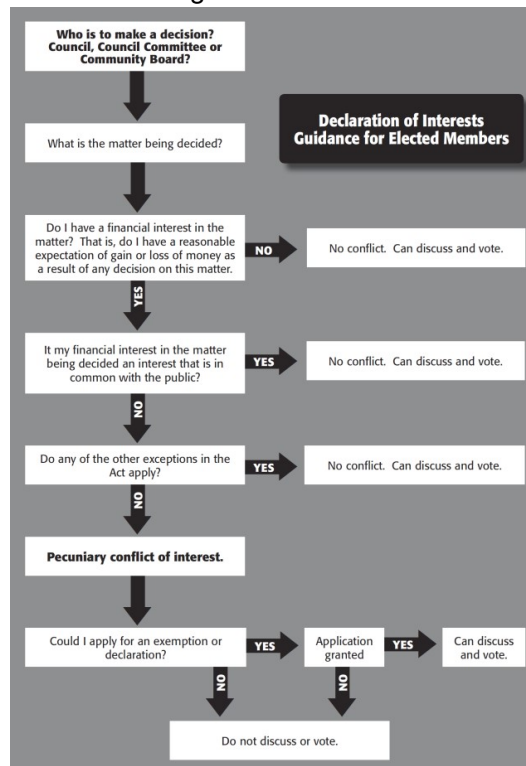
Members are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Governance Assistant, of any changes required to their declared Members Interest Register.

The attached flowchart may assist members in making that determination (Appendix A from Code of Conduct).

DRAFT RECOMMENDATION:

That Members disclose any financial or non-financial interest in any of the agenda items.



BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 3

Prepared by Sharon Mason
Chief Executive Officer

CONFIRMATION OF MINUTES

DRAFT recommendation That Council:

- 1. Receive and confirm minutes from the meeting of 15 December 2021.**
- 2. Receive and confirm minutes from the Extraordinary meeting of 22 December 2022**



MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 3.00PM ON WEDNESDAY 15 DECEMBER 2021 AT THE CLOCKTOWER CHAMBERS, WESTPORT

PRESENT: Mayor J Cleine (Chair), Deputy Mayor S Roche, Councillors J Bougen, D Hawes, J Howard, M Montgomery, R Nahr, P Rutherford, R Sampson, G Weston

N Tauwhare (Iwi Representative)

APOLOGIES: Nil

IN ATTENDANCE: S Mason (Chief Executive Officer), R Townrow (Deputy Chief Executive Officer), , V Hill (Governance Assistant)

G Martyn (HR & H&S Advisor), K Trigg (Acting Group Manager Community Services) via ZOOM

MEDIA: E Curnow (Westport News)

MEETING DECLARED OPEN AT 4.05pm

PUBLIC FORUM:

Speaker 1: Buller Builders & Associates – Frank Dooley and Frank O'Toole

Mr Dooley introduced himself and the Buller Builders & Associates (BBA) and thanked councillors for the opportunity to speak to Item 5 regarding recommendations for the Finished Floor Heights (FFH) policy.

The BBA represents a wide group of parties affected by the policy. The committee had sought legal advice and invited Council to meet in order to avoid the trouble and expense of court proceedings. Papers would be filed in the High Court next week if necessary.

A meeting held on 22 November 2021 with the Council executive team was constructive and Mr Dooley thanked S Mason (CEO) for organising the meeting, how the meeting was conducted. The committee was pleased how Ms Mason, R Townrow (Deputy CEO) and S Judd (Group Manager Regulatory Services) listened.

This was an opportunity for BBA to put their position on the table for consideration.

As a group, BBA strongly supported the recommendations in today's paper. Mr Dooley said the group appreciates that in accepting this recommendation it may finish litigation but it was only the start of an ongoing process.

As a group the BBA is committed to working with Council to develop a set of guidelines and practise notes in accordance with draft Recommendation 3. There will be active engagement with the Te Tai o Poutini Plan (TTPP) (One District Plan), particularly on natural hazards.

A meeting on 1 December 2021 was initiated with Rex Williams and the planners from West Coast Regional Council (WCRC). Papers going to the committee tomorrow have been reviewed and the timeline noted in terms of engaging with this process.

The group will be also actively engaged with the Buller District Council (BDC) and WCRC to pursue overall flood risk mitigation for the region.

Active submissions to the Annual Plan process would also be made.

Mr Dooley said the group is serious about finding solutions not only for the group but also for the community.

Cr P Rutherford thanked Mr Dooley and confirmed the group indicated if the resolution was successful in being accepted today, BBA would commit to working with the Council team to develop guidelines and practise notes.

Cr Rutherford asked how the group will see if the guidelines were to propose a minimum floor height for a one in 100 year event.

Mr Dooley replied it wasn't possible to have guidelines to propose a one in 100 year event in respect of buildings from the point of view of Sections 71-74 of the Building Act.

As an issuing authority, Council has two responsibilities. One responsibility is to protect the building. So if anyone puts up an application for a building that complies with a building consent, then as an issuing authority there is no discretion and a building consent must be issued.

In order to protect Council and the community, then there is a second decision and that is how to protect the land.

So with the information provided to Ms Mason and the team, included is a decision made by MBIE and at the back of that is a decision tree.

The decision to build on land subject to a natural hazard is not one that has to be made by Council. It has to be made by builders.

Council's obligation is to make sure that that the application meets the building code and that they consider all the risks associated with natural hazards in respect of how to protect the land.

If Council staff are not happy with that protection mechanism, then their ultimate obligation is to exercise their discretion under Section 72 and tag the title. That is Council's responsibility, to tag the title.

To put in the guideline how to protect against a 1 in 100 year event will not work.

Auckland City Council guidelines that have been provided to Ms Mason and her team talk about any land that may be subject to a flood.

The problem is under Section 49 of the Building Act, Council has no choice.

Cr Rutherford thanked Mr Dooley and said following up on that, he could see where Mr Dooley was heading with his answer and it was not quite what Cr Rutherford had asked.

A lot of districts that have flood prone areas have a rule in their district plan and the draft TTPP speaks to rules for Westport in relation to a one in 100year event.

Cr Rutherford asked how the BBA would respond to that.

Mr Dooley indicated the group will be making a submission to the TTPP in this regard.

The draft plan sets out a timeline with the first set of documents for discussion with the second set of documents looking for submissions.

Frank O'Toole, also representing the BBA, noted that if some districts have a 100 year level, 200 year or 500 year levels, they have been through a process appropriate to them.

Mr O'Toole said BBA have not had the opportunity to go through that process and it has not been established that a 100 year event level is appropriate for the district. A full consultative exercise would give the benefit of following a due process under a district plan.

Mr Dooley said he understands that Council believes that because a regional plan is already underway, it is not possible to go down a Resource Management Act pathway. Mr Dooley said the group accepts that. When the One District Plan (TTPP) consultation document comes out in January 2022, discussions will be held in March.

Cr D Hawes acknowledged that the group correctly points out that various councils have anything from one in 100 year events. Cr Hawes asked if while engaging in this process it is determined that a one in 200 year event should be assessed, would BBA still be supportive.

Mr O'Toole responded yes, if that was the outcome. What is needed is an opportunity to engage in a full process and to have the ability to provide input. The urgency required due to the July floods was acknowledged.

Cr Hawes continued saying from an engagement perspective that this may well end up somewhere else and sought assurance that what is best for our community would be supported by the group.

Mr O'Toole confirmed this absolutely, saying the group would be right behind whatever outcome was arrived at after a full process had been completed with the opportunity for input and all of the issues fleshed out.

With the exception of the 22 November meeting with staff, there has been no opportunity for input.

DM S Roche directed a question to Mr O'Toole, asking whether it was morally right to have a Finished Floor Height for a one in 50 year flood and to simply just tag the title when building going forward, knowing Westport had just experienced a one in 60 year flood event.

Mr O'Toole replied no, absolutely not saying that is not morally correct at all however that is not what BBA are saying.

There is now an overlay that has proven to be correct that will now inform part of the picture. With the Building Code the legislation is there when correctly applied to ensure that risk is taken into account. Mr O'Toole would never sell a home to a client knowing he was putting their biggest and most valuable asset at risk.

There is no way he would head down that pathway. Even if it was legally possible, he would refuse to build.

Mr Dooley noted that there had been a meeting with Matthew Gardner from Land River and Sea Consulting. BBA had gone through the modelling produced as a result of the flood in July. As a group of builders, it was understood what impact that had had on the community.

The modelling Mr Gardner had produced was very good with 95% accuracy. This needs to be taken into consideration in the district plan process.

DM S Roche thanked Mr O'Toole for his answer and said she is hearing Mr Dooley say that under the Building Code we are required to issue the building consent based on a one in 50 year event and all we have to do to avert our risk is to tag the title.

DM Roche stated she then hears Mr O'Toole say morally and ethically he doesn't accept the one in 50 year event measure and he would never put somebody into a property under those circumstances. Also that Section 71-74 of the Building Act would take care of a natural hazard if it was found that a property may be more susceptible to a one in 50 year event.

Mr O'Toole replied absolutely not, and that was not quite right. The policy as it stands is a blanket rule. Every home should be treated on it's merits in it's own location. There is plenty of information available with the flood overlay.

As a fallback, if that did not set out a clear identification of what a floor height needed to be, the Building Code minimum requirement of 50 years is there as a guideline. Not every home within town flooded to a 50 year level. Some did, some may have flooded further and the whole town needs to be looked at on a per case basis, not a blanket rule that has everyone working to the worst case scenario.

Mr Dooley reminded councillors what the Act says. The Act is a legal document and doesn't take into consideration moral or ethical issues. The opportunity for Council staff is how it protects the land. Council has no choice when it comes to issuing a building consent under Section 49 of the Building Code.

If staff are not happy with how a mitigation protects the land, the only option is to tag the title that should then start conversation with the builder or developer.

Mr O'Toole reported that his business had plans to build on sections not affected by the flood. Although Westport had just experienced a one in 60 year flood, they are being asked to abide by requirements for a one in 100 year flood.

There is a need to do the best in each instance and the Building Codes as a guiding document steers that process.

Mayor J Cleine indicated Council is behind the flood overlay. It is just which one is chosen, the one in 50 or a one in 100 year event overlay. There is no dispute about the accuracy of the overlay. It is about setting the tolerance for risk.

Cr J Bougen observed that to date the process has been adversarial and it is good that the meeting went well a week or two ago. Council is now hearing that BBA will be basically checking in on every single part of the process and making presentations. Cr Bougen asked if BBA want to take over the Council, which would be the next logical step.

What Cr Bougen was not hearing though was truly an intent that builders are not going to be putting down foundations which will become submarine berthing stations.

We know there are number of building platforms in the last event which were under between 200 and 500mm of water and these houses would have been flooded if they had been built.

Clearly this would have been bad for all of Westport. Cr Bougen asked where the real intent is to make sure that any house built will be high and dry. That was the sole reason for the policy of 1 in 100 year event and that was to ensure that until the TTPP came into place there would be no flooded homes.

Mr Dooley addressed the process to date being termed adversarial saying there have been some letters between the parties and questions have been asked publicly.

BBA has done as requested and has committed to work constructively with Council, providing dossiers of information.

BBA doesn't want to take over the world, however the group has seen a draft of the natural hazards policy which will be discussed on Friday and BBA will make submissions on that.

Regarding the flood in July, Finished Floor Heights policy will not deal with existing builds and our community needs total flood risk mitigation strategy.

BDC is talking about stormwater, WCRC has committed to floodwalls. BBA wants to make sure existing builds are protected, not just new builds and the group want be actively involved in this process.

Mr Dooley stated he is committed to a solution that is in the best interests of our entire community.

Mr O'Toole referred to Cr Bougen's submarine berthing stations comment and how to avoid that in future, saying he can only speak about moving forward with the information that is now available.

It appears the previous policy document which stated the Finished Floor Height was to be 300mm above the known flood has been proven to be completely flawed .

It hasn't looked at properties necessarily as accurately as was needed but he wasn't involved in any of the decisions nor did he set any of the requirements.

Often when applying for a building consent if not told a level, builders propose one and it is accepted or not.

With the information that is now available since the flood, it has become hugely apparent that there is an overlay with a number of different levels around town.

It used to be as simple as saying the finished floor height only needed to be 150mm above the crown of the road.

Or if the section was below the crown of the road, it was 150mm above the lowest point of the boundary.

Mr Dooley thanked the Council.

Speaker 2: Ella Moore – Tuia Representative

Mayor J Cleine introduced Ms Moore who would be speaking about her experience as the Buller District Council Tuia representative for councillors' information, prior to the agenda Item 9 Tuia Report.

Ms Moore introduced herself and spoke about what Tuia meant for her and how she would continue this journey.

70 young Maori from around the country aged from 18-26 gathered for the first time in March 2021 and Ms Moore was one of the oldest in the group.

Growing up in Westport, Ms Moore did not feel much connection to Maori in the district. Ms Moore now feels a sense of pride and belonging since her Tuia experience.

There are not many opportunities for young Maori to do things like this locally.

Next year Ms Moore wants to start her own rangitahi group to learn powhiri and marae protocol etc to instil pride in the culture and give younger people something to look up to.

Ms Moore thanked councillors for the opportunity.

Cr D Hawes commented that what was happening was really positive and congratulated Ms Moore on being a part of it.

Mayor J Cleine thanked Ms Moore for a job well done and wished her good luck for next year.

4.43pm Meeting Agenda Items began

1. APOLOGIES (p8)

Discussion:

No apologies were received with all councillors being present at the meeting.

Cr Martin Hill's letter resigning from Council from 31 December 2021 was discussed.

Ms Mason pointed out that legislation states that resignation is effective from the day the resignation letter is received by the Chief Executive Officer.

RESOLVED:

That there are no apologies to be received and no requests for leave of absence.

Mayor J Cleine/Cr D Hawes

10/10

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p9)

Discussed:

Cr J Bougen declared that in relation to Item 15 Property Rationalisation Project, his company has a lease on 16 Bridge Street, Reefton.

Cr Bougen will not speak unless asked questions.

Cr R Nahr will stand down during discussions on Item 14 Footpath Tender Recommendations.

RESOLVED that members disclose any financial or non-financial interest in any of the agenda items.

DM S Roche/Cr J Howard

10/10

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (p10)

Discussion:

Cr J Bougen asked for a correction on page 13 regarding “sought assurance” not sough assurance.

Noted.

RESOLVED that Council receive and confirm minutes from the meeting of 24 November 2021 subject to the noted minor change.

Cr G Weston/Cr J Bougen
10/10
CARRIED UNANIMOUSLY

4. COUNCIL ACTION POINT LIST (p23)

Discussion:

Item 13 Waimangaroa Water Supply

S Mason (CEO) reported that she and DM S Roche had consulted. This item will be pulled through to Annual Plan discussions in light of the Three Waters reforms and is to be deferred until March 2022.

It was more appropriate to bring consideration of rates for the Waimangaroa water supply into Annual Plan discussions.

RESOLVED that the Council receive the Action Point List for information

Mayor J Cleine/Cr R Nahr
10/10
CARRIED UNANIMOUSLY

5. FINISHED FLOOR HEIGHT POLICY (p25)

Discussion:

R Townrow (Deputy CEO) introduced the paper saying the policy was recommended in the wake of the July flood event. The policy in place at the time was 30 years old and it was prudent to review this anyway and also in light of the new information that had become available.

The first intention behind the policy was to address safety to the community with new buildings and it was not retrospective.

The second was in response to a number of concerned land owners, builders and developers who came forward asking what Council would do to manage the flood hazard risk following the July flood event. Understanding and certainty was sought regarding how to appropriately set those levels.

The third was about risk, both to the community and also the risk to Council in making it's decisions as the consenting authority for building consents on hazard prone land.

The policy was adopted in September 2021 however some sections in the community did not agree with that policy and raised concerns about the approach that it takes.

Part of the role of councillors and governance as well as staff, is to listen to the views of the community and take them into account when making decisions. This is set out in the Local Government Act.

Sometimes it is appropriate to revisit a decision and possibly change recommendations if necessary.

Following the meeting with Buller Builders Association (BBA) and having the benefit of that conversation, staff have been given the opportunity to work through how Section 71-74 of the Building Act work. This includes if they do provide adequate protection and achieve the intent of the policy and whether relying on those is sufficient for Council decision making.

Council have now formed the view that these provisions are appropriate and will allow Council to address safety. They not only allow it, they require it not only in relation to flooding. They require it on a case by case basis. This can lead to better safety outcomes for the community by addressing particular risk for a particular section.

By adopting certain guidelines and practise notes, Council will be able to bring in some certainty for the building community and how they can satisfy the Council that what they are proposing is going to be safe. This allows for appropriate solutions for the land to be investigated with engineers.

Also, by following the legal process correctly we are mitigating risks.

BBA have referred to the decision making tree from the Ministry of Business Innovation and Enterprise and the technical team are aware of this.

The approach in Section 71-74 in relation to how it works with the building and land and subsequent tagging of the title is slightly more nuanced. It has a range of considerations on a case by case basis to make sure what has been consented is appropriate as opposed to applying a blanket approach.

The Finished Floor Heights Policy was always one tool in a multitool approach to addressing the flood hazard risk.

The One District Plan (Te Tai o Poutini Plan, TTPP) is an appropriate place to have the conversation regarding establishing a correct finished floor height and the flood hazard risk for the township of Westport.

The Resource Management Act is where planning on a broader scale occurs and that is where guidance can be set at a blanket level.

The way the Building Act is set up is to address safety matters on a case by case basis and why provisions of Sections 71-74 work the way they do.

Therefore Council is confident that relying on those sections to achieve the same outcomes of policy because assessments are being made on a case by case basis.

This sits alongside planning at a regional level and discussions regarding the TTPP are yet to come. The TTPP is definitely the right place to have the conversation regarding a level for the district.

Not having a policy, relying on Section 71-74 of the Building Act and all of the considerations to be brought into account supported by practice guidelines give the transparency to the community which has been asked for and addresses community safety. On reflection, this is the best way to address flood hazard safety and risk.

Cr P Rutherford addressed R Townrow (Deputy CEO) clarifying that Ms Townrow had indicated she believed strongly that sections in the act will allow the building team to issue a consent which essentially addresses the issues raised in the policy.

Cr Rutherford said he understood the Regulatory team will be using the powers within the act to essentially ensure future builds have a minimum Finished Floor Height according to the policy which was about to be rescinded.

Ms Townrow responded that was not the intention. The intention of the policy is to address safety. Section 71-74 of the Building Act addresses safety and to do this on a case by case basis is more appropriate for what is right for a particular site.

Cr J Bougen asked what Council would be relying on if the previous policy is rescinded. What would be relied upon until the TTPP is in place and at what point do we give guidelines that would provide direction for Council staff in terms of looking at individual cases.

Ms Townrow advised that Section 71-74 of the Building Act required staff processing a building consent application have to look at all information available on that site and all other hazards, not just flooding.

The model provided by the WCRC shows what is likely to happen on that site and indicates land that is likely to be subjected to natural hazards.

Every flood event must be looked at and all information available when making a decision on a building consent.

Even when the TTPP is in place the same thing will apply in the building consent decision.

What the TTPP allows to happen is to set those overall development parameters and policy directions on what development is wanted to happen, where, and how natural hazard risk will be addressed.

Any identified natural hazard has to be considered through the Resource Management Act and that is the appropriate place to do this.

Ms Townrow indicated timelines on the guidelines, saying February is targeted for having draft guidelines however Christmas could cause some disruption to the schedule.

There will be an assessment if this draft is just provided to interested parties or if it will be publicly consulted.

Cr Bougen asked how the effect of flood walls etc would be taken into account.

Ms Townrow responded that it comes down to what is known and risk assessments based on technical information.

S Mason (CEO) added, it has to be a decision on the day and would be based on hazards that are known at the time.

DM S Roche asked with regard to the establishment of guidelines the resolution states “with engagement to be carried out with interested parties in early 2022 before final adoption” and whether Councillors would be considered interested parties.

Ms Townrow replied in the affirmative saying guidelines would be brought to the Regulatory & Hearings Committee most likely through a workshop.

DM Roche asked when the next Regulatory & Hearings meeting is scheduled.

S Mason advised this would have to be specifically scheduled and there is flexibility to arrange workshops.

Cr D Hawes proposed to move the motion with all three resolutions, however he would like to comment on a few things.

One is that Cr Hawes would like to acknowledge councillors and their intent in putting forward the original policy. The intention was to protect the community and to provide guidelines and surety going forward as things were moving rapidly.

There was a need to assist displaced people and speed and certainty were required.

Cr Hawes also acknowledged Cr Rutherford for the work that went into the Regulatory department coming up with the policy being discussed today saying it was always difficult to step back from something committed to and to have high engagement in this.

It was important from the community’s perspective that Council is seen to be actively working throughout the whole district and listening to input. Governance need to take on board all input from a range of people in our community.

That being said, Cr Hawes said he had no qualms that setting the policy at that height was the correct thing to do.

The issues facing Westport will continue to magnify and we would see far more events that can affect whole coastal communities as well as inland. Increasing intensity can be expected.

The Finished Floor Heights policy would have protected some builds. It is possible to mitigate risk but not possible to remove hazards.

Cr Hawes said he supported the rescinding of the previous policy as he did not want alienation and litigation with sectors of the community. We all need to take away any emotions we personally have and realise this is a district.

Cr Hawes acknowledged the huge effort staff and Mayor Cleine put in to get through the recent flood event. This put the district in a good position to deal with central government and implement measures in our district. The collaborative process has benefits that spread outside the district to central government.

The councillors sitting around the table were the best Cr Hawes has seen in the 14 years he has been with Council as they all work collaboratively and bring different skills to the table. The outstanding Chief Executive Officer's report clearly outlines the achievement of the last two years.

Cr J Howard seconded Resolutions 1-3 saying engagement with all sectors of the community was important to find the best solutions for the next 50 years.

Cr P Rutherford told councillors he will vote against the recommendations and thanked Cr Hawes for what he had articulated as that had firmed up Cr Rutherford's decision further.

The policy endorsed by Council maybe could have done with more community consultation. Cr Rutherford queried the WCRC flood protection plans.

When the policy was introduced in September it was the best way to deal with short term issues. All councillors wanted to see Westport remaining as a viable community. Council considered a way to allow it to stay open yet lower the risk for the future knowing we are living in a changing landscape. No one knows when the next event will happen, however we know it will happen and storm surges etc will occur at greater intervals and magnitude.

Cr Rutherford noted BBA was happy with the accuracy of the WCRC maps, and there was no issue there at all.

The 500 or 600 people whose homes were inundated have a future risk and it is sad for them. Cr Rutherford has been involved in the Mayoral Relief Fund committee. The last thing he wants to see is for Westport to end up in a situation where there are no flood protection rules. A moral and correct decision must be made for the community.

From a legal perspective the process was flawed. Cr Rutherford had no doubt about the intent however if the process was flawed it won't stand up to scrutiny.

The purpose of a gold standard was to provide building teams with clear guidance and Cr Rutherford suggested there are other ways to talk to affected parties, rather than through litigation.

Cr Rutherford's biggest concern is that if the previous resolution was rescinded today there will be a vacuum and no certainty. Cr Rutherford is in favour of a policy about what is happening in the community, rather than Council liability. It is preferable that elected members make decisions in the interests of the community.

Cr Rutherford would like the policy to stay in place and work to revisit and legitimize the process.

DM S Roche noted the risk of judicial review and associated cost to the ratepayers versus rescinding the policy and relying on Section 71-74 of the Building Act without relying on guidelines saying there is a vacuum.

It is not a simple matter to consider rescinding policy setting out Council expectation and a guideline to offer protections from future inundation. DM Roche believes she has a duty to ensure the community and people are kept safe and is sure other councillors do as well.

The Building Code only requires the finished floor level to be above a one in 50 year flood event.

DM Roche also been involved with the Mayoral Relief Fund committee and has witnessed the devastation, stress and anxiety caused by the recent flood event.

There is a duty of care and the proposal is that houses may be built so long as they are merely tagged on the title that it was affected by flooding.

Mr O'Toole (BBA) reassured DM Roche saying that is what the Building Code says.

DM Roche responded that the duty of care is not just about what is in the Building Code and how it exonerates Council. It is about moral and ethical conversation. Councillors must think that way and stand by agreed values that are the principles that guide decision making.

It is an ethical and moral dilemma being asked to consider rescinding the previous policy without appropriate guidelines. The priority is to keep the community safe and DM Roche would vote against Resolutions 1-3 in the absence of appropriately drafted notes or guidelines.

Cr M Montgomery agreed with DM Roche that councillors are here for the community. Cr Montgomery said she had to digress and eat humble pie as she was one of the people affected by Council policy 15 years ago and was then vehemently opposed to spending money to raise the height of the floor.

There were problems in the community raising the floor height by 300mm, however Cr Montgomery is glad it was done now. The right decision was made then as cabins on her property did not flood in the recent event.

Sections 71-74 of the Building Act would probably be ok and Cr Montgomery agreed with DM Roche in relation to Resolution 3 that consultation and guidelines are required.

Cr Montgomery thought Council did the right thing in September. She believed something was required to mitigate risk, however she would be in support of the proposal to rescind the previous policy.

Cr G Weston said the severity of the recent flood was a result of compromise and the inactions of previous generations and a one in 50, 60 or 100 year event mean nothing. There are many issues to be addressed.

Cr Weston would support the motion regarding the use of Sections 71-74 of the Building Act.

Cr R Sampson would support the recommendation on the grounds that years ago levels were put in and now further information of the modelling was available. Cr Sampson fully agreed that it was not appropriate to have a blanket approach and that builders should be working with the modelling and following through on that.

Cr Sampson noted that if builders and associated parties had been consulted earlier, Council wouldn't be in the current position.

Cr R Nahr would support the resolutions however she noted that some builders may not be of the same opinions in order for Council to know that buildings would be constructed so people are not flooded. Assurance was necessary.

Cr J Bougen indicated he would be voting in favour of rescinding the previous policy, however he is concerned there are no guidelines in place and noted there is enough evidence to date of flood levels.

Cr Bougen believed there was not enough documentation provided for councillors to consider with the vote in September 2021.

There would be better protection using Sections 71-74 of the Building Act and the TTPP will have advanced considerably in that time. Cr Bougen asked if Council would rely on science rather than a decision made ad hoc on untested information.

Cr P Rutherford said as a point of order, policy was not ad hoc. Rather it was based on overlays available at the time. Staff had spent a considerable amount of time providing information.

Cr J Bougen apologized saying however that he did not receive any paperwork and there was nothing to back up the policy.

Mayor J Cleine as Chair disagreed, saying the paper linked very closely to the overlay basis for the whole policy in relation to standards and he was confident that the information on which the policy was based was sound.

Mayor Cleine continued saying he would support the resolutions noting he was doing so with a gun to the head. It was not possible to separate emotion as the Mayor fronting for the event as had occurred in July.

Nationally, Councils like the BDC are being failed by central government and are effectively being forced to have hands tied behind the back in the battle for status quo until the issues are addressed.

The Building Act still allows building to be built in hazard zones. The ultimate end game is to absolve civil risk with a tag on the property title and this was not adequate. That tag did not secure insurability of the property.

The same rules apply as before the flood and the Building Act allows that to happen. Change will have to happen sooner or later and now is the time for unity. Mayor Cleine remarked that he thought people would have got in behind making an appropriate change to policy.

Council had to support legal and technical advice and it was with a heavy heart that he would support the resolutions.

Cr D Hawes acknowledged Mayor Cleine and the angst he had been through for the community, along with the huge amount of work put in with a great amount of emotional involvement.

Cr Hawes agreed with Mayor Cleine's comments, saying central government had demonstrated a complete lack of being on watch for the country. There is a lack of leadership and it is time they came up with policy around climate change that enables councils to make decisions to create safe practise and support withdrawal by helping to offset costs.

These issues were being buried instead of dealt with. There is a difference between leadership and politics and Cr Hawes had faith in local builders.

DM Roche asked that the minutes on this item be presented verbatim.

RESOLVED that Council:

1. Rescinds the *Buller District Council Finished Floor Heights Policy* adopted on 22 September 2021;
2. Notes that the provisions in sections 71-74 of the Building Act 2004 can be used in assessing building consent applications for properties subject to natural hazards;
3. Commits to developing guidelines for building consent applications for properties subject to natural hazards, with engagement to be carried out with interested parties in early 2022 before final adoption.

Cr D Hawes/Cr J Howard
8/2

**FOR: Mayor J Cleine, Crs J Bougen, D Hawes, J Howard, M Montgomery,
R Nahr, R Sampson, G Weston**
AGAINST: DM S Roche, Cr P Rutherford
CARRIED

The meeting adjourned for a brief break at 5.47pm and reopened at 5.53pm

6. DEVELOPMENT WEST COAST – TAI POUTINI WEST COAST 2050 STRATEGY FINAL DRAFT (p35)

Discussion:

Johny O'Donnell provided a presentation via ZOOM from Development West Coast saying his role had been one of facilitation, supporting with independent strategy.

His role took into account the collective views and aspirations of all West Coast stakeholders, looking at the long term and not just the short term.

The strategy was about ensuring the Coast is match for challenges around housing, COVID-19 etc. The strategy is aspirational, high level and needs to be action oriented.

Cr J Howard noted on page 6 of the strategy under "Our Vision" it is implying the four well beings should be included.

Mr O'Donnell replied he was unable to make that change under the recommendation to adopt the strategy in it's current form. He would take on board that feedback.

DM S Roche referred to page 5 of the document under Economic Challenges saying the narrative had a pervading pessimistic outlook and perception of the Coast. DM Roche noted it was a pity changes could not be made in this regard and asked if that was what Mr O'Donnell had heard.

Mr O'Donnell replied that this was the result of feedback through workshops and the Mayors, Chairs and Iwi group forum. Mr O'Donnell is happy to take feedback and this was definitely something to take on board, noting this was an interim document and did not need to be endorsed.

Cr P Rutherford thanked Mr O'Donnell for his presentation and asked Mr O'Donnell not to take these comments as any form of criticism. The question was how these goals would be delivered and asked how Mr O'Donnell would ensure that the group has the driving force to deliver.

Mr O'Donnell responded that he took no offence and took comments as valid feedback, saying the biggest risk with strategy like was that it could look so far into the future it was not useful. Points being made had been heard and acknowledged.

CR J Bougen said he can not see where the report addressed one glaring thing missing on the Coast and that is the lack of housing for workers. Nowhere does it say we won't have any businesses if there are no houses to put people in.

Mr O'Donnell acknowledged the West Coast housing strategy is quite important saying housing was a clear priority.

Mayor J Cleine thanked Mr O'Donnell for his presentation and Mr O'Donnell left the meeting at 6.06pm

Mayor J Cleine observed what was driving this strategy in the new regime was around the Provincial Growth Fund. New process was much tighter and new regional strategies are being sought. Some regions did not have the mechanism for collaboration etc.

Strategy at high level allowed scope for each district to slot in their own bespoke district strategy. This helps build a case for funding out of NZ Transport Authority and economic development strategies.

Buller District Council linked into regional strategy for roading and water etc.

Nothing from the \$200,000,000 fund had been distributed yet. This needed to be endorsed by West Coast councils and facilitated by Development West Coast.

Cr P Rutherford asked if it was correct that Council supported the O'Connor Home management committee to go to Development West Coast to be included via this strategy.

Support was given to the O'Connor Home Trust to attend and was tied into the strategy. It was separate work around flood recovery money and houses they are building that were endorsed. Part of the flood application included a portion for elderly housing.

Cr J Howard noted this was referred to on page 10 of the Economic Development Strategy document.

Cr Rutherford thought this discussion preceded the flood event and asked if the policy was not adopted if Council would be going against something already agreed to.

Cr D Hawes commented that this was just an overarching document that can be used to dovetail into and that explains some very, very broad brush stroke approaches.

S Mason (CEO) informed councillors that Mr O'Donnell had just clarified other councils have endorsed the document but have given him similar feedback and this will be added to future iterations.

RESOLVED that Council endorse Development West Coast's Tai Poutini West Coast Strategy (final version)..

Cr P Rutherford/Cr J Bougen
10/10
CARRIED UNANIMOUSLY

7. COUNCILLOR RESIGNATION (p53)

Discussion:

Mayor J Cleine took the opportunity to acknowledge Cr Martin Hill saying Cr Hill had two stints on Council, both of which were cut short.

Mayor Cleine also acknowledged that when asked to either be able to fulfil his obligations as a councillor or not, Cr Hill was big enough to consider that his resignation was the appropriate way to go.

S Mason (CEO) noted there will need to be discussion in the new year regarding the distribution of Cr Hill's former portfolios and how unspent funding was to be allocated.

RESOLVED that Council in line with the Local Electoral Act 2001 s.117-119 agree that the vacancy is not to be filled.

Cr R Sampson/CR J Howard

10/10

CARRIED UNANIMOUSLY

ACTION POINT

Cr Howard suggested Cr Sampson may need some assistance with subcommittees etc. This will be assessed in the new year.

8. ADOPTION OF 2022 COUNCIL MEETING SCHEDULE (p57)

Discussion:

S Mason (CEO) reported feedback from councillors at a previous meeting had been taken on board and was included in the final schedule.

Cr P Rutherford commented on the frequency of Regulatory & Hearings Committee meetings throughout the year as they are usually on ad hoc matters that arise.

Also, the schedule encompasses the whole of the year and discussion around the availability of elected members had already been acknowledged.

There had been no due consideration to what may happen with the new councillors.

Ms Mason thanked Cr Rutherford and apologised saying the new triennium should have been included to set new times and dates.

DM S Roche would like to see the Regulatory & Hearings Committee meeting schedule for February and suggested it could tie in with the Finance, Risk and Audit Committee meeting on 16 February 2022.

Cr G Weston would like to propose that meetings be staggered with daylight savings meetings at 5pm and Winter meetings at 3pm.

Cr D Hawes said Council needed to think about how representation is applied across the whole district. Facilitation of the biggest representation is necessary and 5pm allows for that better than 3pm and Cr Hawes noted this also impacts on staff

Cr J Howard commented that a lot of workshops held during the day have outside facilitators. Cr Howard has found the workshop to be very informative, providing a depth of knowledge and the ability to have conversations and ask questions. Cr Howard saw the merit of having committee meetings during the day.

Cr P Rutherford expressed surprise at Cr Weston's statement as he thought meetings were at 3pm in the previous term.

Cr J Bougen said 3pm is preferable and going home at 7 or 8pm is acceptable.

RESOLVED THAT Council:

1. adopt the proposed 2022 Council, Committee and Community Board Calendar Schedule dates as per attachment one.
2. agree to 2022 Council and Committee meetings commencing at 3pm, whenever possible, with proposed workshops and/or presentations commencing prior to the scheduled meeting.
3. agree to Inangahua Community Board meetings commencing at 5pm during 2022, on the second Tuesday of each alternate month.

**Cr D Hawes/Cr J Bougen
9/1
Against Cr G Weston
CARRIED**

9. TUIA PROGRAMME REPORT (p60)

Discussion:

Mayor J Cleine has a candidate in mind so if there is anyone else in the district who fitted the criteria it was not too late to apply, rather than running a broad advertising campaign.

Cr P Rutherford commented that he was very supportive of the programme and suggested N Tauwhare (Iwi Representative) be included in any discussions.

Mayor J Cleine indicated the previous Tuia representative can suggest someone suitable for the next year and that was what was happening in this case.

Cr Rutherford agreed with this saying it was Mayor Cleine's appointment on behalf of Council and in terms of externalising the process he believed it was appropriate to include the current representative.

N Tauwhare (Iwi Representative) will consult for the cultural perspective from Ngati Waewae.

RESOLVED:

1. That Council receive the report for discussion and information.
2. That Council supports the Mayor selecting another rangatahi from Buller District to participate in the 2022 TUIA programme.

Cr J Howard/DM S Roche

10/10

CARRIED UNANIMOUSLY

10. CHIEF EXECUTIVE OFFICER REPORT (p64)

Discussion:

S Mason (CEO) addressed councillors saying she hoped the first paragraph of her report said it all, with gratitude to staff.

The recent Westport flood and COVID-19 could have tipped the district over however it didn't.

Ms Mason ended this year thinking what a good place the district and was gladdened by the democratic discussion of the Fixed Floor Height policy.

Cr P Rutherford acknowledged the report and thanked the Chief Executive Officer as it was the last Council meeting of the year.

Cr Rutherford also acknowledged a staff member who was leaving in the new year. Mary Wilson had been a major contributor to governance and Cr Rutherford asked that Council thank her for the great service she has provided to Council.

Councillors endorsed this acknowledgement.

RESOLVED that Council note the content of the Chief Executive Officer report

Mayor J Cleine/Cr M Montgomery

10/10

CARRIED UNANIMOUSLY

11. MAYOR'S REPORT (p82)

Discussion:

Mayor J Cleine told councillors his report was a reflection on some of the things happening for the year. The Mayoral Taskforce for Jobs is still going well and there is another \$250,000 on back order.

The Drivers' Licence programme had produced a good result for a small amount of money, with support for licence fees.

The Mayoral Relief fund was ticking over and grants would be going out this side of Christmas.

DM S Roche added that the Mayoral Relief Fund committee met yesterday and funds would be distributed to every yellow and red stickered home that received funding on the first and second tranches of grants. A grant of \$200 would be given to these households.

DM S Roche thanked the committee saying that working with Cr P Rutherford, N Tauwhare (Iwi Representative) and Di Rossiter had been invaluable

The committee had heard some heart wrenching stories and DM Roche hoped this grant would help these people through the Christmas period.

Mayor J Cleine acknowledged the assistance with the Mayoral Relief Fund which had been ably taken over by the Deputy Mayor.

Cr D Hawes acknowledged the leadership through a difficult year, saying it was an extraordinary effort to read to children and engage them in Council process.

Cr Hawes expressed thanks on behalf of himself and councillors to Mayor Cleine saying he firmly believed Mayor Cleine had gone way over and above what was expected.

Cr J Bougen also thanked the Deputy Mayor for many unsung hours put in as well.

RESOLVED:

1. That Council receive the report for discussion and information.
2. That Council receive and note incoming and outgoing correspondence and Councillors provide direction for any responses or additions.

Cr D Hawes/Cr G Weston

10/10

CARRIED UNANIMOUSLY

12. VERBAL UPDATES FROM COMMITTEE CHAIRS (p114)

1. Inangahua Community Board – Cr J Bougen

Cr Bougen reported an uneventful meeting of the Inangahua Community Board saying he would firstly like to comment on progress with Waka Kotahi in terms of the Blacks Point walk. It was something that had been wanted for 20 years.

The Ministry of Social Development flew personnel into town and used existing products and ingenuity to solve the problems of unexpected and government enforced payments to the vaccine hesitant. There was a very real potential for those businesses to fail and this had been stayed for now.

Cr Bougen thanked S Mason (CEO) and the team saying Reefton had benefited immensely from their work and were very grateful that Ms Mason had attended the Inangahua Community Board meeting. This was very much appreciated and noted.

2. Ngati Wae Wae Representative – N Tauwhare

Mr Tauwhare reported that he was in Karamea last week at the local school.

3. Regulatory Services Committee – Cr P Rutherford

Cr Rutherford advised councillors that S Judd (GM Regulatory Services) extended an apology to the meeting. Mr Judd was very busy with a webinar around the recent change in freedom camping legislation.

Regulatory had been a busy department. The noisy rooster issue was still progressing and Mr Judd wanted to make sure any changes to the associated bylaw were correct in relation to seizing property.

Cr Rutherford also indicated some good news had come to light from the department however he was not able to share it at the present time.

4. Community, Environment and Services – Cr M Montgomery

Cr Montgomery advised councillors there was currently nothing to report and most issues had been covered in the Chief Executive Officer's report.

The next Community, Environment and Services Committee meeting would be held in March 2022 and there would be a paper on housing for the elderly.

5. Te Tai o Poutini Plan – Mayor J Cleine and Deputy Mayor S Roche

The recent meeting held in Greymouth was the last for the year. A draft report would go out for discussion and feedback, which would be carried into the new year.

DM S Roche acknowledged the Te Tai o Poutini Plan team saying they had completed an extraordinary amount of work. When councillors saw the draft document they would see how far this project had come.

DM Roche expressed her thanks and appreciation for everything they have done in a challenging time.

RESOLVED that Council receive verbal updates from the following Committee Chairs, for information:

1. Inangahua Community Board – Cr J Bougen
2. Ngati Wae Wae Representative – N Tauwhare
3. Regulatory Services Committee – Cr P Rutherford
4. Community and Environmental Services – Cr M Montgomery
5. Te Tai o Poutini Plan – Mayor J Cleine and Deputy Mayor S Roche

Cr D Hawes/Cr R Nahr

10/10

CARRIED UNANIMOUSLY

13. PUBLIC EXCLUDED (p115)

RESOLVED that the public be excluded from the following parts of the proceedings of this meeting:

Item No.	Minutes/Report of:	General subject	Reason for passing resolution Section 7 LGOIMA 1987
14	E de Boer, Manager Infrastructure Delivery	21/22/03 Footpath Resurfacing 2021/2024 Tender Recommendation	<p>Section (2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>Section (2)(b)(ii) – Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>
15	Krissy Trigg, Acting Group Manager Community Services	Council Property Rationalisation	(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

DM S Roche/Cr R Nahr
10/10
CARRIED UNANIMOUSLY

- There being no further business the meeting concluded at 7.13 pm
 - **Next meeting:** 3:00pm, Wednesday 23 February 2022, Clocktower Chambers, Palmerston Street, Westport.
-

Confirmed: **Date:**



EXTRAORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 3.00PM ON WEDNESDAY 22 DECEMBER 2021 AT THE CLOCKTOWER CHAMBERS, WESTPORT HELD VIA ZOOM

PRESENT: Mayor J Cleine, Deputy Mayor S Roche, Councillors J Bougen, D Hawes, J Howard, R Nahr, P Rutherford, G Weston

APOLOGIES: Cr R Sampson

N Tauwhare (Iwi Representative)

IN ATTENDANCE: S Mason (Chief Executive Officer), R Fox (Group Manager Commercial & Corporate Services), L Brooks (Finance Manager), K Trigg (Acting Group Manager Community Services), M Wilson (Executive Assistant Commercial & Corporate Services), V Hill (Governance Assistant)

MEDIA: Ellen Curnow (Westport News)

MEETING DECLARED OPEN AT 3.01pm

Mayor J Cleine welcomed everyone and reminded councillors of ZOOM protocols.

1. APOLOGIES (p7)

Discussion:

Cr R Sampson provided an apology to the meeting.

N Tauwhare (Iwi Representative) also sent his apologies.

RESOLVED:

That Buller District Council receives apologies from Councillor R Sampson and accepts Councillor Sampson's request for leave of absence.

Cr R Nahr/DM S Roche
8/8

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p8)

Discussion:

Nil

RESOLVED that members disclose any financial or non-financial interest in any of the agenda items.

Mayor J Cleine/DM S Roche
8/8

CARRIED UNANIMOUSLY

3. ADOPT 2020/2021 ANNUAL REPORT – BULLER DISTRICT COUNCIL AND GROUP (p9)

Discussion:

S Mason (CEO) asked that the report be taken as read and indicated that due to resourcing issues the auditors were unable to provide the report to Council last week. It had been a fine line for this week as well.

Ms Mason had checked with Local Government New Zealand (LGNZ) in terms of putting forward a resolution giving authority to the Chair of the Finance, Risk and Audit Committee (FRAC) and Chief Executive Officer (CEO) to make any minor amendments that may come through when the final report is received from the auditors.

No qualifications were expected and if anything did come through it should be minor.

L Brooks (Finance Manager) agreed saying there was no expectation to receive a modified audit opinion. To add to that, she had spoken with Audit NZ to let them know a resolution was being put forward because of a change in water regulator from the Ministry of Health (MOH) to Taumata Arowai.

There has been a gap in transferring information from the MOH and also MOH were not yet due to put up a final report on compliance with water until March 2022.

The audit report and financial statement will show the compliance Council had met and will not be finally resolved until March next year.

This circumstance was outside of Council's control and should be noted. Mayor J Cleine said this should be included in the resolution

Ms Brooks agreed, saying the resolution should be changed to include *may be subject to change once final drinking water report will be issued in March 2022.*

DM S Roche asked if that would be a resolution Audit NZ have recommended for every Council.

Ms Brooks was unable to confirm that saying she had just completed a phone call and it was a late discussion point.

S Mason (CEO) advised that this will probably be across the board as it affects every local council that have transitioned from the MOH to Taumata Arowai.

Mayor J Cleine asked if the MOH would normally provide a compliance report to Audit to certify compliance with regulations.

Ms Brooks confirmed this was the case.

Cr P Rutherford has a two part question. Firstly he asked how “minor alteration” is defined.

Secondly, if any minor alterations are required, would they be detailed in some form and would councillors be advised of what they are.

Ms Mason responded that it was a good question. Minor alterations that related to spelling or something immaterial could be corrected by DM S Roche (FRAC Chair) and Ms Mason.

RESOLVED that Council adopts the 2020/2021 Annual Report and authorises the Chair of the Finance, Risk and Audit Committee and the Chief Executive Officer to sign off on the Annual Report, subject to minor amendments as required from the Audit NZ opinion.

Cr R Nahr/Cr J Howard
8/8
CARRIED UNANIMOUSLY

Mayor J Cleine proposed a second resolution that Council notes there may be changes due to Three Waters regulatory reporting in March 2022.

This was clarified by Ms Mason and Ms Brooks.

DM S Roche expressed concern about signing something that is not a final report as information will be complete.

This was required to be signed off before 31 December and asked if there are changes to be made how these would be dealt with.

Ms Mason explained that drinking water compliance information is in the reports, however the auditors are unable to verify this as they are unable to access the necessary information.

If it was believed to be a change of significance a second extraordinary meeting could be called if required, however this was not expected and there are no significant concerns.

Ms Mason advised that when verification has been received in March 2022 if there is something contrary to what has been posted, the paper will be bought back to Council. There could be discourse regarding compliance at this time.

Councillors would be advised at the next FRAC meeting in February 2022 if any changes were made. No significant concerns were expected.

Councillors discussed the implications of the difficulties accessing information at the time of transition from Ministry of Health to Taumata Arowai and councillors agreed they trusted Ms Mason and DM Roche to make appropriate determinations.

RESOLVED that Council notes the Annual Report may be subject to change once a final drinking water report is issued in March 2022. The drinking water compliance section of the Annual Report is only provisional pending Ministry of Health reporting which is expected to be released in March 2022.

Mayor J Cleine/Cr D Hawes

8/8

CARRIED UNANIMOUSLY

- There being no further business the meeting concluded at 3.19 pm
- **Next meeting:** 3:00pm, Wednesday 23 February 2022, Clocktower Chambers, Palmerston Street, Westport.

Confirmed: **Date:**

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 4

Prepared by Sharon Mason
Chief Executive Officer

COUNCIL ACTION POINT LIST

1. REPORT SUMMARY

A summary of council resolutions requiring actions.

2. DRAFT RECOMMENDATION

That Council receive the Action Point list for information.

Council Action Points 2021

Item	Previous Action	Progress	Assigned	Completion Date
13	<p><i>August 2021</i> As per August Council Minutes Item 5, Waimangaroa Water Supply Upgrade, Resolution 4:</p> <p>Direct the Chief Executive to report to Council on the opportunities and risks to Council of internally bridging the actual cost of the upgraded Waimangaroa water supply to connected residents and the water rates previously consulted on in 2021. Giving consideration to Three Waters reform timelines and indicated provisions of those reforms such as debt transfer and/or the "better off" payment component. This report is due prior to setting of new Waimangaroa water rate and will be consulted on as part of Annual Plan 2022/23.</p>	<p>The forthcoming Three Waters decisions on the timing of payments make a decision by Council on options for rating the increased funding requirement best delayed until further clarity can be gained. Upon consultation with the Deputy Mayor Sharon Roche, the paper has been deferred.</p> <p>Consideration of rates for the Waimangaroa water supply to be bought into Annual Plan discussions.</p>	Chief Executive Officer	Mar-22
14	<p><i>27 October 2021</i> Item 5 – Temporary Road Closures for Annual Events 2021/2022</p> <p>Delegated authority for road closures paper be presented to the Regulatory & Hearings Committee</p>	To be advised	Chief Executive Officer	
15	<p><i>15 December 2021</i> Distribution of Cr M Hill's portfolios to be assessed and decided</p>			Feb-22

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 5

Prepared by Julia Gear
Trainee Financial Accountant

Lynn Brooks
Manager Finance

Reviewed by Rod Fox
General Manager Commercial & Corporate Services

BULLER HOLDINGS LTD - FINANCIAL REPORT TO 31 DECEMBER 2021

1. REPORT SUMMARY

This report presents the quarterly (unaudited) financial statements for the six month period ended 31 December 2021 including the budget for this period. The report also presents results against the Statement of Intent targets which are non-financial measures.

2. DRAFT RECOMMENDATION

That Council accepts the quarterly Financial Report for the period ending December 2021.

3. ISSUES AND DISCUSSION

This report is presented to Council to monitor Buller Holdings Limited (BHL) financial results.

The Council owns 100% of the shares in BHL, therefore BHL is deemed to be a Council Controlled Organisation.

Commentary on the results of each area of BHL operations which are WestReef Services Limited and Buller Recreation Limited (trading as the Pulse Energy Recreation Centre) are set out in the accompanying report. This information should be read in conjunction with the financial statements to provide detail about the group's reported results.

The Group posted a surplus of \$795,000 for the half year against a budgeted surplus of \$330,000.

4. CONSIDERATIONS

4.1 Strategic Impact

BHL is a holding company that was set up to provide a commercial focus in the governance and management of the Council's commercial assets. The aim of the group is to operate as a successful company and provide a competitive rate of return on the investments of the company.

4.2 Significance Assessment

The significance and engagement policy sets out the criteria and framework for a matter or transaction to be deemed significant. The content included in this report is not considered significant by nature.

4.3 Values

The Council values are future focussed, community driven, one team, integrity and we care. Monitoring the performance of BHL is important. The strong performance of BHL is integral to ensuring Council can fund current and future services for the community.

4.4 Risk Analysis

Risk is assessed by taking into account the likelihood of an event occurring and the result of that event.

This report provides oversight of the financial operations of BHL, but does not elaborate on other risks which may be present with those operations risk is mitigated by engaging suitably qualified Directors to oversee the operations of the group, and to have a dedicated Committee of Council to oversee and report upon the operations of the group.

Financial risk is mitigated when the results of operations are reported on and understood by staff and governance, and provision of the interim report to the Finance and Risk & Audit Committee.

4.5 Policy/Legal Considerations

BHL is required to provide quarterly financial results by Council as stipulated in Council's Long Term Plan or Annual Plan.

4.6 Tangata Whenua Consultation Considerations

The contents of the report are not a matter requiring consultation with Tangata whenua.

4.7 Views of Those Affected

The provision of services through the holdings company model and the type and nature of those services are consulted upon annually as part of the Annual Plan of Council.

4.8 Costs

There are no extraordinary costs included in the attached reports, nor is there any additional costs raised due to the submission of this report.

4.9 Benefits

The benefits of reviewing a quarterly report is the financial results are monitored at on a regular basis.

4.10 Media/Publicity

There are no media or publicity opportunities with this report.

BULLER Holdings Ltd

Financial Report (unaudited)

For

Buller Holdings Ltd
and the Group

For the Period Ending 31 December 2021



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Directors Report to the shareholders of Buller Holdings Ltd on the financial performance for the Six months to 31 December 2021:

Commentary:

The first six months of the year has seen pleasing results across the group. Trading conditions have been difficult for Buller Recreation Ltd as we continue to navigate our way through Covid-19.

We continue to see the impacts of the flood event on the community in July 2021. The Buller District has shown a lot of resilience with the challenges faced with Covid-19, and the flood event, and is currently performing well. We will be dealing with the impacts of Covid-19 for a long term, we are attempting to mitigate the risks by adapting the way we operate and trade.

WestReef Services Ltd (WSL) has performed strongly during the first half of the year. Work volumes remain very strong. Work on the pedestrian bridge project connecting the town with the river is expected to be completed in February. This is a significant project and has been a considerable success to date.

We have tendered for a number of projects recently and we continue to look for opportunities that can grow the WSL business.

We successfully completed our annual TQS1 audit within WestReef. This is an independent quality assurance check.

The Kawatiri to Charleston trail continues to progress very well. We are very hopeful of securing more work on the trail, as the trail progresses through the stages. There have been many positive comments regarding the work we have completed.

Buller Recreation Ltd continues to see strong use, mainly in the fitness area which is well up on the previous year. Which also saw strong numbers. On December 3rd we moved to the new traffic light system – implemented by the government. It is very pleasing to see swim lessons grow in numbers as we continue to provide an excellent learning environment. School bookings and aquatic numbers are down, compared to the previous year. The impacts of Covid-19 have been a significant factor in this decline

The group now employs approximately 135 staff and is one of the biggest employers within the district, providing social and economic well-being spread throughout the district.

At the AGM held in December, Brian Wood and Jan Coll retired as Directors. I would like to express my thanks for both of their wonderful service to the group and community over the years. I would also like to welcome Kieran Sweetman and Vanessa van Uden to the Board.

A commentary against key indicators is contained in the next section of the report.

On behalf of the Board

Steve Grave

Chair

Statement of Intent Targets:

The targets as set out in the individual statements of intent for each subsidiary are shown below with an update of progress:

Buller Holdings Limited

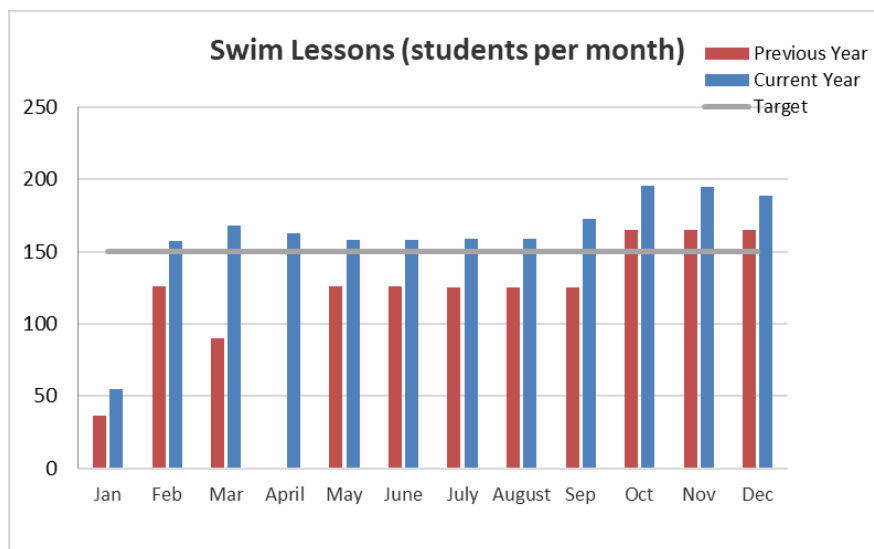
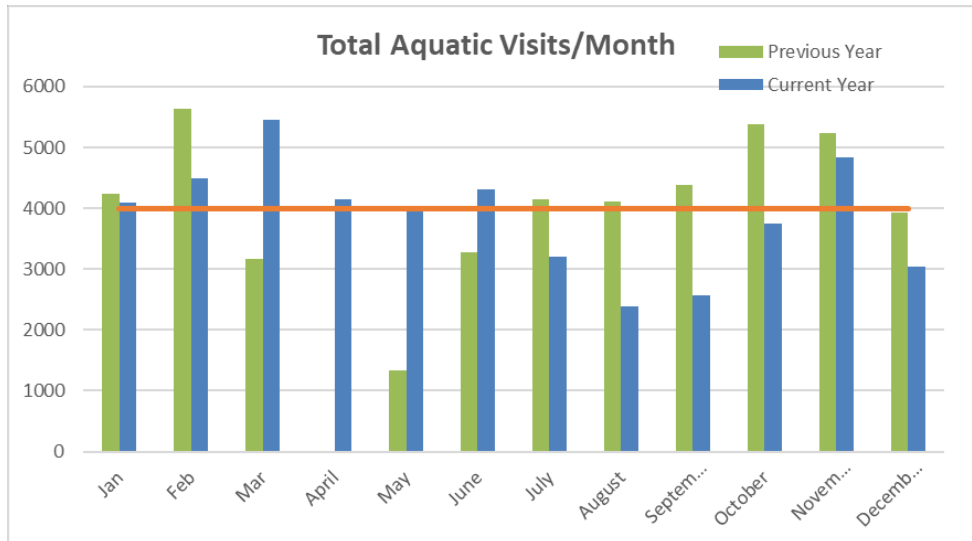
	Key Performance Measure	Annual target	Achieved to date
Health & Safety	Medical Treatment Injury	Nil	Nil
	Serious harm accidents	Nil	Nil
	LTI Target	Nil	Nil
Operational	The board of directors will meet with the BDC, CCTO Committee on a formal basis: (per/year)	3	1
	The Buller Holdings Ltd Chief Executive will provide a formal and or informal report to Council as requested.	As requested	1
	The Chief Executive of Buller Holdings Ltd will meet with the Chief Executive of Buller District Council when requested.	As requested	Two meetings have been held
PARENT Financial (\$000's)	Revenue	\$517	\$285 YTD
	Expenditure	\$514	\$290 YTD
	Net Operating Surplus	\$3	(\$5) YTD
	Ratio of Shareholders Funds to Total Assets	60%	79%
GROUP Financial (\$000's)	Group Revenue	\$15,449	\$9,981 YTD
	Group Expenditure	\$14,789	\$9,186 YTD
	Group Operating Surplus	\$660	\$ 795 YTD
	Provision for capex	\$3.5m	\$962 YTD
	Forecasted distribution to Shareholders	\$1,300,000	On Track

WestReef Services Ltd

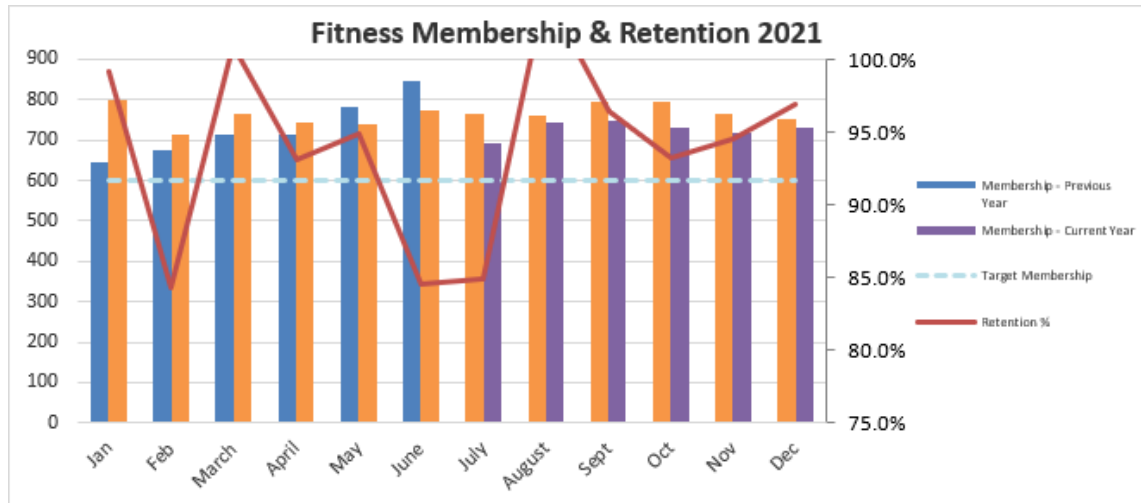
	Key Performance Measure	Annual target	Achieved to date
HEALTH & SAFETY	Medical Treatment Injuries	Nil	4
	Serious Harm Accidents	Nil	0
	LTI Target	Nil	1
	ISO 45001 Accreditation	Maintain	Achieved January 2021
OPERATIONAL	Employee Satisfaction – Staff turnover excluding retirement, redundancy and internal transfers	Within the range of +/- 5% of the national benchmark	Achieved
	Client Satisfaction – Min 12 meetings per year	12	6
	Renewal of TQS1 certification	Achieve	Achieved July 2021
EMPLOYEE DEVELOPMENT & SATISFACTION	Undertake staff satisfaction survey (2 yearly)	Not required	Achieved - next survey Sept 2022
	Regular department staff meetings	Achieve	Achieved
FINANCIAL (\$ 000)	Revenue (\$ 000)	\$13,403	\$9,166 YTD
	Expenditure	\$12,036	\$7,996 YTD
	Net Operating Surplus	\$1,367	\$1,170 YTD
	Provision for Capex	\$3.5m	\$925 YTD
	Competitively Procured Revenue	45%	86%
	Ratio of Shareholders Funds to Total Assets	60%	79%
ENVIRONMENTAL	Number of Enforcement notices	Nil	Nil - Achieved
COMMUNITY	Support Minimum 15 community activities	25	10

Buller Recreation Ltd

	Key Performance Measure	Annual target	Achieved to date
Financial (\$000's)	Revenue (\$000's)	\$678	\$371
	Expenditure (\$000's)	\$2,239	\$1,166
	Ratio of Shareholders Funds to Total Assets	60%	95%
Fitness membership	Average membership over 12-month period.	700	741
	Average retention rate over 12-month period	>75%	94%
Aquatic centre usage	Average visits per month over 12 months	4,080	3,858
	Achieve number of students over 4 swimming terms	140	160
Safety	MTI	Nil	Achieved
	Serious Harm Accidents	Nil	Achieved
	LTI	Nil	Achieved
Work Environment	Maintain regular communication with all employees through weekly emailed updates and meetings with all staff every 4 months.	Achieved	Achieved. Weekly meetings with management and quarterly meetings with each department
	Review the succession plan for key positions and identify training needs and actions for the next 12 months	Achieved	Achieved. Consideration given at management meetings to skills and training if personnel in key positions leave
	Complete annual review process with all staff	Achieved	Achieve by 30th June 2022
	Undertake staff satisfaction survey every second year	Survey	Achieve by 30th June 2022
	Undertake client satisfaction survey every second year.	Nil	Not required until June 2023
Asset Management	Review of the Asset Replacement Schedule annually	Achieved	Completed comprehensive Asset Management Plan in place
	Complete maintenance and replacement in accordance with AMP (monitor monthly)	Achieved	Ongoing
Financial Forecasts (\$000's)	Revenue	\$678	\$371
	BDC Service level fee	\$851	\$426
	Expenditure	\$2,239	\$1,166
	Net operating surplus (deficit)	(\$710)	(\$369)
	Provision for capex	\$102	\$40



BULLER Holdings Ltd



October, November, December			
	2019	2020	2021
Pool	13,832	14,563	11,618
Gym	2,757	5,115	6,001



STATEMENT OF FINANCIAL PERFORMANCE

For the period ending 31 December 2021

	ACTUAL	BUDGET	ACTUAL	BUDGET
	GROUP	GROUP	PARENT	PARENT
	\$000	\$000	\$000	\$000
Revenue	9,981	7,725	285	259
Expenses	9,186	7,395	290	257
OPERATING SURPLUS/(DEFICIT) before taxation	795	330	(5)	2

STATEMENT OF FINANCIAL PERFORMANCE

For the period ending 31 December 2020

	ACTUAL	BUDGET	ACTUAL	BUDGET
	GROUP	GROUP	PARENT	PARENT
	\$000	\$000	\$000	\$000
Revenue	9,225	6,063	253	256
Expenses	8,737	5,736	275	255
OPERATING SURPLUS/(DEFICIT) before taxation	488	327	(21)	1



STATEMENT OF CHANGES IN EQUITY

For the period ending 31 December 2021	Actual			Actual		
	Group			Parent		
	Share Capital	Retained Earnings	Total Equity	Share Capital	Retained Earnings	Total Equity
	\$000	\$000	\$000	\$000	\$000	\$000
Opening balance 01 July 2021	19,832	(3,294)	16,538	19,832	(13,938)	5,894
Profit for the period (after prov tax payment)	-	681	681	-	(5)	(5)
	19,832	(2,613)	17,219	19,832	(13,943)	5,889
Transactions with owners, recorded directly in equity						
Issued capital	102	-	102	102		102
Closing balance 31 December 2021	19,934	(2,613)	17,321	19,934	(13,943)	5,991

For the period ending 31 December 2020	Actual			Actual		
	Group			Parent		
	Share Capital	Retained Earnings	Total Equity	Share Capital	Retained Earnings	Total Equity
	\$000	\$000	\$000	\$000	\$000	\$000
Opening balance 01 July 2020	19,609	(3,495)	16,114	19,609	(3,869)	15,740
Profit for the period	-	488	488	-	(21)	(21)
	19,609	(3,007)	16,602	19,609	(3,890)	15,719
Transactions with owners, recorded directly in equity						
Issued capital	223	-	223	223		223
Closing Balance 31 December 2020	19,832	(3,007)	16,825	19,832	(3,890)	15,942



STATEMENT OF CASH FLOWS
For the period ending 31 December 2021

	GROUP	PARENT	GROUP	PARENT
	\$000	\$000	\$000	\$000
	2021		2020	
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash was provided from:				
Management fees	426	317	489	352
Receipts from Customers	12,134	19	10,001	19
Interest received	10	0	16	0
	12,570	336	10,506	371
Cash was distributed to:				
Payments to suppliers and employees	10,451	318	9,224	328
Taxes paid	877	32	568	30
Interest paid	23	23	32	32
	11,351	373	9,824	390
Net cash inflow/(outflow) from operating activities	1,219	(37)	682	(19)
CASH FLOWS FROM INVESTING ACTIVITIES				
Realisation of term investments	3,228	121	2,740	120
	3,228	121	2,740	120
Cash was applied to:				
Purchase of term investments	3,374	122	2,825	120
Purchase of fixed assets	962	-	632	-
	4,336	122	3,457	120
Net cash inflow/(outflow) from investment activities	(1,108)	(1)	(717)	0

BULLER
Holdings Ltd

	GROUP	PARENT	GROUP	PARENT
	\$000	\$000	\$000	\$000
	2021		2020	
CASH FLOWS FROM FINANCING ACTIVITIES				
Cash was provided from:				
Share Issue	102	102	223	223
	102	102	223	223
Cash was applied to:				
Share Issue	-	102	-	223
Subvention payment made	500	-	500	-
	500	102	500	223
Net cash inflow/(outflow) from financing activities	(398)	-	(277)	-
Net increase in cash held	(287)	(38)	(312)	(19)
Add opening cash as at 1 July 2021	1,296	127	1,469	95
Closing cash balance	1,009	89	1,157	77
Made up of:				
Bank	1,009	89	1,157	77
Closing cash balance	1,009	89	1,157	77



STATEMENT OF FINANCIAL POSITION

As at 31 December 2021

	Group	Parent	Group	Parent
	\$000	\$000	\$000	\$000
EQUITY	2021	2021	2020	2020
Share capital	19,934	19,934	19,832	19,832
Accumulated Funds	681	(5)	488	(21)
Retained earnings	(3,294)	(13,938)	(3,495)	(3,869)
	17,321	5,991	16,825	15,942

REPRESENTED BY:

ASSETS

Current Assets

Cash and short-term deposits	1,009	89	1,157	77
Receivable and prepayments	1,988	53	1,795	48
Inventories	110	0	128	0
Short-term Investments	3,374	122	2,825	120
Total current assets	6,481	264	5,905	245

Non-current assets

Deferred tax	220	12	245	13
Fixed assets	14,659	409	14,655	413
Goodwill	389	0	389	0
Investment in Subsidiaries	0	6,892	0	16,865
Total non-current assets	15,268	7,313	15,289	17,291
Total Assets	21,749	7,577	21,194	17,536

BULLER
Holdings Ltd

LIABILITIES**Current liabilities**

Payables and accruals	1,627	40	889	62
Employee entitlements	716	46	619	32
Provision for Subvention	0	0	723	0
Total current liabilities	2,343	86	2,231	94

Non current liabilities

Deferred Tax	585	0	638	0
Buller District Council Loan	1,500	1,500	1,500	1,500
Total non-current liabilities	2,085	1,500	2,138	1,500
Total liabilities	4,428	1,586	4,369	1,594

Net Assets	17,321	5,991	16,825	15,942
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BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 6

Prepared by Julia Gear
Trainee Financial Accountant

Lynn Brooks
Manager Finance

Reviewed by Rod Fox
General Manager Commercial & Corporate Services

DRAFT STATEMENTS OF INTENT - COUNCIL CONTROLLED ORGANISATIONS

1. REPORT SUMMARY

Council is required to receive Statements of Intent for each of its Council-controlled organisations (CCOs) relating to the upcoming financial year.

The Council has four CCOs that are required to provide Statements of Intent:

- Westport Airport Authority
- Buller Holdings Ltd
- Buller Recreation Ltd
- WestReef Services Ltd

2. DRAFT RECOMMENDATION

That the Council receives the Draft Statements of Intent for the year ending 30 June 2023.

3. ISSUES AND DISCUSSION

Schedule 8 of the Local Government Act 2002 states that the purpose of a Statement of Intent is to:

- State publicly the activities and intentions of a Council-controlled organisation for the year and the objectives to which those activities will contribute; and

- Provide an opportunity for the shareholders to influence the direction of the organisation; and
- Provide a basis for the accountability of the Directors to their shareholders for the performance of the organisation.

The draft Statement of Intent must be delivered to its shareholders for approval each year. The final Statement of Intent must be delivered to Council before 30 June each year.

Council has the power to pass a resolution requiring a modification to the Statement of Intent however it should consult with the entity concerned before this occurs.

The Statements of Intent link the CCO's activities into Council's 2022/2023 annual planning processes and provide opportunities for Council to review the goals and negotiate key performance targets. The scope, objectives and performance targets of Council's CCOs summarised in the 2022-2023 Annual plan are based on the content of the Statements of Intent. Our community has the opportunity to review and provide feedback on this information as part of the Annual Plan consultation process.

Failure to follow the statutory process for reviewing and approving Council's CCOs Statements of Intent risks a breach of the legislation. It may also create misunderstanding between Council and its subsidiaries about the performance levels and other targets expected for the year. The Local Government Act (2002) prescribes the content, processes and timelines required to adopt draft and final Statements of Intent.

WESTPORT AIRPORT AUTHORITY

Draft Statement of Intent For the year ended 30 June 2023

**WESTPORT AIRPORT AUTHORITY
DRAFT STATEMENT OF INTENT
FOR THE YEAR ENDING 30 JUNE 2023**

Introduction

The Westport Airport Authority is a joint venture operation between the Buller District Council and the Ministry of Transport (on behalf of the Crown). Management and control of the Airport is vested in the Buller District Council.

This Statement of Intent sets out the intention and the objectives for the joint venture for the period 1 July 2022 to 30 June 2023 and the following financial year.

Objectives

The principal objective is to operate a safe and efficient airport facility and assist in the provision of air services for visitors and stakeholders alike.

To operate as close as possible to a commercial business offering cost effective value for the ratepayer investment.

To maintain the Airport's assets and infrastructure at a level compliant with our CAA Part 139 certification status.

To pursue any commercial undertakings at the Airport that will complement the Airport operation and increase the level of economic activity

Nature and Scope of the Activities to be Undertaken

The nature of the activities of the Airport is to operate Airport facilities at Westport that support scheduled flights and other general aviation activity including air ambulance, charter and leisure.

The Airports scope envelops the provision, maintenance, upgrading and enhancement of services and facilities to accommodate the safe movement of aircraft and the efficient facilitation of passengers and cargo through the Airport.

In addition to the airside operations the airport authority also derives income from providing ground handling services to the scheduled operator, managing property leases and car parking.

Accounting Policies

The accounting policies used by the Westport Airport Authority are consistent with generally accepted accounting principles, legal requirements and the Joint Venture Agreement. Major accounting policies are as follows;

Property, Plant and Equipment

Property, Plant and Equipment are stated at cost less accumulated depreciation. Cost includes expenditures that are directly attributable to the acquisition and construction of the asset.

Depreciation

Depreciation of fixed assets, other than land, is provided on a straight-line basis at rates calculated to allocate the cost of the assets over their estimated useful lives.

Goods and Services Tax

The financial statements are prepared exclusive of Goods and Services Tax except for accounts payable and receivable which are stated inclusive of GST. The WAA is not registered for GST on their own account, GST is accounted for as a division of Buller District Council.

Income Tax

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax. Tax expense includes the current tax liability and adjustments to prior tax liabilities.

Cash and Bank Accounts

Cash and bank accounts include cash on hand and deposits held at call with banks.

Trade and Other Receivables

Trade and other receivables are initially measured at the amount owed. When it is likely that the amount owed (or some portion) will not be collected, a provision for impairment is recognized and the loss is recorded as a bad debt expense.

Buller District Council Current Account

Buller District Council advances funds to the Airport Authority on a current account basis to enable the Authority's creditor obligations to be met as they fall due. This current account advance is recognised as either a current asset or a current liability. The account is measured at amortised cost using the effective interest rate method.

Creditors and Other Payables

Creditors and other payables are measured at the amount owed.

Revenue and Expenditure

Landing fees and Grazing income are billed by the Authority and are recognised when receivable. Expenses are recognised when they are incurred. Leases are recognised on a straight-line basis over the lease term.

WESTPORT AIRPORT

	AP Budget	LTP Budget	LTP Budget
	2022/2023	2023/2024	2024/2025
INCOME			
Airport Dues/Landing Charges	48,960	49,939	50,888
Farmland Lease	42,000	42,000	42,000
Terminal and Sundry Income	15,300	15,606	15,903
Service Charge	107,100	109,242	111,318
Electricity Recovery	1,738	1,773	1,807
Total Income	215,098	218,560	221,916
EXPENDITURE			
Employment Costs	188,356	152,872	155,477
Power	9,180	9,364	9,542
Audit Fees	10,710	16,126	11,132
Shop Supplies	306	312	318
Depreciation	124,706	70,223	70,298
Consultants	5,100	5,202	5,301
Bank/ Eftpos Fees	500	412	420
Cleaning	1,000	2,081	2,120
General Expenses	10,000	14,570	14,847
Insurance	9,862	9,728	9,913
Legal Fees	2,000	1,040	2,120
WestReef Outwork	4,590	4,682	4,771
Publications/Subscriptions	3,500	2,601	2,650
Rates	910	440	448
Rents and Leases	3,060	3,121	3,181
Rep/Mtce and other Outwork	40,000	81,151	82,693
Training	10,196	6,242	10,597
Telephone	1,000	2,285	2,328
Share of Overheads	98,687	85,935	88,311
Total Expenditure	523,663	468,387	476,467
Profit/(Loss)	-308,565	-249,827	-254,551
Capital Expenditure			
Other Assets	127,544	52,020	15,903

Performance Targets

The Joint Venture performance will be judged against the following measures:

	AP Budget 2022/2023	LTP Budget 2023/2024	LTP Budget 2024/2025
Operating Revenue	215,098	218,560	221,916
Operating Expenditure	523,663	468,387	476,467
Net Profit (Loss)	(308,565)	(249,827)	(254,551)
Capital Expenditure	127,544	52,020	15,903

Ratio of Shareholder Funds to Total Assets

The forecast ratio of shareholder funds to total assets for the next 3 years is:

2022/23	2023/24	2024/25
99%	99%	99%

Shareholder Funds is represented by Total Equity. Total Assets is Total Current and Non Current Assets not including any liabilities.

Profit or Loss Ownership

Profits or losses will be shared equally between the Joint Venture partners on a 50/50 basis from annual surpluses/deficits after tax, made after the deduction of appropriations to reserves amounting to a maximum total of the depreciation charged in that year.

Information to be Provided to Partners

The Annual Report is to be provided to shareholders within three months of the end of each financial year.

The report will include:

- A Statement of Financial Performance and Statement of Financial Position including comparison with the previous financial period.
- Any other statements as may be required by generally accepted accounting principles and legislation.

The report will also include a report from the appointed auditors.

Acquisition Policy

The Westport Airport Authority does not anticipate that it will acquire any new equity investments other than the purchase of operational assets approved as part of the yearly budgeting process. Any major acquisitions will only be

entered into with the prior approval of the joint venture partners; Buller District Council and The Ministry of Transport.

Distribution Policy

The Westport Airport Authority has the ability should there be surplus funds available to distribute funds to each of the joint venture partners. This is unlikely due to the current level of accumulated profits (Accumulated Losses are \$382,224 as at 30 June 2021)

Other Matters Agreed by Partners

The Westport Airport Authority being owned by the Buller District Council and the Ministry of Transport (on behalf of the Crown) has commitments to the public.

- A commitment to the environment.
To comply with the Resource Management Act and undertake its activities in an environmentally sound manner having regard to the interest of the community.
- A commitment to service.
To systematically improve the quality and cost effectiveness of services provided to customers.
- A commitment to the community.
To operate the Airport with due regard to sound, cultural and environment issues arising from the community in which they are located.



BULLER HOLDINGS LIMITED

DRAFT STATEMENT OF INTENT

FOR THE YEAR ENDED 30 JUNE 2023

1. Preamble

Buller Holdings Limited ("Company") was set up in September 2007 as a Council controlled trading organisation with WestReef Services Limited as its only subsidiary. Buller Recreation Limited (trading as the Pulse Energy Centre) was purchased from the Buller District Council ('Council') in 2009 and Westport Harbour Limited in 2010. Westport Harbour Ltd was wound up as a company on or prior to 30th June 2018 by Council resolution. The Buller District Council is the sole shareholder of Buller Holdings Limited.

The Company's continued purpose is to provide a commercial focus in the governance and management of Council's commercial assets, allowing for maximum returns on behalf of the ratepayers and benefits to the wider community.

Section 6 (1) of the Local Government Act 2002 ("Act"), provides that any company in which equity securities carrying 50% or more of the voting rights are held by one or more local authority is to be known as a council-controlled organisation. In addition, any council-controlled organisation that operates a trading undertaking for the purposes of making a profit is considered a council-controlled trading organisation.

Buller Holdings Limited ("Company") is a council-controlled trading organisation for the purposes of the Act and is therefore required to have a Statement of Intent (SOI) that complies with clause 9 of Schedule 8.

The SOI is prepared in terms of the Act and clause 22.1 of the Constitution of Buller Holdings Limited and sets out the activities and intentions of the Company for the year ending 30th June 2023.

The Company will update the SOI annually and deliver a draft to shareholders before 1st March each year and a completed SOI by 30th June each year.

2. Objective

Introduction

The strategic direction of the Company is guided by the vision, values, and strategic objectives. These provide the framework for the Company to establish make plans and investment decisions. The following is an overview of these key planning components.

Vision

Buller Holdings Limited will provide a commercial focus in the governance and management of Buller District Council's commercial assets, allowing for maximum returns on behalf of ratepayers and benefits to the wider community. The Group will remain cognisant of assisting the shareholder with fulfilling cultural requirements as part of its 'Four Wellbeings'.

Objectives

The principal objective of Buller Holdings Limited is to operate as a successful business while working for the benefit of shareholders. In pursuing this objective, the Company is guided by the following key principles.

(a) Financial Performance

The Company is committed to operating the group as a successful business and achieving a competitive commercial rate of return on the investment while working for the benefit of the shareholders. It will be striving to minimise operating costs and manage the assets and liabilities in a prudent way. The definition of return on investment the company is broader than just the financial returns, and considers the social, economic and environmental needs of the community.

(b) Service

The Company recognises that the needs of its major customers are paramount and is committed to meeting those business needs. It also recognises the need to develop its customer base to ensure sustainability of the business in the future.

(c) Employee Relations

The Company values its employees and will recruit and retain employees with the skills necessary to run the business and will provide opportunities for staff training and development. It will ensure that employees are fairly treated and provided with good and safe working conditions.

The Company, together with its employees, will create a culture that recognises the importance of being competitive, the value of delivering a high quality of customer service and the mutual benefit of continued employment. This will involve effective leadership and communication.

(d) Safety and Environment

The Company has a zero tolerance to safety and environmental incidents. The company undertakes to comply with all Health and Safety legislation requirements.

(e) Marketing

The Company and each of its subsidiaries has developed a marketing plan with objectives, costs, timeline and KPI's to retain and obtain increased external and non-council profitable business.

3. Nature and Scope of Activities

The nature and scope of Buller Holdings Limited will be to provide a holding company structure for the ownership of selected Council assets and investments.

(a) WestReef Services Limited

The nature and scope of WestReef Services Limited activities will be predominantly to provide contracting services for physical works in the Buller Region and the West Coast of the South Island. Its activities will include maintenance and construction services for:

- Roads and bridges
- Response to Road and Civil Defence emergencies
- Parks and reserves (including associated facilities)
- Utility services (water and sewerage reticulation, wastewater treatment, storm water collection)
- Solid and Liquid Waste Collection and Disposal
- Vehicle workshop repairs
- Transfer stations
- Recovery parks
- Roadside vegetation control
- Property maintenance
- Refuse collection
- Environmental & Back Country Projects

(b) Buller Recreation Limited

Buller Recreation Limited owns and operates the Pulse Energy Recreation Centre that was formally opened on 18th April 2009, and provides a range of leisure services to the district as summarised below:

- Recreational swimming and learn to swim programmes
- Aquatic sports events
- Indoor court sports competitions and events
- Fitness centre programmes and classes

- Outdoor turf sports
- Corporate, trade and social events

4. Corporate Governance

The Board of Directors of Buller Holdings Limited is responsible for the corporate governance of the Company. The term “corporate governance” encompasses the direction and control of the business by the Directors, and the accountability of Directors to shareholders and other stakeholders for the performance of the Company and compliance by the Company with laws, standards and agreed protocols as specified between Buller Holdings Limited and Buller District Council.

Role of the Board

The Board is responsible for the proper direction and control of the Company on behalf of the shareholders. The principal objective of the Company is to operate a successful business.

The functions of the Board include:

- Ensuring that the Company goals are clearly established, updated annually and that strategies are in place for achieving the goals.
- Establishing policies for strengthening and enhancing the performance of the Company and group.
- Monitoring the performance of management relative to the established goals and plans, having delegated day-to-day management of the company to the Chief Executive.
- Appointing and annually assessing the performance of the Chief Executive
- Ensuring that the Company’s financial position is fully protected to allow it to meet all debts and obligations as they fall due.
- Ensuring that the Company and group’s financial statements are fairly presented and conform to law.

- Ensuring that the group adheres to high standards of ethics and corporate behaviour.
- Ensuring that the group has appropriate risk management and regulatory compliance policies in place.
- Approving and implementing the Business Plan and Statement of Intent of the Company, and
- Reviewing and approving the Company's capital investments and distributions

Board operations and membership

The composition of the Board is determined in accordance with the following principles:

- The Board comprises up to 6 directors.
- Directors are appointed by the Buller District Council.
- The Board meets regularly, and schedules additional meetings as required.
- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The Company constitution sets out policies and procedures on the operation of the Board including the appointment and removal of Directors.

The Board supports the concept of separation of governance and management of the businesses. The role of the Chairman is to lead the Board to ensure that it carries out its governance role effectively, and to provide leadership and direction to the Chief Executive of the business on behalf of the Board. The Board will evaluate its own performance annually.

5. Ratio of Shareholders Funds to Total Assets

The ratio will be maintained at a minimum of 60% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of the Company including goodwill.

6. Distribution Policy

It is the Company's intention to maximise distributions after meeting the financial needs of the company including future operations and capital expenditure. Directors should aim to deliver a minimum distribution as agreed in this Statement and as forecasted in the Statement of Intent.

7. Accounting Policies

Buller Holdings Limited will adopt and adhere to accounting policies that are consistent with those of the Buller District Council and comply with appropriate accounting practices and in accordance with the Companies Act 1993, the Financial Reporting Act 2013, NZ Equivalents to International Financial Reporting Standards, and any other applicable laws and standards.

8. Information to be Reported

The following information will be available to shareholders based on an annual balance date of 30th June.

Statement of Intent

The Directors shall deliver to the shareholders a draft Statement of Intent by 1st March for comment by the shareholder. The Directors shall deliver to the shareholder a completed Statement of Intent by 30th June.

Quarterly Reports

The Directors shall deliver to the shareholders by 16th November, 23rd February and 16th May an un-audited report containing the following information as a minimum in respect to the quarter under review.

- a. A revenue statement disclosing actual and budgeted revenue and expenditure with comparative figures for the previous equivalent period.
- b. A statement of financial position at the end of the half year.
- c. A statement of cashflows at the end of the half year.
- d. Key performance indicators.
- e. A commentary on the results for the quarter together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to influence the company's performance, including an estimate of the financial result for the full year. A commentary on progress towards meeting proposed distributions to shareholders should be included.

Annual Report

The Directors shall deliver to the shareholders by 30th September an annual report and audited financial statements in respect to the financial year containing the following information as a minimum.

- a. A Directors report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend.
- b. A revenue statement disclosing revenue and expenditure with comparative figures for the previous year.
- c. A statement of financial position at the end of the year.

- d. A statement of cashflows.
- e. An auditor's report on the above statements and the measurement of performance in relation to key performance targets.

9. Group Performance Targets

The performance of Buller Holdings Limited will be judged against the following measures and targets;

Objective	Key Performance Measure	Budget Targets		
		2023	2024	2025
Health & Safety	Medical Treatment Injury	Nil	Nil	Nil
	Serious harm accidents	Nil	Nil	Nil
	Lost Time Injury Target	Nil	Nil	Nil
Operational	The board of directors will meet with the BDC, CCTO Committee on a formal basis: (per/year)	3 times per year	3 times per year	3 times per year
	The Buller Holdings Ltd Chief Executive will provide a formal and or informal report to Council as requested.	As requested	As requested	As requested
	The Chief Executive of Buller Holdings Ltd will meet with the Chief Executive of Buller District Council when requested.	As requested	As requested	As requested
Financial Parent (\$000)	Revenue	\$588	\$601	\$614
	Expenditure	\$583	\$596	\$609
	Net Operating Surplus	\$5	\$5	\$5
	Ratio of Shareholders Funds to Total Assets	60%	60%	60%
Financial Group (\$000)	Group Revenue	\$15,493	\$15,815	\$16,144
	Group Expenditure	\$14,957	\$15,286	\$15,622
	Group Operating Surplus	\$536	\$529	\$522
	Provision for capex	\$1.298m	\$1.298m	\$937
	Forecasted distribution to Shareholders	\$1.3m	\$1.3m	\$1.3m

Financial Performance

The financial performance of the Group will be an aggregation of the results from the businesses that make up the structure including administration costs of the parent company. This aggregation will include surpluses after tax less any losses incurred.

Subsidiary Performance Measures and Targets

The performance objectives, measures and targets for each subsidiary are attached to this Statement of Intent. Formal reports by the Company to the shareholder will include the outcomes against each measure for each subsidiary company.

10. Value of Shareholders Investment

The value of the Shareholders' investment will be not less than the carrying value of the investment in the Council's financial statements.

11. New Investments

The Company's ability to subscribe for, purchase or otherwise acquire shares in any company or other organisation, or enter into a major transaction is governed by the provisions in the Company's constitution, standards and agreed protocols as specified in the Charter between the Company and Council.

The Company will consult with the shareholders with regard to purchasing a business or subscribing for shares in any company or other organisation where that investment is more than 25% of shareholders' funds as at the previous balance date. Where the investment is more than 50% of shareholders' funds, shareholder approval will be required.

Any significant decision of Buller Holdings Limited and/or their subsidiaries affecting land or water, will result in consideration of the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga before it makes a decision that may significantly affect land or water. This is under s 60A Local Government Act 2002 Amendment Act 2019.

12. Role in the Buller District Council Group and Regional Economy

(a) Commercial Relationship

Buller Holdings Limited acknowledges that there may be commercial opportunities within, or in partnership with other group entities that can be developed to benefit the company, BHL and the Buller region.

(b) Growth of the Regional Economy

Buller Holdings Limited acknowledges that it has a role to play in promoting the growth of the Buller region by contributing to regional initiatives as a good corporate citizen.

(c) Customer Service Principles

As part of the Buller District Council Group, Buller Holdings Limited has adopted the Council's Customer Service Principles and Action policies.



BULLER RECREATION LIMITED

DRAFT STATEMENT OF INTENT FOR THE YEAR ENDED 30 JUNE 2023

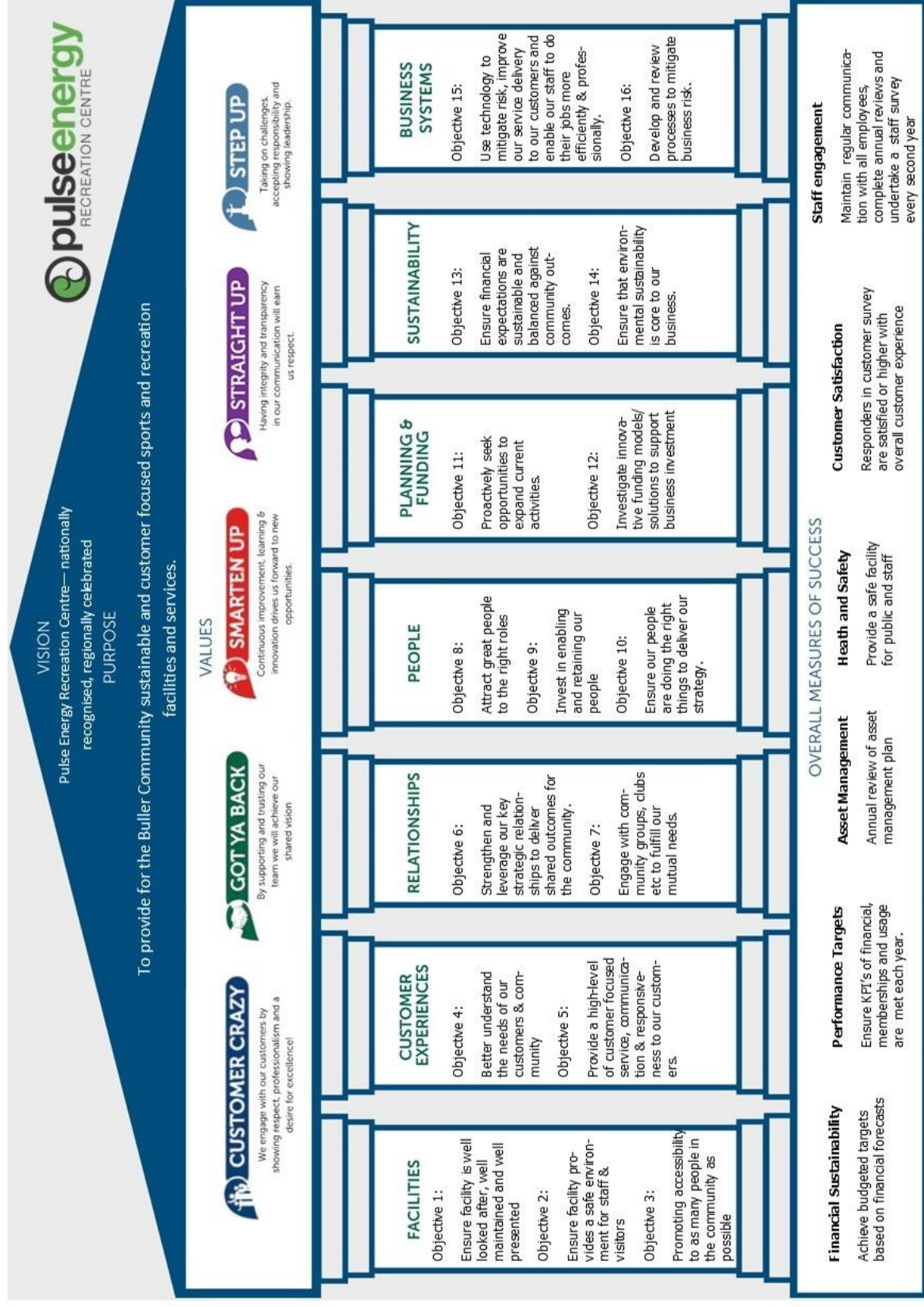
1. Preamble

Buller Recreation Limited ("Company") is a fully owned subsidiary of Buller Holdings Limited (BHL) and was established to purchase the Pulse Energy Recreation Centre from the Buller District Council (Council), and to fulfil a service contract with Council for the provision of recreation services to the Buller community.

Buller Recreation Limited continues to enhance the quality of life for the community with high quality recreation facilities, services, and experiences. The Company is committed to identifying, developing, and implementing opportunities for increasing external revenue to minimise the relative burden on ratepayers.

Section 6 (1) of the Local Government Act 2002 ("Act"), provides that any company in which equity securities carrying 50% or more of the voting rights are held by one or more local authority is to be known as a council controlled organisation. In addition, any council-controlled organisation that operates a trading undertaking for the purposes of making a profit is considered a council-controlled trading organisation. The Company is a council-controlled trading organisation for the purposes of the Act and is therefore required to have a Statement of Intent (SOI) that complies with clause 9 of Schedule 8.

This SOI, prepared in terms of the Act and clause 22.1 of the Constitution of Buller Recreation Limited sets out the activities and intentions of the Company for the year ending 30th June 2023. The Company will update its SOI annually and deliver a draft to shareholders before 1st March each year and a completed SOI by 30th June each year.



2. Objective

Introduction

The strategic direction of the Company is guided by the vision, values, and strategic objectives. These provide the framework for the Company to make plans and investment decisions. The following is an overview of these key planning components.

Vision

To provide for the Buller community, sustainable and customer-focused sport and recreation facilities and services.

Objectives

The principal objective of Buller Recreation Limited is to operate as a successful business. In pursuing this objective, the company is guided by the following key principles.

a) Financial Performance

The Company is committed to operating as a successful business in accordance with a Service Level Agreement with Council. The definition of a successful business is broader than financial returns. It also considers the social, economic and environmental needs of the community.

(b) Service

The Company recognises that the needs of its major customers are paramount and is committed to meeting these needs. It also recognises the need to develop its customer base to ensure sustainability of the business in the future.

(c) Employee Relations

The Company values its employees and will recruit and retain employees with the skills necessary to run the business and will provide opportunities for staff training and development.

It will ensure that employees are fairly treated and provided with good and safe working conditions.

The Company, together with its employees, will create a culture that recognises the importance of being competitive, the value of delivering high quality customer service and the mutual benefit of continued employment. This will involve effective leadership and communication.

(d) Safety and Environment

The Company has a zero tolerance to safety and environmental incidents. The company undertakes to meet all legislative health and safety requirements.

3. Nature and Scope of Activities

Buller Recreation Limited core business is to provide accessible sport, recreation and event services and facilities to residents and visitors to the Buller district of New Zealand. The main asset under Company management is the Pulse Energy Recreation Centre, which is an impressive community asset. This comprises an aquatic centre, a fitness centre, including a group fitness room, a two court Stadium, a water turf, and squash court.

The Company employs over 30 full time, fixed term, part-time, and casual staff and as part of the Buller Holdings group is a significant employer in the Buller District.

We welcomed 62,805 users to our facility in the 2020/21 financial year (a 6.4% increase from the previous year). The centre was closed for three weeks in 2021 due to the Covid-19 regulations that have affected recreational facilities. BRL has performed very well managing the Covid-19 pandemic. We continue to be vigilant and promote a safe environment while being fiscally responsible. We will continue to work hard to welcome both members of our community and visitors to our facilities during the 2022/2023 year.

The Company also run the Reefton Swimming Pool that provides supervised swimming and valuable swimming tuition for Reefton community. Substantial building upgrades were completed in March 2021 and it will continue to be a valuable community asset.

Aquatic Facilities

This is an aquatic centre, recognised locally as providing a variety of recreational & leisure, competition, aquatic education, exercise, health & wellbeing activities using our 25m Lap Pool, Hydrotherapy and Leisure/Toddlers pools. The configuration of the lap pool also accommodates regional aquatic events with the

venue home to Westport's Amateur Swimming Club. By promoting quality Learn To Swim lessons, we give children the confidence required when in water.

Fitness Centre

With an extensive range of modern gym equipment, a wide range of group fitness classes and with the help of our qualified fitness trainers' users can tackle their fitness goals head on. Integration of the purchase of 24hr Fitness in 2020 has been very successful and we now provide an exceptional fitness facility to provide the Buller community with a quality experience.

Sports and Events

Indoor Stadium

The Indoor Stadium feature a sprung wooden floor and can be split into two courts to allow two different activities to take place at the same time. The two-court stadium is also available for larger events such as conferences, trade shows, award ceremonies, reunions, and other corporate and social events with kitchen facilities on site.

Hockey Turf

The artificial water turf features a London Blue Poligras Olympia turf installed on the new Insitu Shockpad and has proven to be a valuable resource for many Buller sporting Codes. Sports played on the turf to date have included, Hockey, Soccer, Cricket and Ultimate Frisbee. The facility is the home of Buller Hockey and are very pleased to be able to offer a world class facility to both our community and visiting representative teams.

Squash Court

Our modern squash court features a sprung wooden floor and glass back.

4. Corporate Governance

The Board of Directors of Buller Recreation Limited is responsible for the corporate governance of the Company. The term “corporate governance” encompasses the direction and control of the business by the Directors, and the accountability of Directors to shareholders and other stakeholders for the performance of the Company and compliance by the Company with laws, standards and agreed protocols as specified between Buller Holdings Limited and Buller District Council.

Role of the Board

The Board is responsible for the proper direction and control of the Company on behalf of the shareholders. The principal objective of the Company is to operate a successful business.

The functions of the Board include:

- Ensuring that the Company goals are clearly established, updated annually and that strategies are in place for achieving the goals.
- Establishing policies for strengthening and enhancing the performance of the Company.
- Monitoring the performance of the management relative to the established goals and plans, having delegated day-to-day management of the company to the manager.
- Annually receive a report on the assessment of the general manager’s performance.
- Ensuring that the Company’s financial position is fully protected so as to allow it to meet all debts and obligations as they fall due.
- Ensuring that the Company and group’s financial statements are fairly presented and conform to law.
- Ensuring that the Company adheres to high standards of ethics and corporate behaviour.

- Ensuring that the Company has appropriate risk management and regulatory compliance policies in place.
- Approving and implementing the Business Plan and Statement of Intent of the company, and
- Reviewing and approving the Company's capital investments and distributions

Board operations and membership

The composition of the Board is determined in accordance with the following principles:

- The Board comprises up to 6 directors.
- The Board meets regularly, and schedules additional meetings as required.
- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The Company constitution sets out policies and procedures on the operation of the Board including the appointment and removal of Directors.

The Board supports the concept of separation of governance and management of the businesses. The role of the Chairman is to lead the Board to ensure that it carries out its governance role effectively, and to provide leadership and direction to the general manager of the business on behalf of the Board.

The Board will annually evaluate its own performance.

5. Ratio of Shareholders Funds to Total Assets

The ratio will be maintained at a minimum of 60% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of the company including goodwill.

6. Distribution Policy

It is the company's intention to maximise distributions to Buller Holdings Limited after meeting the financial needs of the company including future operations and capital expenditure.

7. Accounting Policies

Buller Recreation Limited will adopt and adhere to accounting policies that are consistent with those of the Buller District Council and comply with appropriate accounting practices and in accordance with the Companies Act 1993, the Financial Reporting Act 2013, NZ Equivalents to International Financial Reporting Standards, and any other applicable laws and standards.

8. Information to be Reported

The following information will be available to shareholders based on an annual balance date of 30th June.

Statement of Intent

The Directors shall deliver to the shareholders a draft Statement of Intent by 1st March for comment by the shareholder. The Directors shall deliver to the shareholder a completed Statement of Intent by 30th June.

Consolidated Quarterly Reports

The Directors shall deliver to the shareholders by 16th November, 23rd February and 16th May an un-audited report containing the following information as a minimum in respect to the quarter under review for the Buller Holdings Group.

- a. A revenue statement disclosing actual and budgeted revenue and expenditure with comparative figures for the previous equivalent period.
- b. A statement of financial position at the end of the half year.
- c. A statement of cashflows at the end of the half year.
- d. Key performance indicators.

- e. A commentary on the results for the quarter together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to influence the company's performance, including an estimate of the financial result for the full year.

Consolidated Annual Report

The Directors shall deliver to the shareholders by 30th September a consolidated annual report and audited financial statements in respect the Buller Holdings Group to the financial year containing the following information as a minimum.

- a. A Directors report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend.
- b. A revenue statement disclosing revenue and expenditure with comparative figures for the previous year.
- c. A statement of financial position at the end of the year.
- d. A statement of cashflows.
- e. An auditor's report on the above statements and the measurement of performance in relation to key performance targets.

9. Performance Targets

The performance of Buller Recreation Limited will be measured against the following targets:

Performance Measure	Key Performance Indicator	Targets		
		2023	2024	2025
Fitness membership	Average membership over 12-month period.	700	700	700
	Average retention rate over 12-month period	>75%	>75%	>75%
Aquatic centre usage	Average visits per month over 12 months	3,750	4,000	4,000
	Achieve number of students over 4 swimming terms	140	150	150
Safety	MTI	Nil	Nil	Nil
	Serious Harm Accidents	Nil	Nil	Nil
	LTI	Nil	Nil	Nil
Work Environment	Maintain regular communication with all employees through weekly emailed updates and meetings with all staff every 4 months.	Achieved	Achieved	Achieved
	Review the succession plan for key positions and identify training needs and actions for the next 12 months	Achieved	Achieved	Achieved
	Complete annual review process with all staff	Achieved	Achieved	Achieved
	Undertake staff satisfaction survey every second year	Nil	Survey completed	Nil
	Undertake client satisfaction survey every second year.	Survey completed	Nil	Survey completed
Asset Management	Review of the Asset Management Plan annually	Achieved	Achieved	Achieved
	Complete maintenance and replacement in accordance with AMP (monitor monthly)	Achieved	Achieved	Achieved
Financial Forecasts (\$000)	Revenue	\$659	\$673	\$688
	BDC Service level fee	\$851	\$851	\$851
	Expenditure	\$2,297	\$2,348	\$2,399
	Net operating surplus (deficit)	\$(787)	\$(824)	\$(860)
	Provision for capex	\$183	\$156	\$123
	Ratio of Shareholders Funds to Total Assets	60%	60%	60%

10. Value of Shareholders Investment

The Directors estimate of the company value is not less than shareholders' funds.

11. New Investments

The Company's ability to subscribe for, purchase or otherwise acquire shares in any company or other organisation, or enter into a major transaction is governed by the provisions in the Company's constitution, standards and agreed protocols as specified in the Charter between the Company and Council.

The Company will consult with the shareholders with regard to purchasing a business or subscribing for shares in any company or other organisation where that investment is more than 25% of shareholders' funds as at the previous balance date. Where the investment is more than 50% of shareholders' funds, shareholder and Council approval will be required.

Any significant decision of Buller Recreation Limited affecting land or water will result in consideration of the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga before it makes a decision that may significantly affect land or water. This is under s 60A Local Government Act 2002 Amendment Act 2019.

12. Role in the Buller District Council Group and Regional Economy

(a) Commercial Relationship

Buller Recreation Limited acknowledges, as a wholly owned subsidiary of BHL, that there may be commercial opportunities within, or in partnership with other group entities that can be developed to benefit the company, BHL and the Buller region.

(b) Growth of the Regional Economy

Buller Recreation Limited acknowledges that it has a role to play in promoting the growth of the Buller region by contributing to regional initiatives as a good corporate citizen.

(c) Customer Service Principles

Buller Recreation Limited has adopted customer service principles that ensure all customers are given the service that they expect and are entitled to.



WESTREEF SERVICES LIMITED

**DRAFT STATEMENT OF INTENT
FOR THE YEAR ENDED 30 JUNE 2023**

1. Preamble

WestReef Services Limited ("Company") was established in 1996, and in 2007 became a fully owned subsidiary of Buller Holdings Limited. The Company is the largest civil and maintenance company in the Buller District and is the Buller District Council's most utilised contractor.

The Company continues to maintain its long and successful record of operation in providing services throughout the district and broader West Coast area. The company is entirely customer focussed with a financial objective of achieving a competitive rate of return on investment. The Company has a particular focus on Health and Safety and upholds the highest Health and Safety standards including ISO 4000 and TSQ1. The Company strives to ensure the wellbeing and safety for all staff both at and away from work.

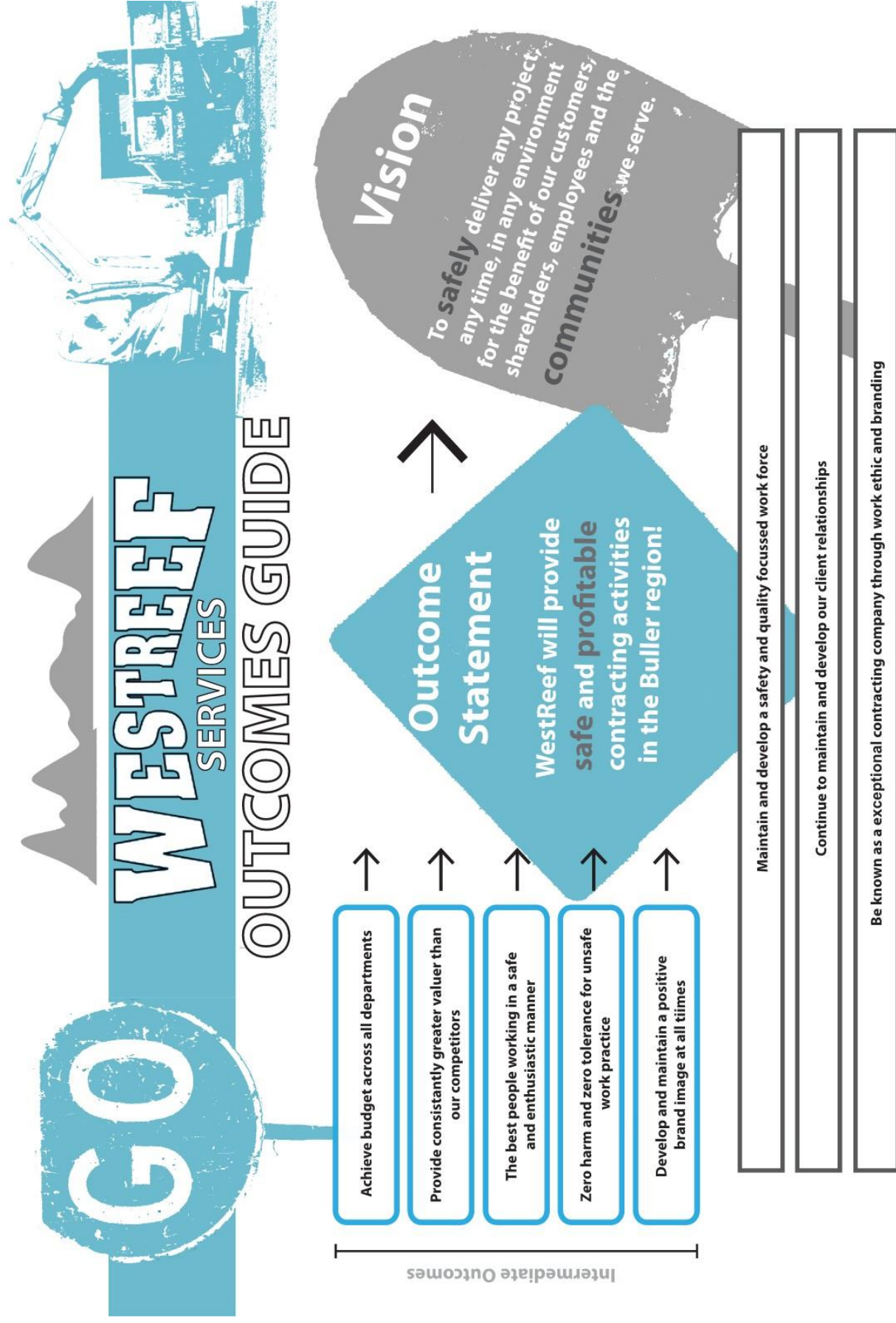
WestReef Services Limited continues to enhance the quality of life for the community with quality maintenance outputs and operation of Council's infrastructure. The Company is committed to identifying, developing, and implementing opportunities for increasing external revenue to continue to provide benefit and dividends to the Buller ratepayers.

Section 6 (1) of the Local Government Act 2002 ("Act"), provides that any company in which equity securities carrying 50% or more of the voting rights are held by one or more local authority is to be known as a council controlled organisation. In addition, any council-controlled organisation that operates a trading undertaking for the purposes of making a profit is considered a council-controlled trading organisation.

WestReef Services Limited ("Company") is a council-controlled trading organisation for the purposes of the Act and is therefore required to have a Statement of Intent (SOI) that complies with clause 9 of Schedule 8.

This SOI, prepared in terms of the Act and clause 22.1 of the Constitution of WestReef Services Limited sets out the activities and intentions of the Company for the year ending 30th June 2023.

The Company will update its SOI annually and deliver a draft to shareholders before 1st March each year and a completed SOI by 30th June each year.



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2 Objective.

Introduction.

The strategic direction of the Company is guided by the vision, values, and strategic objectives. These provide the framework for the Company to establish, make plans and investment decisions. The following is an overview of these key planning components.

Vision

The vision of the Company is to be a sustainable and profitable business being operated by an empowered team who take pride in meeting the needs of staff, owners, suppliers, and the community.

Objectives.

The principal objective of WestReef Services Limited is to operate as a successful business while working for the benefit of the shareholders. In pursuing this objective, the company is guided by the following key principles.

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a).Financial.Performance.

The company is committed to operating as a successful business and achieving a competitive commercial rate of return on the investment in the businesses. It will be striving to minimise operating costs and manage the assets and liabilities in a prudent way. The definition of return on investment for the company is broader than financial returns. It also considers the social, economic and environmental needs of the community.

(b).Service.

The company recognises that the needs of its major customers are paramount and is committed to meeting those business needs. It also recognises the need to develop its customer base to ensure sustainability of the business in the future.

(c) Employee Relations

The company values its employees and will recruit and retain employees with the skills necessary to run the business and will provide opportunities for staff training and development.

It will ensure that employees are fairly treated and provided with good and safe working conditions.

The company, together with its employees, will create a culture that recognises the importance of being competitive, the value of delivering a high quality of customer service and the mutual benefit of continued employment. This will involve effective leadership and communication.

(d) Safety and Environment

The company has a zero tolerance to safety and environmental incidents. The company agrees to comply with all health and safety legislation and Council health and safety standards and policies as they relate to Contractors.

3. Nature and Scope of Activities

The nature and scope of WestReef activities will be predominantly to provide contracting services for the construction and maintenance of infrastructure and amenity assets on the West Coast of the South Island of New Zealand.

Its activities will include maintenance and civil construction services for:

- Roads and bridges
- Response to Road and Civil Defence emergencies
- Parks and reserves (including associated facilities)
- Utility services (water and sewerage reticulation, wastewater treatment, storm water collection)
- Solid and liquid waste collection and disposal
- Vehicle workshop repairs and maintenance
- Transfer stations
- Recovery parks

- Roadside vegetation control
- Property maintenance
- Refuse collection
- Environmental & backcountry projects

The Directors will consider opportunities from time to time regarding other types of activities or expanding the geographic region of delivery to other regions of the South Island.

WestReef's core business is to provide civil construction and maintenance services to the Buller District Council as well as external clients throughout the West Coast of New Zealand.

WestReef employs 90 full time, fixed term, part-time, and casual staff and as part of the Buller Holdings group is a significant employer in the Buller District.

WestReef currently holds the Buller District Council Roding contract for a three-year period (plus extensions) which commenced on 1st October 2020. As part of completing this process, the Company have worked hard to ensure that we can continue to provide excellent outcome for this contract, Buller ratepayers and other users of the network.

The Three Waters area of WestReef continues to provide high quality reticulation services throughout the district. We also assist Council in researching upgrades to various district supplies.

A key area of the company that has seen significant growth and success in recent years is the Environmental Projects department. They have completed various high-profile trails notably including the Old Ghost Road and the Paparoa Track and first stage of the Kawatiri Coastal Trail (Westport to Carters Beach). The success of the first stage of the Kawatiri Trail project has led to additional work on other sections of the trail. In addition, work completed for Department of Conservation on projects such as the famous

Routeburn Track in Fiordland National Park has led to additional out of district work for that entity.

WestReef is proud to be able to support the Buller community, and this support is provided to various organisations in a number of ways. The community benefited from over \$20,000 of either sponsorships, donations or in-kind assistance in the financial year ended 30 June 2021. This includes the annual WestReef scholarship that provides assistance to a Buller student to pursue tertiary education in the civil engineering and/or construction industries. Donations and sponsorships are granted to community groups throughout Buller. Recipients include sports clubs, local event organisers, and not for profit educational organisations. WestReef also assist community groups with technical items such as traffic management plans to enable community events to take place. These include, Returned Service Association events, the annual Whitebait Festival, and Buller Gorge Marathon to name a few.

4. Corporate Governance

The Board of Directors of WestReef Services Limited is responsible for the corporate governance of the Company. The term “corporate governance” encompasses the direction and control of the business by the Directors, and the accountability of Directors to shareholders and other stakeholders for the performance of the Company and compliance by the Company with laws, standards and agreed protocols as specified between Buller Holdings Limited and Buller District Council.

Role of the Board

The Board is responsible for the proper direction and control of the Company on behalf of the shareholders. The principal objective of the Company is to operate a successful business.

The functions of the Board include:

- Ensuring that the Company goals are clearly established, updated annually and that strategies are in place for achieving the goals.
- Establishing policies for strengthening and enhancing the performance of the Company.
- Monitoring the performance of management relative to the established goals and plans, having delegated day-to-day management of the company to the Manager.
- Annually receive a report on the assessment of the general manager's performance.
- Ensuring that the Company's financial position is fully protected so as to allow it to meet all debts and obligations as they fall due.
- Ensuring that the Company and group's financial statements are fairly presented and conform to law.
- Ensuring that the Company adheres to high standards of ethics and corporate behaviour.
- Ensuring that the Company has appropriate risk management and regulatory compliance policies in place.
- Approving and implementing the Business Plan and Statement of Intent of the company, and
- Reviewing and approving the Company's capital investments and distributions

Board operations and membership

The composition of the Board is determined in accordance with the following principles:

- The Board comprises up to 6 directors.
- The Board meets regularly, and schedules additional meetings as required.
- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The Company constitution sets out policies and procedures on the operation of the Board including the appointment and removal of Directors.

The Board supports the concept of separation of governance and management of the businesses. The role of the Chairman is to lead the Board to ensure that it carries out its governance role effectively, and to provide leadership and direction to the general manager of the business on behalf of the Board.

The Board will annually evaluate its own performance.

5. Ratio of Shareholders Funds to Total Assets

The ratio will be maintained at a minimum of 60% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of the company including goodwill.

6. Distribution Policy

It is the company's intention to maximise distributions to Buller Holdings Limited after meeting the financial needs of the company including future operations and capital expenditure.

7. Accounting Policies

WestReef Services Limited will adopt and adhere to accounting policies that are consistent with those of the Buller District Council and comply with appropriate accounting practices and in accordance with the Companies Act 1993, the Financial Reporting Act 2013, NZ Equivalents to International Financial Reporting Standards, and any other applicable laws and standards.

8. Information to be Reported

The following information will be available to shareholders based on an annual balance date of 30th June.

Statement of Intent

The Directors shall deliver to the shareholders a draft Statement of Intent by 1st March for comment by the shareholder. The Directors shall deliver to the shareholder a completed Statement of Intent by 30th June.

Consolidated Quarterly Reports

The Directors shall deliver to the shareholders by 16th November, 23rd February and 16th May an un-audited report containing the following information as a minimum in respect to the quarter under review for the Buller Holdings Group.

- a. A revenue statement disclosing actual and budgeted revenue and expenditure with comparative figures for the previous equivalent period.
- b. A statement of financial position at the end of the half year.
- c. A statement of cashflows at the end of the half year.
- d. Key performance indicators.
- e. A commentary on the results for the quarter together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to have an effect on the company's performance, including an estimate of the financial result for the full year.

Consolidated Annual Report

The Directors shall deliver to the shareholders by 30th September a consolidated annual report and audited financial statements in respect the Buller Holdings Group to the financial year containing the following information as a minimum

- a. A Directors report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend.
- b. A revenue statement disclosing revenue and expenditure with comparative figures for the previous year.
- c. A statement of financial position at the end of the year.
- d. A statement of cashflows.
- e. An auditor's report on the above statements and the measurement of performance in relation to key performance targets.

9. Performance Targets

The performance of WestReef Services Limited will be measured against the following targets:

OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGETS		
		2023	2024	2025
Health & Safety	Medical Treatment Injuries	Nil	Nil	Nil
	Serious Harm Accidents	Nil	Nil	Nil
	Lost Time Injury Target	Nil	Nil	Nil
	ISO 45001 Accreditation	Maintain accreditation	Maintain accreditation	Maintain accreditation
Operational	Employee Satisfaction – Staff turnover excluding retirement, redundancy, and internal transfers.	Within the range of +/- 5% of the national benchmark	Within the range of +/- 5% of the national benchmark	Within the range of +/- 5% of the national benchmark
	Client Satisfaction – Min 12 meetings per year	12	12	12
	Renewal of TQS1 certification	Achieved	Achieved	Achieved
Employee Development & Satisfaction	Undertake staff satisfaction survey (every 2nd year)	Survey completed	Nil	Survey completed
	Weekly department staff meetings	Achieved	Achieved	Achieved
Financial (\$000)	Revenue	\$13,395	\$13,690	\$13,991
	Expenditure	\$12,076	\$12,342	\$12,613
	Net Operating Surplus	\$1,319	\$1,348	\$1,378
	Provision for Capex	\$1.115m	\$1.142m	\$814
	Competitively Procured Revenue	45%	45%	45%
	Ratio of Shareholders Funds to Total Assets	60%	60%	60%
Environmental	Number of enforcement notices	Nil	Nil	Nil

Community	Support Minimum 25 community activities	25	25	25
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10. Value of Shareholders Investment

The Directors estimate of the company value is not less than shareholders' funds.

11. New Investments

The Company's ability to subscribe for, purchase or otherwise acquire shares in any company or other organisation, or enter into a major transaction is governed by the provisions in the Company's constitution, standards and agreed protocols as specified in the Charter between BHL and BDC.

The company will consult with the shareholders with regard to purchasing a business or subscribing for shares in any company or other organisation where that investment is more than 25% of shareholders' funds as at the previous balance date. Where the investment is more than 50% of shareholders' funds, shareholder and Council approval will be required.

Any significant decision of WestReef Services Limited affecting land or water will result in consideration of the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga before it makes a decision that may significantly affect land or water. This is under s 60A Local Government Act 2002 Amendment Act 2019.

12. Role in the Buller District Council Group and Regional Economy

(a) Commercial Relationship

WestReef Services Limited acknowledges, as a wholly owned subsidiary of BHL, that there may be commercial opportunities within, or in partnership with other group entities that can be developed to benefit the company, BHL and the Buller region.

(b) Growth of the Regional Economy

WestReef Services Limited acknowledges that it has a role to play in promoting the growth of the Buller region by contributing to regional initiatives as a good corporate citizen.

(c) Customer Service Principles

As part of the Buller District Council Group, WestReef Services Limited has adopted the Council's Customer Service Principles and Action policies.

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 7

Prepared by Lynn Brooks
Finance Manager

Thushara Don
Management Accountant

Reviewed by Rod Fox
General Manager Commercial & Corporate Services

WESTPORT AIRPORT AUTHORITY – HALF YEARLY REPORT TO 31 DECEMBER 2021

1. REPORT SUMMARY

In accordance with section 66 of the Local Government Act 2002 Council Controlled Organisations must deliver a half yearly report to shareholders.

This report presents the interim (unaudited) financial statements for the six-month period ended 31 December 2021 including the budget for this period. The report also presents a Statement of Service Performance summary.

2. RECOMMENDATION/DRAFT RESOLUTION

That the half yearly report for the Westport Airport Authority to 31 December 2021 be received by Council for information.

3. ISSUES & DISCUSSION

This report is presented to Council to monitor the Westport Airport Authority financial results.

3.1 Revenue

Farming lease income (\$21,000) is less than budget (\$27,300). This is due to more budget being allocated to the first half of the year, however the annual budget is in line with the forecast revenue and therefore no variance is expected at end of year. Airport Dues/Landing Fees and Terminal Rental & Sundry Income while close to target, are below budget for the year to date and it is predicted this trend will continue until the end of the year.

3.2 Operating Expenditure:

Total operating expenditure (\$226,102) is less than budget (\$236,134). The main drivers are airport maintenance costs are less than budget by \$39,137. Because of the July 2021 Flood Event, repairs and maintenance costs for this event are shown as extra ordinary expenses.

Administration expenses \$156,117 are greater than budget \$120,036 the main driver being salaries and wages.

3.3 Extraordinary Revenue and Expenditure

The July 2021 Flood Event has resulted in unbudgeted income and expenditure, as well as unbudgeted capital costs. Additional extraordinary income being flood insurance proceeds of \$133,346 has been received. Costs to date include \$24,199 for repairs. \$42,503 has been spent towards capital items which is a deposit to purchase the runway lights, and this is included in the Statement of Financial Position Property Plant and Equipment category as at 31 December 2021.

3.4 Capital Expenditure:

Total Capital expenditure was initially budgeted at \$36,150 which this is for completion of some fencing and various other small items. After the July 2021 Flood Event, Council agreed to increase the budget by \$40,000 so that urgent replacement of the runway lighting could occur. The total cost of the runway lighting replacement is \$218k. The Ministry of Transport has agreed to pay a half share (\$109k). Therefore, BDC has met the other half share by way of increased budget approval \$40k and insurance proceeds of \$69k. (Total insurance proceeds exceed the \$69k capital costs and the remainder insurance proceeds are for other repairs and maintenance items).

4. CONSIDERATIONS

4.1. Strategic impact

The provision of centralised airport services is important for the community providing travel for economic and social reasons.

4.2. Significance assessment

The significance and engagement policy set out the criteria and framework for a matter or transaction to be deemed significant. The content included in this report is not considered significant by nature as value as Council's capital program is integral to service provision.

4.3. Risk analysis

Risk is assessed by considering the likelihood of an event occurring and the result of that event. This report provides oversight of the financial operations of the Westport Airport Authority but does not elaborate on other risks which may be present with this operation. Risk is mitigated by engaging suitably qualified staff to oversee the airport operations. Financial risk is mitigated when the results of operations are reported on and understood by staff and governance.

4.4. Policy / legal considerations

Section 66 (1) of the Local Government Act 2002 governs the activities of Buller District Council and sets out the requirement to present a half yearly report to shareholders.

The legislation requires that within 2 months after the end of the first half of each financial year, the board of a council-controlled organisation must deliver to the shareholders a report on the organisation's operations during that half year.

4.5. Tangata whenua consultation considerations

The contents of the report are not a matter requiring consultation with Tangata whenua.

4.6. Views of those affected

The provision of a Westport Airport service is consulted on with the community during Long Term and Annual Plan processes.

4.7. Costs

There are no extraordinary costs incurred within the reporting period.

4.8. Benefits

The benefits of reviewing the half yearly report is the financial results are monitored at a Council wide level.

4.9. Media / publicity

There are no media or publicity opportunities with this report.

**WESTPORT AIRPORT
AUTHORITY**

**INTERIM (unaudited)
FINANCIAL STATEMENTS
FOR THE 6 MONTHS ENDED
31 DECEMBER 2021**

**WESTPORT AIRPORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2021**

	December 2021	December 2020
	\$	\$
CURRENT ASSETS		
Accounts Receivable and accruals	12,258	1,565
Pre-paid Expenses	7,339	-
Total Current Assets	19,597	1,565
NON-CURRENT ASSETS		
Property, Plant & Equipment	<u>5,581,864</u>	<u>5,517,614</u>
TOTAL ASSETS	<u>5,601,462</u>	<u>5,519,179</u>
CURRENT LIABILITIES		
Accounts Payable and accruals	13,491	11,865
Revenue in Advance	4,408	3,812
Buller District Council Current Account	<u>219,651</u>	<u>556,948</u>
Total Current Liabilities	237,751	572,625
NET ASSETS	<u>5,363,712</u>	<u>4,946,554</u>
EQUITY		
Equity Ministry of Transport	1,804,072	1,534,868
<u>Less</u> Share of accumulated losses	<u>(188,979)</u>	<u>(129,206)</u>
	<u>1,615,093</u>	<u>1,405,662</u>
Equity Buller District Council	3,976,382	3,707,178
<u>Less</u> Share of accumulated losses	<u>(227,763)</u>	<u>(169,286)</u>
	<u>3,748,619</u>	<u>3,537,892</u>
Equity Ministry of Transport & Buller District Council	5,780,454	5,242,046
<u>Less</u> Total accumulated losses	<u>(416,742)</u>	<u>(295,492)</u>
TOTAL EQUITY	<u>5,363,712</u>	<u>4,946,554</u>

WESTPORT AIRPORT AUTHORITY
STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE
FOR THE 6 MONTHS ENDED 31 DECEMBER 2021

6 Months Dec 2020 \$		6 Months Dec 2021 \$	Budget 6 Months \$
	Revenue		
19,071	Airport Dues/ Landing Fees	18,579	22,409
48,511	Terminal Rental & Sundry Income	49,380	57,467
<u>21,000</u>	Farming Lease	<u>21,000</u>	<u>27,300</u>
88,582	Total Revenue	88,960	107,176
	Less Expenditure		
30,543	Airport Maintenance	19,827	58,964
102,970	Administration	156,117	120,036
1,499	Audit Fees	6,951	5,250
46,064	Depreciation	28,203	29,724
7,900	Rates and Insurance	4,965	9,560
4,876	Power and Telephone	4,927	5,598
<u>3,869</u>	General Expenses	<u>5,112</u>	<u>7,002</u>
<u>197,721</u>	Total Expenditure	<u>226,102</u>	<u>236,134</u>
<u>(109,139)</u>	Operating Surplus (Deficit)	(137,142)	(176,156)
2,564	Interest Expense	6,524	-
<u>(111,703)</u>	Net Surplus/(Deficit) Before Tax	<u>(143,486)</u>	<u>(176,156)</u>
-	Less Tax Expense	-	-
<u>(111,703)</u>	Net Surplus (Deficit) after Tax	<u>(143,486)</u>	
<u>755,630</u>	Plus Extraordinary Income - Grant	-	
<u>4,267</u>	Plus Gain on Sale of Asset	-	
-	Plus Extraordinary Income – Flood Insurance Proceeds	133,346	
-	Less Extraordinary Expenses - Flood Repairs	24,199	
<u>648,194</u>	Net Surplus/(Deficit)	<u>(34,518)</u>	
	Attributable to:		
323,448	Profit / (Loss) Buller District Council	(17,259)	
<u>324,746</u>	Profit/ (Loss) Ministry of Transport	<u>(17,259)</u>	
<u>648,194</u>		<u>(34,518)</u>	

APPROPRIATION ACCOUNT
FOR THE 6 MONTHS ENDED 31 DECEMBER 2021

6 Months Dec 2020 \$		6 Months Dec 2021 \$
(943,686)	Opening Balance (Accumulated Losses)	(382,224)
<u>648,194</u>	Net Surplus / (Deficit)	<u>(34,518)</u>
<u>295,492</u>	Closing Balance (Accumulated Losses)	<u>(416,742)</u>

**WESTPORT AIRPORT AUTHORITY
STATEMENT OF CHANGES IN EQUITY
FOR THE 6 MONTHS ENDED 31 DECEMBER 2021**

	6 Months Dec 2021 \$	6 Months Dec 2020 \$
Equity at Start of the Period	5,398,230	4,298,310
Total Comprehensive Income	<u>(34,518)</u>	<u>648,194</u>
Equity at End of the Period	<u>5,363,712</u>	<u>4,946,554</u>

**STATEMENT OF CASH FLOWS
FOR THE 6 MONTHS ENDED 31 DECEMBER 2021**

	6 Months Dec 2021 \$	6 Months Dec 2020 \$
Cash Flows from Operating Activities		
Cash was provided from:		
Airport Dues and Landing Fees	22,673	49,092
Rental Charges	49,380	48,511
Farming Lease	21,000	21,000
Insurance claim	<u>133,346</u>	-
	226,575	118,603
Cash was applied to:		
Payments to Suppliers and Employees	(244,040)	(148,518)
Net GST	<u>4,936</u>	<u>(73,681)</u>
	(249,132)	(222,199)
Net Cash Flows from Operating Activities	<u>(22,557)</u>	<u>(103,596)</u>
Cash Flows from Investing Activities		
Cash was provided from:		
Critical Infrastructure Grant	-	755,630
Cash was applied to:		
Purchase of fixed assets	<u>(64,398)</u>	<u>(733,158)</u>
Net Cash Flow from Investing Activities	<u>(64,398)</u>	<u>22,472</u>
Cash Flows from Financing Activities		
Cash was provided from:		
Buller District Council Current Account	-	-
Contributions from Joint Venture Partners	-	-
Cash was provided to/from:		
Buller District Council Current Account	<u>86,954</u>	<u>81,124</u>
Net Cash Flows from Financing Activities	86,954	81,124
Net Increase in Cash and cash equivalents	-	-
Add Cash and cash equivalents at Start of Year	<u>-</u>	<u>-</u>
Cash and cash equivalents End of Year	<u><u>-</u></u>	<u><u>-</u></u>

**WESTPORT AIRPORT AUTHORITY
STATEMENT OF SERVICE PERFORMANCE
FOR THE 6 MONTHS ENDED 31 DECEMBER 2021**

The Authority's performance in comparison to its performance targets is outlined as follows.

	Actual Performance	Performance Target
	\$	\$
Operating Revenue	88,960	107,176
Operating Expenditure	<u>226,102</u>	<u>236,134</u>
Net Profit (Loss)	(137,142)	(128,958)
Capital Expenditure		
Equipment (including Work in Progress)	64,368	76,150

**WESTPORT AIRPORT AUTHORITY
STATEMENT OF SERVICE PERFORMANCE
NARRATIVES
FOR THE 6 MONTHS ENDED 31 DECEMBER 2021**

Operating Revenue:

Farming lease income (\$21,000) is less than budget (\$27,300). This is due to more budget being allocated to the first half of the year, however the annual budget is in line with the forecast revenue and therefore no variance is expected at end of year. Airport Dues/Landing Fees and Terminal Rental & Sundry Income while close to target, are below budget for the year to date and it is predicted this trend will continue until the end of the year.

Operating Expenditure:

Total operating expenditure (\$226,102) is less than budget (\$236,134). The main drivers are airport maintenance costs are less than budget by \$39,137. Because of the July 2021 Flood Event, repairs and maintenance costs for this event are shown as extra ordinary expenses.

Administration expenses \$156,117 are greater than budget \$120,036 the main factor being salaries and wages.

Extraordinary Revenue and Expenditure

The July 2021 Flood Event has resulted in unbudgeted income and expenditure, as well as unbudgeted capital costs. Additional extraordinary income being flood insurance proceeds of \$133,346 has been received. Costs to date include \$24,199 for repairs. \$42,503 has been spent towards capital items which is a deposit to purchase the runway lights, and this is included in the Statement of Financial Position Property Plant and Equipment category as at 31 December 2021.

Capital Expenditure:

Total Capital expenditure was initially budgeted at \$36,150 which this is for completion of some fencing and various other small items. After the July 2021 Flood Event, Council agreed to increase the budget by \$40,000 so that urgent replacement of the runway lighting could occur. The total cost of the runway lighting replacement is \$218k. The Ministry of Transport has agreed to pay a half share (\$109k). Therefore, BDC has met the other half share by way of increased budget approval \$40k and insurance proceeds of \$69k. (Total insurance proceeds exceed the \$69k capital costs and the remainder insurance proceeds are for other repairs and maintenance items).

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 8

Prepared by Krissy Trigg
Acting Group Manager Community Services

Reviewed by Sharon Mason CEO

REDISTRIBUTION COUNCILLOR REMUNERATION AND SUB COMMITTEE PORTFOLIOS

1. REPORT SUMMARY

In December 2021, the CEO received a letter of resignation from Councillor Martin Hill. Councillors resolved at the December 2021 meeting to leave the councillor position vacant (extract of minutes attached as Appendix 1). Therefore, further decisions are required with regards to reallocation of councillor remuneration (the mayor cannot be a beneficiary) and redistribution of the subcommittee portfolios.

As per the requirements of the Local Electoral Act 2001, councillors are required to guide the CEO how the remaining \$13,300 remuneration is to be reallocated amongst remaining Councillors.

Consequences of council vacancy or leave of absence

If a councillor's position becomes vacant or an elected member takes temporary unpaid leave of absence, the council must not reallocate among the remaining councillors the amount not being paid during the period of the temporary vacancy or leave of absence. In these cases, the amount allocated is simply not spent by the council and is available for when the position is filled (through a by-election) (section 117(1) of the Local Electoral Act 2001) or by appointment (section 117(3)(a) and 117A of the Act) or when the councillor returns after their leave of absence. If the council decides not to fill a vacancy (section 117(3)(b) of the Act) the amount not being paid as a result of the vacancy must be reallocated among the remaining councillors

Subcommittees were established in 2020 following legal advice that Council were responsible for the control and management of recreation reserves.

Appendix 2 – CESC report from Jan 2020 gives detail to the outline below.

The Governance Structure for Council Reserves and Hall Committee's was finalised and decided that subcommittees be appointed, to sit under the Community Environment and Services Committee of Council. Technical staff support for these bodies will come from the Property (now Community Facilities) portfolio which sits within the Community Services group. Subcommittees were established for an existing 11 reserves, meetings, workshops, fundraising events and upgrades have occurred since then.

Although there is no legal requirement to have an elected member of the Council on the subcommittee, it was recommended that the current appointments of Councillors to each reserve and hall be maintained and therefore that full Council re-appoint the Councillors to the various reserve and hall subcommittees.

Appointments to the subcommittees have been made following election every 3 years. Following Martin Hill's resignation, there are 3 subcommittees in need of a Council representative.

- Ngakawau – 2 meetings per annum. Has a community hall which is well run by subcommittee. Chaired by Dick Marsh.
- Mokihiui – 2 meetings per annum. Campground run by caretakers and a community hall. Potential lease option. Chaired by Carol Woodward.
- Waimangaroa – has a hall which is pending works following a successful Provincial Growth Fund application. Yet to set their meetings. Chaired by Bev Morrow.

It is noted that some of these areas were severely affected by the recent weather events in Buller and that support to the subcommittees and communities would be welcome.

2. DRAFT RECOMMENDATION;

1. Council resolves to either:

- a) Increase the base rate across all councillors (excluding the Mayor) or,**
- b) Make increases to remuneration for additional responsibilities carried out by particular elected members.**

2 Council approve the appointment of Councillors to the following committees:

- a) Councillor (*insert name*) to the Ngakawau/Hector Reserve & Hall Subcommittee
- b) Councillor (*insert name*) to the Mokihinui Reserve & Hall Subcommittee
- c) Councillor (*insert name*) to the Waimangaroa Reserve & Hall Subcommittee

3 Council approve the appointment of Councillor (*insert name*) to the District Licensing Committee

3. CONSIDERATIONS

3.1 Strategic impact

There is a need to ensure reserve and hall subcommittees are aligned to the Council's strategic direction. Council support is critical to the success of these proposed subcommittees. For reserves and halls, subcommittees allow decisions to be made at a more localised level.

3.2 Significance assessment

If a vacancy occurs in the office of a member of a local authority or in the office of an elected member of a local board or community board 12 months or less than 12 months before the next triennial general election, the Chief Executive of the local authority concerned must notify the local authority or local board or community board of the vacancy immediately.

3.3 Risk analysis

The risk is considered low if councillors choose not to reappoint. The Local Government act allows provision for a councillor vacancy within 12 months of an election. However, Community members particularly in the Northern ward may have different expectations.

3.4 Tangata whenua considerations

Ngati Waewae has representation and voting rights at council governance committees with the exception of full council.

APPENDIX 1

7. COUNCILLOR RESIGNATION (p53)

Mayor J Cleine took the opportunity to acknowledge Cr Martin Hill saying Cr Hill had two stints on Council, both of which were cut short.

Mayor Cleine also acknowledged that when asked to either be able to fulfil his obligations as a councillor or not, Cr Hill was big enough to consider that his resignation was the appropriate way to go.

S Mason (CEO) noted there will need to be discussion in the new year regarding the distribution of Cr Hill's former portfolios and how unspent funding was to be allocated.

RESOLVED that Council in line with the Local Electoral Act 2001 s.117-119 agree that the vacancy is not to be filled.

Cr R Sampson/CR J Howard

10/10

CARRIED UNANIMOUSLY

Appendix 2

COMMUNITY ENVIRONMENT AND SERVICES COMMITTEE

29 JANUARY 2020

Agenda Item No 5

Prepared by - Rick Barry
 - Coordinator Property

Reviewed by - Rachel Townrow
 - Group Manager Community Services

RESERVE AND HALL SUB-COMMITTEES

1. REPORT SUMMARY

This report seeks to briefly review the 'Report to Council' presented in May 2019 and to advise the newly elected Council on the process to appoint reserve and hall subcommittees.

2. DRAFT RECOMMENDATION

That the Committee:

- 1. Receive this report for information.**
- 2. Endorse in principle that the reserve and hall subcommittees are to be appointed subcommittees of the Community Environment and Services Committee.**
- 3. Endorse in principle that in cases where both a reserve and hall are located on the same site, or Council consider there is significant benefit, these subcommittees are to be combined.**
- 4. Endorse in principle a maximum number of seven members on every reserve or hall subcommittee, including the Councillor appointed to that subcommittee but not including the Mayor or Council's Coordinator Property.**

3. BACKGROUND

The "Order"

On 9 June 1989 the 'Local Government (West Coast District) Reorganisation Order 1989 (the Order)' was introduced. The Order, which created the Buller District Council, included 'Dissolution of Existing Local Authorities and Abolition of Existing Districts'. The following Reserve Boards were dissolved by the Order:

Appendix 2

- The Brougham Street Reserve Board
- The Carters Beach Reserve Board
- The Karamea Memorial Reserve Board
- The Mokihinui Reserve Board
- The Little Wanganui Reserve Board
- The Mawheraiti Reserve Board
- The Ngakawau/Hector Reserve Board
- The Omau Reserve Board
- The Seddonville Soldiers Reserve Board
- The Waimangaroa Reserve Board
- The Reefton Reserve Board

Since 1 November 1989, Buller District Council became responsible for the control and management of these 11 Buller recreation reserves. The Maruia and the Springs Junction reserves appear to have been adopted by Council at a later date, not long after the Order. At the time there was considerable uncertainty arising over the status of certain reserves and domain boards. The Council resolved in 1990 that in accordance with section 104 of the Local Government Act 1974 (the LGA 1974), the administration of the dissolved Domain Boards be delegate to Sub-Committees of the Council Operations Committee, who shall be known as Reserve Committees. The Council further resolved in accordance with section 104 of the LGA 1974, that Council appoint the Committees to manage the respective former Domain Boards within the District, with delegated authority to do so, subject to the limitations of section 104.

Under the Local Government Act 2002 (the LGA 2002), all committees and subcommittees of councils are automatically dissolved following each council election, and must be reappointed following the election if they are to continue.

As per previous reports to Council, it is intended to continue having groups of community members to manage various reserves in Buller, to enable the benefits of this approach to continue. A new process for the appointment of members to these groups has been developed to ensure Council is complying with legislative requirements, to enable Council to better support the bodies managing Buller's reserves and halls and to provide for greater transparency and opportunity for public participation.

CURRENT

The previous 'Report to Council' - Council Reserve and Hall Committees – Governance Structure (May 2019) was based on the appointment of reserve and hall committees. This governance structure has since been reviewed and it is recommended that subcommittees be appointed, to sit under the Community Environment and Services Committee of Council. It is considered that the nature and scale of decision making and delegated powers of these bodies is more aligned to that of a subcommittee (e.g. Creative Communities Scheme Assessment) than a committee (e.g. Finance, Risk and Audit) under Council's current governance structure. Technical staff support for these bodies will come from the Property portfolio which sits within the Community Services group, so it is considered appropriate that these subcommittees sit under the Community Environment and Services Committee.

Appendix 2

Below is a summary of recent legal advice regarding the proposed appointment of reserve and hall subcommittees, under the LGA 2002:

- At the outset, it is recommended that the Council refers to the proposed reserve and hall subcommittees as '**subcommittees**', rather than committees, in order to avoid any confusion as to their status. For example, the advertising for applicants should refer to **membership of a subcommittee**.
- Clauses 30 and 32 of Schedule 7 LGA 2002 give the Council the power to appoint subcommittees and to appoint and discharge members of a subcommittee. The proposed subcommittees will be subcommittees appointed by the Council, rather than subcommittees appointed by the Community Environment and Services Committee. It is the Council that will have the power to appoint or discharge any member of the subcommittee.
- If the Council appoints a subcommittee then that subcommittee is subject in all things to the control of the Council, and must carry out all general and special directions of the Council given in relation to the subcommittee (clause 30(3) LGA 2002).
- Whenever the Council appoints a subcommittee, the appointment should expressly prohibit that subcommittee from appointing a subordinate body.
- Previous advice to the Council on the appointment of committees applies to the appointment of subcommittees except that:
 - An elected member of the Council is not required to be on the subcommittee, however it is recommended on this occasion;
 - A Council staff member, acting in the course of their employment, may act as a member of a subcommittee; and
 - The minimum number of members of a subcommittee is 2. The number of members should be kept to a manageable size. 7 would be reasonable.
- The Council can delegate the power to manage activities to a subcommittee, such as camping grounds on reserves. However, such a delegation does not relieve the Council from liability and responsibility to perform its duties and comply with relevant legislation, such as the Camping Ground Regulations 1985, the Health Act 1956 and the Health and Safety at Work Act 2015.

The LGA 2002 gives councils the authority to appoint committees and subcommittees. There is no legal requirement for membership of committees and subcommittees to be by election, and elections are not held for any of Council's existing committees and subcommittees.

Although there is no legal requirement to have an elected member of the Council on the subcommittee, it will be recommended that the current appointments of Councillors to each reserve and hall be maintained and therefore that full Council re-appoint the Councillors to the various reserve and hall subcommittees when the subcommittees are formally appointed in March.

Appendix 2

A Council staff member, acting in the course of their employment, may act as a member of a subcommittee. It will be recommended that the Coordinator Property be appointed to support and advise the subcommittees, acting in the course of their employment when the subcommittees are formally appointed in March.

The process from here for appointing community members to reserve subcommittees is intended to be as follows:

1. Council to publicly advertise for applicants wishing to be considered for the various reserve/hall subcommittees. An application form will be prepared by Council staff and be made available in a timely manner for this application process.
2. The Mayor and Councillors appointed to each reserve and hall, along with Council's Group Manager Community Services and the Coordinator Property, will consider the applications received for their respective reserve and hall subcommittees and recommend the preferred candidates to full Council for appointment at Council's March meeting.
3. Full Council will be asked to appoint, and delegate responsibilities and powers to the reserve and hall subcommittees of the Community Environment and Services Committee of Council, at the full Council meeting being held in March 2020.

4. CONSIDERATIONS

4.1 Strategic impact

There is a need to ensure reserve and hall subcommittees are aligned to the Council's strategic direction. Council support is critical to the success of these proposed subcommittees. For reserves and halls, subcommittees allow decisions to be made at a more localised level.

Volunteers are an important characteristic of a healthy community, and can contribute significant value back to the community.

4.2 Significance assessment

This matter is not deemed significant under Council's Significance and Engagement Policy.

4.3 Risk analysis

- Public perception – Council support of volunteer groups
- Strategic – The appointment process coinciding with the Council Governance Structure

Appendix 2

4.4 Values

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care.

- Through this review and realignment process, Council can develop a better understanding of the challenges facing the Buller reserve and hall management and improve the relationship between the Council, Council staff and the community, to better support these proposed subcommittees and ultimately better manage the communities' assets.
- Community social and wellbeing benefits by supporting and promoting volunteer members to take ownership of community assets and support cost-effective management of assets for the Council and the community.
- Council community engagement opportunities, developing stronger relationships with motivated members of the Buller community by providing opportunity for all Buller residents to consider standing for appointment to a reserve and/or hall subcommittee of Council.

4.5 Policy / legal considerations

- Buller District Council Governance Structure
- Local Government Act 2002
- Reserves Act 1977
- Treaty of Waitangi Act 1975

4.6 Tangata whenua considerations

In a situation where Council resolved not to continue with the administration and management of a particular reserve or hall, then through a process the property is handed back to the underlying owners. In the Buller District, this is likely to be the Department of Conservation however this process may well disclose tangata whenua entitlements.

4.7 Views of those affected

Existing reserve and hall volunteer members

The existing volunteer groups, on the whole, manage the reserves and halls with diligence and passion. Council would be wise to promote and support the benefits of these reserve and hall volunteers, to encourage the future growth of the community volunteers working alongside Council.

Public

Providing the Buller community with a clear opportunity to participate in reserve and hall subcommittees acknowledges transparency and inclusiveness by the Council to the residents of the Buller.

4.8 Costs

Well-organized reserve and hall subcommittees can provide cost savings to Council.

Appendix 2

4.9 Benefits

- Develop a robust understanding of the legal appointment of Council reserve and hall subcommittees
- Showing the Buller community that Council supports the management of the appointed reserve and hall subcommittees for the benefit of the whole community.

4.10 Media / publicity

There will be public interest in the appointment of new Council reserve and hall subcommittees. This appointment process will be communicated through various avenues, including local news and social media.

BULLER DISTRICT COUNCIL

DATE

AGENDA ITEM 10

Prepared By: Sharon Mason
Buller District Council CEO

WEST COAST PRIMARY HEALTH ORGANISATION – Reappointment of Trustee

1. REPORT PURPOSE

To recommend the reappointment of Graeme Neylon as trustee of the Public Health Organisation (PHO) Board for a term that runs from 21 March 2022 through until 20 March 2025.

2. REPORT BACKGROUND

The West Coast Primary Health Organisation (PHO) has nine trustees, each of whom serves a term of three years. The Trust deed “stagger” the terms, such that each year three trustee positions come up for nomination, the next year a different three and so on.

One of the positions on the PHO Board is nominated by Buller District Council. The term of the current trustee appointed by Buller District Council (Graeme Neylon) expires 20 March 2022.

In 2018, the Government commissioned an independent review into our health system: the Health and Disability System Review. The Review published its Final Report in mid-2020. Of note the health reforms led by central government will be implemented from 1 July 2022. It is anticipated that PHO structure and function will be reviewed as part of the reform and may well look different into the future.

With that in mind, a sensible approach would be to continue with the existing BDC representative Graeme Neylon, who has indicated he is agreeable to continuing as the Buller District Council representative.

3. DRAFT RECOMMENDATION

Council resolves to :

- 1. Endorse the nomination of Graeme Neylon as the community representative to the Primary Health Organisation from 21 March 2022 through until 20 March 2025.**

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 10

Prepared By: Sharon Mason
Chief Executive Officer

Attachments: Westport Rating District Joint Committee Agreement

WESTPORT RATING DISTRICT JOINT COMMITTEE – NOMINATION OF TWO ELECTED MEMBERS

1. REPORT PURPOSE

Buller District Council are required to nominate two elected members to the Westport Rating District Joint Committee as required in the terms of reference.

2. REPORT SUMMARY

The Joint Committee terms of reference were endorsed by West Coast Regional Council and Buller District Council in September 2021.

The Joint Committee's role is to review the annual work plan provided to it by the WCRC, receive and consider any independent expert advice, and make informed recommendations to WCRC for the final decision. The Committee may also make recommendations to the WCRC regarding:

- Commissioning independent expert reports; and
- Undertaking public consultation on boundary changes, major capital works and other areas of significant public interest.

WCRC will consider any recommendations of the Committee in making any decisions on the above.

The joint committee will be chaired by an Independent Chairman. West Coast Regional council has initiated a process to appoint an Independent Chair for the Joint Committee. The BDC Mayor and Chair of West Coast Regional Council supported by their respective CEO's will shortlist candidates.

A copy of the terms of reference can be found at Appendix A.

3. DRAFT RECOMMENDATION

That Buller District Council nominate two elected members to the Westport Rating District Joint Committee.

4. BACKGROUND

West Coast Regional Council has included in its Long-Term Plan 2021-2031 a commitment to develop stop banks and flood walls around the Westport township. The project is a \$10.2 million dollar project and will be funded through a targeted Westport District Rate.

A terms of reference has been agreed by both West Coast Regional Council and Buller District Council in September 2021. Membership of the committee is as described.

STRUCTURE AND ROLE OF COMMITTEE

- A. The Joint Committee shall be formed initially, with its membership reappointed at or after the first meeting of WCRC and BDC following each triennial general election.
- B. WCRC shall appoint three elected Councillors to the Joint Committee, being two Councillors from the Buller constituency and the Chair of WCRC. If the Chair of WCRC is from the Buller constituency, then the third Councillor will be appointed from another constituency.
- C. BDC shall appoint the Mayor for Buller, plus two elected Councillors, to the Joint Committee.
- D. Te Rūnanga O Ngāti Waewae shall be represented on the Joint Committee by the Chair of Te Rūnanga O Ngāti Waewae or a representative delegated by the Chair.
- E. Waka Kotahi will appoint a member to the Joint Committee.
- F. Two community members will be appointed to the Joint Committee by the WCRC and BDC, following a call for nominations. The initial community members shall be from the Westport 2100 Group. New community members will be appointed as vacancies arise and the term of the appointments will match the local government constituents' appointments. The nomination process shall be administered by the WCRC, in consultation with BDC.
- G. The Committee shall not have any funding or rate setting authority.

- H. WCRC as the Rating Body for the Westport Rating District is the final decision maker on the annual work plan and setting the appropriate rate to fund the agreed works.
- I. The Joint Committee's role is to review the annual work plan provided to it by the WCRC, receive and consider any independent expert advice, and make informed recommendations to WCRC for the final decision. The Committee may also make recommendations to the WCRC regarding:
 - Commissioning independent expert reports; and
 - Undertaking public consultation on boundary changes, major capital works and other areas of significant public interest.

WCRC will consider any recommendations of the Committee in making any decisions on the above

- J. Where Committee recommendations relate to the functions of the BDC, BDC shall consider and make decisions on any recommendations accordingly.
- K. A quorum of the Committee shall be not less than five members, and must include one or more members from each of the two Councils (one or more from WCRC and one or more from BDC).
- L. Minutes of all Joint Committee meetings shall be provided to the next meeting of the respective Councils.
- M. Meetings shall be held annually or as otherwise agreed by the Joint Committee.

DEED/AGREEMENT

- 1. An Independent Chair shall be appointed by agreement between BDC and WCRC immediately following the triennial election, for a period of three years. The Chair must have relevant expertise, technical knowledge, or experience, and an ability to lead the work of the Committee in a collaborative and consensus-seeking manner. The appointment process shall be administered by the WCRC, in consultation with BDC.

6. CONSIDERATIONS

6.1 Strategic Alignment

- A. The BDC is empowered by Sections 12 and 130 of the Local Government Act 2002 to manage stormwater and amenity issues within its district; and
- B. The WCRC is empowered by Section 126 of the Soil Conservation and Rivers Control Act 1941 to take such steps as are necessary for the prevention of damage by floods; and
- C. Both Councils are empowered by the Local Government (Rating) Act 2002 to raise the funds necessary to carry out their respective functions; and
- D. Both Councils are empowered by Sections 12 and 137 and clauses 30 and 30A of Schedule 7 of the Local Government Act 2002 to enter into joint agreements and form a joint committee to co-ordinate the management of overlapping functions; and
- E. Any Westport flood protection structure built as a result of this agreement will be owned by the WCRC. The land the floodwalls are on is under various ownership; and

6.2 Significance Assessment

The Buller district has been subject to significant weather events over the past few years, Cyclone Fehi in 2018, July floods 2021 and further flooding in February 2022. As a consequence state of emergency declarations were made and are currently in place at the time of this report.

6.3 Tangata Whenua Considerations

Ngati Waewae have representation on the Westport Joint Committee and are a crucial partner in the West Coast Region

6.4 Risk Management Implications

Post flood events the Buller District requires a multi-pronged approach to addressing flooding issues. An approach of mitigation, adaption and defence is forming a work plan within the Buller Flood Steering Group (established post July 2021 flood and membership of BDC and WCRC) independently Chaired and established by the Department Internal Affairs as governance oversight of the central government appropriation package to support Buller.

6.5 Financial / Budget Implications

A Westport rating district has been established via WCRC Long Term Plan 2021-2031. However it is clear that ratepayer funding maybe insufficient to meet the

requirements of a mitigation, adapt and defence strategy and central government funding assistance will be sought.

6.6 Consultation Considerations

Two community members will be appointed to the Joint Committee by the WCRC and BDC, following a call for nominations. The initial community members shall be from the Westport 2100 Group. New community members will be appointed as vacancies arise and the term of the appointments will match the local government constituents' appointments. The nomination process shall be administered by the WCRC, in consultation with BDC.



Westport Rating District Joint Committee Agreement

October 2021



DOCUMENT CONTROL

Reason for Submission	Revision Number	Revision Date	Approved By
New Document	1	1 July, 2021	West Coast Regional Council Buller District Council
Version 1 - draft	2	September 1, 2021	Initial review by West Coast Regional Council and Buller District Council
Version 2 - draft	3	September 22 2021	Final review by West Coast Regional Council and Buller District Council
Final		September 29 2021	Endorsed by Buller District Council



This Deed is made this ____ day of _____ 2022

PARTIES

THE BULLER DISTRICT COUNCIL (“BDC”)

THE WEST COAST REGIONAL COUNCIL (“WCRC”)

TE RŪNANGA O NGĀTI WAEWAE (“NGĀTI WAEWAE”)

NEW ZEALAND TRANSPORT AGENCY (“WAKA KOTAHĪ”)

BACKGROUND

- A. The BDC is empowered by Sections 12 and 130 of the Local Government Act 2002 to manage stormwater and amenity issues within its district; and
- B. The WCRC is empowered by Section 126 of the Soil Conservation and Rivers Control Act 1941 to take such steps as are necessary for the prevention of damage by floods; and
- C. Both Councils are empowered by the Local Government (Rating) Act 2002 to raise the funds necessary to carry out their respective functions; and
- D. Both Councils are empowered by Sections 12 and 137 and clauses 30 and 30A of Schedule 7 of the Local Government Act 2002 to enter into joint agreements and form a joint committee to co-ordinate the management of overlapping functions; and
- E. Any Westport flood protection structure built as a result of this agreement will be owned by the WCRC. The land the floodwalls are on is under various ownership; and
- F. Both Councils wish to record their agreement to jointly manage the maintenance of the Westport Floodwalls, via a Joint Committee of the two Councils, Te Rūnanga O Ngāti Waewae, Waka Kotahi and community members.
- G. A map of the Westport Rating District area is attached as Appendix I to this Agreement.

STRUCTURE AND ROLE OF COMMITTEE

- A. The Joint Committee shall be formed initially, with its membership reappointed at or after the first meeting of WCRC and BDC following each triennial general election.
- B. WCRC shall appoint three elected Councillors to the Joint Committee, being two Councillors from the Buller constituency and the Chair of WCRC. If the Chair of WCRC is from the Buller constituency, then the third Councillor will be appointed from another constituency.
- C. BDC shall appoint the Mayor for Buller, plus two elected Councillors, to the Joint Committee.
- D. Te Rūnanga O Ngāti Waewae shall be represented on the Joint Committee by the Chair of Te



Rūnanga O Ngāti Waewae or a representative delegated by the Chair.

- E. Waka Kotahi will appoint a member to the Joint Committee.
- F. Two community members will be appointed to the Joint Committee by the WCRC and BDC, following a call for nominations. The initial community members shall be from the Westport 2100 group. New community members will be appointed as vacancies arise and the term of the appointments will match the local government constituents' appointments. The nomination process shall be administered by the WCRC, in consultation with BDC.
- G. The Committee shall not have any funding or rate setting authority.
- H. WCRC as the Rating Body for the Westport Rating District is the final decision maker on the annual work plan and setting the appropriate rate to fund the agreed works.
- I. The Joint Committee's role is to review the annual work plan provided to it by the WCRC, receive and consider any independent expert advice, and make informed recommendations to WCRC for the final decision. The Committee may also make recommendations to the WCRC regarding:
- Commissioning independent expert reports; and
 - Undertaking public consultation on boundary changes, major capital works and other areas of significant public interest.
- WCRC will consider any recommendations of the Committee in making any decisions on the above.
- J. Where Committee recommendations relate to the functions of the BDC, BDC shall consider and make decisions on any recommendations accordingly.
- K. A quorum of the Committee shall be not less than five members, and must include one or more members from each of the two Councils (one or more from WCRC and one or more from BDC).
- L. Minutes of all Joint Committee meetings shall be provided to the next meeting of the respective Councils.
- M. Meetings shall be held annually or as otherwise agreed by the Joint Committee.

DEED/AGREEMENT

1. An Independent Chair shall be appointed by agreement between BDC and WCRC immediately following the triennial election, for a period of three years. The Chair must have relevant expertise, technical knowledge, or experience, and an ability to lead the work of the Committee in a collaborative and consensus-seeking manner. The appointment process shall be administered by the WCRC, in consultation with BDC.
2. WCRC shall act as secretariat.
3. Unless otherwise specified in this Agreement, the Committee shall use the current



standing orders of the WCRC, noting that the committee wishes to achieve consensus decisions wherever possible.

4. This agreement may be amended at any time, at the request of either Council, but such amendment will only take effect once both parent Councils have formally received and adopted those changes sought.
5. Each year the Joint Committee shall consider any staff and/or expert reports, ascertain what work and budget requirements will be for the coming year and make a recommendation to each parent Council for annual planning and action.
6. Without limiting the ability of the Joint Committee to recommend the most appropriate arrangements for works and funding, in relation to the Westport floodwalls the BDC shall be responsible for all works and funding relating to:
 - 6.1 Amenity management, including grass mowing, gardening, beautification, and public access management; and
 - 6.2 Stormwater management, including any pump station operation and maintenance and floodgates on drainpipes and their operation and maintenance.
7. Without limiting the ability of the Joint Committee to recommend the most appropriate arrangements for works and funding, in relation to the Westport floodwalls the WCRC shall be responsible for all works and funding relating to:
 - 7.1 The maintenance and repair of the structural integrity of the floodwalls;
 - 7.2 The provision of flood warning advice to BDC for the Buller River; and
 - 7.3 Ownership of the floodwalls, including ownership of all infrastructural assets comprised by the floodwalls and their associated structures.
8. The WCRC has constituted a "Westport Rating District" and reserves the right to raise such funds as it may need to carry out its functions under clause 7 above from this source.
9. The BDC will fund the performance of its functions under clause 6 above from such sources that are available that it may determine.

SIGNATURES

SIGNED by

THE BULLER DISTRICT COUNCIL

In the presence of:

by its authorised signatory

Witness signature

Witness name

Witness Occupation

Witness Town of Residence

10.1: Appendix A - Westport Rating District Joint Committee Agreement



SIGNED by

THE WEST COAST REGIONAL COUNCIL

by its authorised signatory

In the presence of:

Witness signature

Witness name

Witness Occupation

Witness Town of Residence

SIGNED by

TE RŪNANGA O NGĀTI WAEWAE

by its authorised signatory

In the presence of:

Witness signature

Witness name

Witness Occupation

Witness Town of Residence

SIGNED by

WAKA KOTAHI NZ TRANSPORT AGENCY

by its authorised signatory

In the presence of:

Witness signature

Witness name

Witness Occupation

Witness Town of Residence



THE WEST COAST REGIONAL COUNCIL

For advice to residents how to use the map, please contact the Council's Planning and Development Department, 100 Westport Road, Westport, or call 03 782 2200. The map is a general guide only and should not be used for legal purposes. The Council is not responsible for any loss or damage arising from the use of the map.

Westport Rating District
Rating District Classes
Buller Region

Legend
■ Westport Rating District

Scale 1:10,000
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BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 11

Prepared by Sharon Mason
Chief Executive Officer

Chief Executive Officer Report

1. REPORT SUMMARY

This report is an overview as detailed below to:

- 1.1** Provide an update on the positive and strategic aspects that are happening in the Buller District during February 2022.

2. DRAFT RECOMMENDATION/RESOLUTION

That the Council:

- 1. Note the content of the Chief Executive Officer report.**

3. OVERVIEW OF INFORMATION

This report provides information on activity which has occurred over February and horizon scans matters of interest to Council.

3.1 FEBRUARY FLOOD EVENTS

The first two weeks of February has brought significant weather systems creating a civil defence response and a declaration for Council and the Buller community. The initial red weather warning led to mandatory evacuation of residents in low lying areas of Westport prone to flooding and infrastructure works completed under the emergency declaration to mitigate flooding.

The second event whilst noted to be an “orange” weather warning had significant impact and consequences across the Buller District

- causing roads to be closed isolating the district for several days, in particular Karamea;
- damage to water infrastructure in many communities with Waimangaroa being particularly hard hit;
- exposure of an historical dump site at Reefton, leading to 200 metres of site exposed to the Inangahua River, which required immediate interim emergency works;

- Houses requiring red and yellow sticker; and
- Significant impact on our rural community (the full extent not yet fully quantified)

At the time of writing this report (15 February 2022) the full extent of the damage is not yet fully understood as road access to the district has been severely limited and really only achieved over the previous weekend.

3.2 STEWARDSHIP LAND CONSULTATION

Department of Conservation (DOC) is seeking public feedback on proposed legislative changes to streamline the reclassification process.,

DOC launched a discussion document November 2021 on proposed law changes to make the process for reclassifying and disposing of stewardship land more efficient and effective.

The DOC goal is to speed up and simplify the reclassification process so land with conservation value is identified and managed appropriately, and land with very low or no conservation value can be made available for other uses.

DOC are seeking feedback on:

- Improving consistency of public notification and submission processes.
- Enabling the national panels to carry out the public notification and submission process.
- Clarifying responsibilities for making recommendations to reclassify stewardship land to national park.
- Removing the statutory step to declare all stewardship land to be held for conservation purposes before it can be reclassified or disposed of.
- Enabling the Minister of Conservation to direct the proceeds of sale of stewardship land to DOC.
- Clarifying the status of concessions on reclassified stewardship land.

West Coast Councils are working collaboratively to develop a submission due on 18 March 2022.

3.3 VOTE 22 NATIONAL CAMPAIGN

The local body elections are scheduled to occur during October 2022. Buller District Council has signed up to be part of the nationwide VOTE 22 campaign facilitated by LGNZ. The program recognises that the local government sector is facing multiple reforms, establishment of new Māori wards across 35 territories and a pandemic to contend with, all of which represents a massive change and could be used as a lever to reset elections and how people see local government.

The purpose and aspiration of the programme is the:

- Local government is seen as relevant, impactful and an opportunity for positive change
- Potential candidates feel excited about the potential to become a community leader

- Increase diversity of representation, with more Māori, Pasifika, and other ethnicities holding elected posts
- A greater representation of women, youth and LGBTQ
- New Zealanders to feel a growing appreciation of local democracy and are motivated to go to the polls and cast a for leaders that inspire and invigorate them



Chief Executive KPI's

2021-2022

SECTION 1: "Core" Key Performance Indicators - Statutory Duties

KPI	Progress
<i>Statutory compliance will be reviewed at least annually, including identifying progress against the top 5 risks agreed by Council, and that those updated risk reviews will be formally reported to Council prior to the draft 2021/22 Annual Plan.</i>	<p>30 June 2022</p> <p>Reviewed monthly at FRAC and updated as required</p>



Chief Executive KPI's

2021-2022

SECTION 1: "Core" Key Performance Indicators - Statutory Duties

KPI	Progress
<i>An unqualified audit report is received in respect of the 2021/22 Annual Report and all issues raised by Audit NZ in their management letter have agreed timeframe to be cleared.</i>	An unqualified report was received for 2021/22 annual report



Chief Executive KPI's

2021-2022



SECTION 1: "Core" Key Performance Indicators – Health & Safety

KPI	Progress
<i>Health and Safety reports through to Finance, Risk & Audit on a quarterly basis, noting trends and mitigation strategies.</i>	30 June 2022 Health and Safety Framework endorsed by Council July 2021 Quarterly report March 2022



Chief Executive KPI's

2021-2022



SECTION 1: "Core" Key Performance Indicators – Risk

KPI	Progress
<i>Monthly Strategic Risk Report to FRAC and annual review of Strategic Risk Register.</i>	<p>30 June 2022</p> <p>Risk register moved to quarterly reporting with agreement new risks will be identified if urgent to council each month</p>



Chief Executive KPI's

2021-2022

SECTION 1: "Core" Key Performance Indicators - Financial Prudence

KPI	Progress
OPEX – operating budgets will not be exceeded in total	<p>30 June 2022</p> <p>Monthly reporting will include separating out projects and partnership funding and recovery funding to ensure transparency</p> <p>6 monthly report showing taking as expected noting external income</p> <p>Operational Budget remain tight, impact of inflationary costs creating pressure</p> <p>Cashflow remains challenging – timing of invoicing from July flood event will now be compounded by Feb flood challenges. Additional funding from central govt to be sought.</p>



Chief Executive KPI's

2021-2022

SECTION 1: "Core" Key Performance Indicators - Financial Prudence

KPI	Progress
<p>CAPEX delivery:</p> <ul style="list-style-type: none"> Individual capital projects over \$750K will be achieved within +/-5% Any changes outside of +/-5% will be brought to Council for re-approval along with consequent effects The total capital budget achieved within +/- 5% 	<p>30 June 2022</p> <p>CAPEX delivery challenging in terms of delivery, funding flow and weather events. Inflationary pressures also impacting on over runs in particular areas. Further detail will come through in CAPEX update.</p>



Chief Executive KPI's

2021-2022

SECTION 1: "Core" Key Performance Indicators - Customer Satisfaction

KPI	Progress
<p><i>18monthly</i></p> <p><i>Staff satisfaction is raised as follows onto an 18 month cycle:</i></p> <ul style="list-style-type: none"> <i>Staff engagement surveys attain a minimum of 70% response rate.</i> 	<p>18-month cycle. Not due until Jan 2023</p>
<ul style="list-style-type: none"> <i>The overall staff engagement index is consistent with the global staff engagement index.</i> 	<p>30 June 2023</p>



Chief Executive KPI's

2021-2022

SECTION 2: Strategic Areas of Focus - One Year Specific Goals

KPI	Progress
<i>The key most visible projects should be placed into this KPI on a completed/not-completed basis each year. For the 2021/22 financial year, the following are key KPI projects:</i>	
<i>Delivering central government funded projects for the betterment of the Buller District.</i>	<p>By June 2022</p> <p>Projects in Partnership group continues monthly. Projects closed off as completed.</p> <p>Resetting project timeframes and work programmes altered due to weather events.</p>
<i>That Council develops a Climate Change Strategy and Action Plan (subject to LTP endorsement). Noting this will be a multi-year KPI.</i>	<p>By June 2022</p> <p>Given the flood and COVID lockdown anticipate moving commencement of this strategy into early 2023.</p> <p>Toitu project has commenced re measuring carbon footprint.</p> <p>Dextera has been engaged to develop a project outline , meeting held 14 February – paper to be drafted for regulatory governance group and a workshop established.</p>



Chief Executive KPI's

2021-2022



KPI	Progress
That Council develop a strategy to ensure Westport Port and Kawatiri are a viable commercial business.	By June 2022 Damage sustained to port and dredge in July floods. Funding package to support repairs sought in second tranche funding to NEMA. Localised dredging taking place.
That Council is well informed of the strategic implications which will arise through the Three Waters Reforms & Local Government review process. Council to receive quarterly or as appropriate updates given the pace of the reform.	Quarterly through to June 2022 Updates shared in CEO reports to council.
That Tranche 2 Economic Development Environmental opportunities is progressed throughout the year and in partnership with relevant key stakeholders.	By June 2022 Continue to seek opportunities, particularly in partnership with Top of South/ Kotahitanga mo te Taaiao rohe 1 million Funding for weed eradication programme achieved for three-year programme creating 8 jobs.



Chief Executive KPI's

2021-2022



KPI	Progress
<i>The CEO will agree a personal development programme with Council that includes measurable deliverables/actions, including regular supportive coaching/performance feedback (for both Council and the CEO).</i>	<p>Agreed by December 2021</p> <p>Personal development programme based around attendance at one professional conference, ongoing membership with Institute of Directors, enabling network opportunities and seeking support to observe a commercial board.</p>



Chief Executive KPI's

2021-2022

SECTION 2: Strategic Areas of Focus – Multi-Year Goal

KPI	Progress
<ul style="list-style-type: none"> That an Information Management System upgrade is implemented and delivered 	<p>By June 2023</p> <p>Project underway – Vendor presented to SLT and project group - very exciting</p> <p>Vendor – Information Leadership</p> <p>Project Manager role being advertised</p> <p>Taxonomy finalised, tenancy configured and workplace apps installed</p>
<ul style="list-style-type: none"> Raise cultural awareness amongst Council staff and Councillors through the provision of a development programme in partnership with Buller District Council Non-elected Māori representatives. 	<p>By June 2022</p> <p>Cultural training cancelled due to Westport flood . Ngāti Waewae representation recovery plan and steering committee.</p>
Customer service satisfaction is a 2 yearly survey and :	Next due July 2023



Chief Executive KPI's

2021-2022



KPI	Progress
<ul style="list-style-type: none"> •X Users' perception of Council staff interaction is equal to percentages achieved (80%) at 30 June 2021 	e d0pex pmx x
<ul style="list-style-type: none"> •X Overall residents' perception of Council service performance is 5% greater than at 30 June 2021 	grx pmx x x
Westport Flood Recovery - CEO has overarching responsibility for the delivery of the Westport flood recovery programme.	X
1. Recovery Plan - "live" Recovery Plan is completed and updated on a monthly basis to reflect the changing environment. That FRAC is updated monthly via the Projects Partnership group on recovery progress. That the plan is across sector interagency plans with roles and responsibilities well understood.	X X X X k e23neur wntBxvuet eBd0xo 3BdNmx8x k c xNlBpl NwJutBeut Nyx 3neuBJB2ex u8px
2. That a comprehensive risk register is in place to underpin the Recovery Plan and reported to FRAC on a monthly basis.	X X X X k y Qael y dduNlt xaeBx0ener0ve0x



Chief Executive KPI's

2021-2022

KPI	Progress
<p>3. <i>That CEO works with central government agencies and steering group to ensure a tiered financial recovery package is put to cabinet which ensures solvency of Buller District Council for the financial year ended 30 June 2022, noting tranche 2 business case is scheduled to be tabled with Cabinet December 2021.</i></p> <p>4. <i>That a robust communication plan is in place to support the recovery phase. That the Buller community and affected persons feel well communicated to, understands where BDC is in the recovery process, regular community meetings are held, that a wide range of communication mediums are used to support the community. That the Recovery Team measures the effectiveness of the communication plan either via survey or alternative options.</i></p> <p>5. <i>That a budget is established for the recovery phase and reported via FRAC.</i></p>	<p>Regular ongoing meetings held with key stakeholders, tranche 2 information high level provided to NEMA to assist informing cabinet paper.</p> <p>Iterative discussions around criteria and process for claims ongoing.</p> <p>Recovery website launched, regular media updates, community meetings with affected members when required</p> <p>Budgets in place. Close monitoring of expenditure versus invoice claims to central govt , to ensure BDC mitigates cashflow risks.</p>

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 12

Prepared by Jamie Cleine
Buller District Mayor

Attachments 1 TTPP Project Managers Reports/Newsletter
2 Road Safety Strategy Report
3 Correspondence

MAYOR'S REPORT

1. REPORT SUMMARY

This report is to provide commentary of significant events and meetings attended by the Mayor. The report also provides information on advocacy or political matters currently before Council.

2. DRAFT RECOMMENDATION

- 1. That Council receive the report for discussion and information.**
- 2. That Council receive and note incoming and outgoing correspondence and Councillors provide direction for any responses or additions.**

3. COUNCIL

3.1 TUIA Mentoring Programme

The TUIA programme is scheduled to start in March with a whananga in the Waikato. Cheyenne (Cee) Te Haara-Barr is the recipient representing Buller this year. Cee was nominated by last years candidate Ella Moore. I invited Ngati Wae Wae representative Ned Tauwhare to assist in interviewing Cee as part of the selection process. I am looking forward to working with Cee throughout the year as she seeks to broaden her leadership skills and how they may be applied in the Buller.

3.2 Mayors Taskforce For Jobs (MTFJ)

With January being a typically slow month for business and trades, only a couple of subsidies were granted for the month. It was pleasing to see the two placements this month being young people into the IT sector. MTFJ Co-Ordinator Julie Moore continues to work closely with Ministry of Social Development work brokers, industry training organisations and private businessess across the District. My earlier commentary on the busy year

ahead is unchanged as Buller continues to be doing relatively well in the current economic times. Primary production and mining are enjoying phenomenal product pricing, domestic tourism has been strong over the summer period. As with the rest of NZ there is uncertainty around Omicron and the effect it will have on our community, however the cancellation of significant events over February is a real blow.

MTFJ is making a real difference in the community, the following is an example of feedback received from an employer:

"I'd like to say to both of you, as you mightn't see it like I can see it "at the coalface" – this is an excellent provision from Govt. It really elevates and sets up these persons that have come off a benefit scheme – the happy looks, vibe and comments we get from them when they get a full-time job, tools provided, and a career is very rewarding to see. Thanks very much to you both for helping these people."

For the year-to-date MTFJ has supported 58 employment outcomes for a total of \$245,733.

3.3 Buller Floods – February Events

Buller experienced two civil emergency declarations this month, on 2 and 10 February. The first one was in response to a "RED" weather warning and river hazard advice of potential flooding of the Buller River into Westport. Response staff and resources were mobilised, emergency stop banking work was authorised and evacuation facilities set up at the former Holcim Cement plant site. Evacuations were ordered and a number of people self evacuated and approximately 100 people were accommodated in welfare evacuation sites. The resultant flood was less than forecast as the weather system moved slightly up the Coast with the Buller River peaking at 8.8m. There was some damage to roads including the Karamea Bluff which was forced to close due to unstable landslips/dropouts.

The event on the 10 February was largely unexpected as forecasted rain was at a much lower "Orange" alert level. However rain intensities were extreme and spread over much more of the catchment. Surface flooding in Reefton, Westport and across our smaller communities was followed by river flooding of the Inangahua, Buller and Mohikini rivers. The Buller reached 11.4m. Evacuations were again ordered of parts of low-lying Westport to the South School. This event became a largely locally resourced response with support being provided by BDC as well as local contractors, BT Mining, FENZ, Police and local volunteer groups working to evacuate people and respond to the evolving and escalating situation. Significant private property damage has occurred with numerous properties being red and yellow stickered. This event has caused significant damage to the infrastructure across a large part of the district with roads, bridges and water supplies all compromised and requiring damage assessment and repair. As we move into the recovery transition it will be important to maintain open communication with both our community and our

central government partners on what the impact has been and how we successfully recover. Given the likely central government partnership funding, future reporting on the recovery will be via the flood recovery reports to the Projects in Partnership committee and to Councillors via Finance Risk & Audit Committee (FRAC). These events have placed significant strain on BDC resources and will affect the usual planned work stream as consulted in the Long-Term Plan.

I wish to record my thanks to staff, volunteers and the business community who have all provided extraordinary time and resources in support of the community.

3.4 BULLER MAYORAL RELIEF FUND (MRF)

The recent flooding event of 10 February has created additional hardship for many in the community. I approached Minister of Emergency Management Hon Kiri Allan and Hon Damien O'Connor for additional financial support. This was successful with \$100,000 being made available to the Mayoral Relief Fund and a further \$200,000 for rural communities via Ministry for Primary Industries. It is intended that these funds be treated separately and be administered as a new event via the MRF committee led by Deputy Mayor Roche.

BULLER DISTRICT COUNCIL

MAYORAL RELIEF FUND - JULY 2021 FLOOD EVENT

STATUS REPORT AS AT 16 FEBRUARY 2022

FUNDS RECEIVED

Central Government		
(\$300,000 less GST)	260,870	
Community Lead Donations	405,929	
TOTAL FUNDS RECEIVED		666,799

Less FUNDS DISTRIBUTED

574 Applications Approved		452,824
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BALANCE OF FUNDS AVAILABLE FOR DISTRIBUTION

\$ 213,975

4. EXTERNAL MEETINGS & EVENTS

4.1 Te Tai Poutini Plan TTPP (One District Plan)

The TTPP Committee met on 16 December 2021 to approve the Natural Hazards Companion document and the Exposure Draft of the plan for a public feedback period. This stage is an additional opportunity for a community "first look" of the document while it is easier to change prior to entering the formal notification. The committee is expecting a report in June 2022 summarising the feedback received from the exposure draft process. Changes can then be considered and incorporated before the proposed plan is notified in July.

The draft Plan provisions have been developed over the last 2 ½ years and informed by both legal requirements and the community views.

Consulting on the draft Plan ahead of any legal notification gives an opportunity to test whether the provisions are fit for purpose, within a context whereby the Plan can be changed without the need for a detailed legal process.

Consultation on the draft Plan will also provide an opportunity for the technical team to gain an understanding of the main issues of contention, as well as identify any errors or inconsistencies that the community and stakeholders become aware of.

Nationally it has become standard practice to publish a draft Plan ahead of legal notification of the proposed Plan for this purpose.

As the plan seeks to incorporate the intentions of the entire West Coast there are parts of the Plan that Buller will be seeking changes to as part of the feedback process.

The December and January Project Managers Reports, and the quarterly newsletter are attached as Attachment 1.

4.2 West Coast Road Safety Coordinating Committee

I attended this meeting via zoom. The Road Safety Coordinating Committee is a network of agencies and groups committed to achieving the Road To Zero – Road Safety Strategy 2020-2030 which outlines a plan to stop people being killed or injured on our roads. BDC and other West Coast Councils are represented by both staff and elected members as are Waka Kotahi.

The reports are attached as Attachment 2

5. LOCAL EVENTS & RELATIONSHIP MEETINGS

I have attended various local events and relationship meetings throughout over the summer break. Some highlights included:

- Westport and Reefton Trotting Club annual race days.
- Market Days at Fox River and Granity.
- Reefton Mayors Chats and Inangahua Community Board Meeting.
- Breakfast with Minister of Conservation, Kiri Allan. This was to meet the Stewardship Land Review Committee and provide a local view on the importance of this work to the Buller community
- Craig Churchill, Ministry Social Development and Regional Public Service Lead, to discuss Covid preparedness and the Regional Leadership Groups, MTFJ.
- Tai Poutini Polytech, Westport Trades campus. This facility has recently been refurbished after the July floods. The team are seeking enrolments

for courses in 2022 including qualifications in Engineering and Civil Plant operation.

- James Caygill, Waka Kotahi. This relationship meeting was an opportunity to discuss the speed limit consultation process proposed for State Highway 7, resilience of the Buller roading network, the Karamea Special Purpose Road and the risk this poses to ratepayers.

6. CORRESPONDENCE

For Council consideration – see attached.

Dec 2021 – February 2022	From	Subject
Incoming Correspondence		
23 December 2021	Waka Kotahi – James Caygill	Speed Review – SH7 Maruia Springs to Reefton
17 January 2022	Farid Ahmed	Note of Thanks
25 January 2022	Andrew Duncan	Letter of Support – Keeley Ridley
25 January 2022	Keeley Ridley	Financial Assistance Request
27 January 2022	Mayor Hazlehurst - Hasting District council	Waka Kotahi State Highway Speed Reductions
16 February 2022	Minister Andrew Little	Concerns about the Aged Care Sector
17 February 2022	Hon Nanaia Mahuta	Letter of Expectations – Buller Flood Recovery
	To	Subject
Outgoing Correspondence		
14 December 2021	Letter of Support	Ella Moore
16 December 2021	Ella Moore	Public Forum Response
16 December 2021	Buller Builders & Associates	Public Forum Response
18 January 2022	Hon Damien O'Connor, Hon Grant Robertson, Ministers Nash, Tirikatene, Kate Styles, Robert Pigou, Warren Gilbertson, Francois Tumahai, Ned Tauwhare, Todd Moyle, Mark Heissenbuttel, Stefan Jermy, Chris Stoop	Invitation – Toki Poutangata Opening
21 January 2022	Stephen Lucy, Audit NZ	Buller DC Summary Representation Letter 2021
21 January 2022	Stephen Lucy, Audit NZ	Buller DC Summary Representation Letter 2021 - Debenture Trust Deed
27 January 2022	Keeley Ridley	Financial Assistance approval
8 February 2022	Mary Rose McLoughlin	Letter of Support



Te Tai o Poutini
PLAN

A combined district plan for the West Coast

Project Manager Update

1 December 2021 – 24 December 2021

Prepared By: Jo Armstrong
Date Prepared: 24 December 2021

Accomplishments this Period

- The planning team continued to work on the Natural Hazards Companion Document during the first half of December.
- Work to proof the Exposure Draft Plan was undertaken, however, the final Exposure Draft version is not complete. External links, and some provisions and overlays are not being included, due to time constraints. Generally, if we do not have all sites identified for a topic, we are not including the overlays, so as not to confuse the public. This is the accepted general practice for a Draft Plan out for feedback only, and not in a legally binding process.
- We had our final Technical Advisory Team meeting on 6 December for a last look at the Exposure Draft before it was printed for Committee members.
- Work continues with contractors on natural hazards research and development of overlays. This will result in a second Natural Hazards consultation document being produced in March, for April consultation.
- Our request to Development West Coast for funding of an economics study on the benefits of including separate mineral extraction zones in TTPP has been denied. DWC considered the scope too limited to be of use outside of the TTPP process.
- A TTPP update was presented at the West Coast Regional Council Resource Management Committee meeting on 14 December.
- There will not be a January 2022 TTPPC meeting, as the Exposure Draft is being launched on 26 January, and there will be no further development to report on at that time.
- The February meeting will be via Zoom, to give an update on the Exposure Draft consultation, and introduce the 2022/23 budget.
- The March meeting will receive the report on consultation feedback, and be asked to approve the second Natural Hazards Consultation Document. This meeting is planned for Te Tauraka Waka a Maui Marae at Bruce Bay.

Plans for Next Period

- Place hard copy Exposure Drafts and Natural Hazards Companion Documents at 18 sites across the West Coast for the consultation period 26 January to 11 March 2022.
- On-going natural hazards work to inform the second Natural Hazards Consultation Document
- Begin writing the Section 32 Cost Benefit Analysis to accompany the Proposed Plan in July.
- TTPPC meeting by Zoom on Thursday 17 February at 9.00am

Key Issues, Risks & Concerns

- Covid 19 disruptions

Item	Action/Resolution	Responsible	Completion Date
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan stakeholder workshops and on-going engagement process	Project Manager	Ongoing
Not producing a proposed plan in a timely manner	Set achievable milestones and monitor/report progress. Identify additional expertise and/or capacity	Project Manager Planning Team	30 June 2022
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Chairman	Ongoing
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Project Manager TTPP Committee CE WCRC	Annually Jan/Feb
Changes to national legislation	Planning team keep selves, Committee and Community updated on changes to legislation and the implications for TTPP	Project Manager Planning Team	Ongoing
Staff safety at public consultation	Committee members to proactively address & redirect aggressive behavior towards staff	TTPP Committee	Ongoing
National emergencies such as Covid-19 lock down	Staff and Committee ensure personal safety and continue to work remotely as able. Work with contractors to expedite work.	Project Manager TTPP Committee	Ongoing
Committee delay or reduce scope of required research	Committee ensure timely research is enabled	TTPP Committee	Ongoing
Time and Cost of Appeals Process	Realistic budget set for best case costs. Awareness that contentious issues such as SNAs, Natural hazards and landscape provisions could see an extended appeals process, increasing costs to reach operative plan status	TTPP Committee TTPP Steering Group Project Manager	Ongoing
Fast track budget insufficient to meet new timing for Proposed Plan notification by 14 July 2022	Project Manager to report monthly on whether anticipated expenditure for the remainder of the period is on track to be met by the allocated budget	Project Manager TTPP Committee	31 July 2022
Insufficient capacity for council and iwi technical staff to input fully into Draft and Proposed Plans	Planning Team provide outline of needs for technical input. TTPP Steering Group determine best delivery of technical services	Project Manager TTPP Steering Group	30 June 2022
Unable to meet 14 July 2022 notification date	Keep Committee informed of delays and investigate mitigation options	Project Manager TTPP Steering Group	31 July 2022
Risk of confidential, unverified or draft information being made public, negatively impacting development of TTPP (financially and/or time line) along with the outcomes for the West Coast	Ensure Committee members adhere to Standing Orders	Committee Chair	Ongoing

Status

Overall		
Schedule		Work programme revised and achieving on schedule, but capacity of researchers to deliver to earlier timeframe uncertain
Resources		Staff capacity stretched under fast track
Scope		Deliver efficient, effective and consistent Te Tai o Poutini Plan

Schedule

Stage	Target Completion	Revised Fast Track Completion	Comments
Complete project initiation documentation	30-Apr-19	19-July-2019	TTPPC approved
Identify and contact key stakeholders	03-May-19	Ongoing	Connection made with all key stakeholders and started a second round of contact with other interested parties
Contract senior planning consultant	01-Aug-19	29-July-2019	Contract in place 29/7/19 -30/6/20
Recruit permanent senior planner	30-Sep-19	7-Sep-2019	Started at WCRC on 14 October 2019
Set up Te Tai o Poutini Plan website and communications package	30-Sep-19	30 Nov- 2019	Development complete. Available at www.tpp.westcoast.govt.nz
Set planning milestones	31-Oct-19	30 Aug-2019	Presented at August 2019 TTPPC meeting
Hold key stakeholder workshop for Settlements section	28-Feb-20	23 Oct and 21 Nov 2019	Greymouth and Hokitika, then Westport
Hold Community information meetings	31-Mar-20	16-27 Mar 20 and 24-22 Sep 2020	Roadshow in March 2020 and opportunities to coincide with council-community meetings and local events Outcome of Roadshow to be presented to May TTPPC meeting
Hold key stakeholder workshops for Infrastructure section	30-Apr-20	31-Jul-20	Greymouth and Hokitika, then Westport. Delayed due to Covid-19 Lockdown
Draft Provisions (Issues, Objectives, Policy and Rules) for Urban Areas developed	31-May-20	31-May-20	For presentation to May TTPPC meeting
Workshop discussion with environmental interests re biodiversity provisions	30-Jul-20	31-Aug-20	Delayed due to Covid-19 Lockdown
Draft Provisions (Issues, Objectives, Policy and Rules) for Rural Zones and Settlement Zones developed	31 – Aug-20	31-Aug-20	For presentation to August TTPPC meeting
Hold key stakeholder workshops for mining and extractive industries	31-Aug-20	31-Jul-20	Due to work programme changes during Covid-19 lockdown
Historic Heritage Workshops	31-Aug-20	31-Aug-20	
Conclude TTPP Roadshow	30 –Sep-20	30-Sep-20	Postponed due to COVID-19
Workshop with agricultural interests re biodiversity provisions	30-Oct-20	28 October 2020	
On Hold - Contact with landowners re SNA assessment, landowner meetings			To discuss potential SNAs and seek permission if we do field assessments.
On Hold - Field work for SNA assessments			Begin with drive-by evaluation prior to possible property assessment at owner invitation
Zoning changes proposed	31-Dec-21	30 September 2021	Specific zone change proposals will come to the Committee through 2021
Targeted stakeholder consultation on draft provisions of Te Tai o Poutini Plan	30-May-22	30 September 2021	Targeted consultation with stakeholders on draft provisions with the aim of addressing concerns at this more informal stage
Iwi review of draft Te Tai o Poutini Plan	30-July-22	20 November 2021	This is in addition to hui and consultation throughout the development process and is a

Stage	Target Completion	Revised Fast Track Completion	Comments
			mandatory step
Full “ Draft ” Te Tai o Poutini Plan to Committee	30-Sep-22	16 December 2021	A draft Plan will not have legal status, but will show all the cumulative decisions of the Committee
Targeted Consultation on “ Draft ” Te Tai o Poutini Plan	Oct-22	11 March 2022	Targeted consultation – industry and interest groups meetings. Draft Plan also available for wider community feedback, and community drop-in sessions. Note that while we will be seeking feedback on the “Draft” Plan, some work will still be being undertaken and would feed into the final “Proposed Plan”, not this pre-notification draft.
Further Natural Hazards Consultation	22-Apr-22	22-Apr-22	Consultation document and drop-in sessions on Coastal Hazards, Land Instability and Westport focused hazard provisions.
Amendment of “ Draft ” Plan to “Proposed Plan” provisions	30-Nov-22	30 June 2022	Feedback to Committee on results of Exposure Draft consultation, any legal opinions on contentious provisions and final decisions.
Notify Te Tai o Poutini Plan	30-Aug-23	14 July 2022	This will be the “ Proposed ” Plan
Submissions on Te Tai o Poutini Plan	30-Oct-23	30 September 2022	40 working days for submissions is the legal requirement
Local Body Elections	30-May-22	October 2022	
Further Submissions	30-Feb-24	30 November 2022	Submissions must be summarised and published and then there is a 20 working day period for further submissions [this part of the process may no longer be required depending on RMA reform progress]
Hearings Te Tai o Poutini Plan	31-August-24	28 April 2023	Indicative time only
Decisions Te Tai o Poutini Plan	30-Sep-24	31 October 2023	Indicative time only
Appeal Period	30-June-25	30 November 2023	Indicative time only. Any parts of the Plan not appealed are completely operative from the end of the Appeal Period.
Ongoing Decision Making for TTPP	November 2025 onward	November 2023 onward	TTPPC is a permanent Committee. Once they have adopted the Plan their ongoing role includes monitoring implementation and the need for any amendments; and undertaking amendments and reviews, or ensuring these are undertaken, as required.
Appeals and Mediation Te Tai o Poutini Plan	Oct-25	April 2024	Indicative time only.
Environment or High Court [Fast Track Process]	2026	2024-2025	Indicative time only.



Te Tai o Poutini
PLAN

A combined district plan for the West Coast



Te Tai o Poutini
PLAN

A combined district plan for the West Coast

Project Manager Update

1 January 2022 – 31 January 2022

Prepared By: Jo Armstrong
Date Prepared: 31 January 2022

Accomplishments this Period

- Work on the TTPP Exposure Draft and the Natural Hazards Companion Document containing the draft objectives, policies, rules and overlays (maps) for the Alpine, Hope, Clarence and Awatere Faults, Lake Tsunami, Coastal Tsunami and River flooding was completed.
- Final adjustments to maps, websites and advertising continued into the New Year
- The Exposure Draft E-plan and Natural Hazards Companion Document went live on the TTPP website on 26 January 2022. Links to our Home page can be accessed directly from all our council websites.
- Advertising in all newspapers and bulletins throughout the districts was arranged for, or close to, 26 January. Ongoing reminders will be placed in the four main newspapers until the feedback period closes on 11 March 2022.
- Hard copies of the TTPP Exposure Draft, Natural Hazards Companion Document, Information Sheets, Feedback Forms and advertising poster were delivered to 18 venues across the districts for communities to access between 26 January and 11 March 2022.
- Library and council front office and planning staff have received training on the E-Plan.
- Technical reports used to develop TTPP were made available on the TTPP website from 26 January.
- Our quarterly newsletter focusing on the Exposure Draft launch was produced and sent to stakeholders in January.
- The first of a number of chapters that will comprise our Section 32 report was completed. The Joint Committee is required to undertake an evaluation of any Proposed TTPP provision before notifying those provisions. The s32 evaluation report provides the reasoning and rationale for the proposed provisions and should be read in conjunction with those provisions, with the degree of detail of the assessment correlating to the scale and significance of the anticipated effect of the provisions (s32(1)(C)).
- Work continues with contractors on natural hazards research and development of overlays. This will result in a second Natural Hazards consultation document being produced in March, for April consultation.
- Work on the proposed budget for the 2022/23 financial year is underway, for presentation at the February meeting.
- The 17 February meeting will be via Zoom, to give an update on the Exposure Draft consultation, and introduce the 2022/23 budget. A verbal update on the progress of the natural hazards work for the final two topics, coastal and land instability, will also be given.

- The March meeting will receive the report on consultation feedback, and be asked to approve the second Natural Hazards Consultation Document to go out for feedback 4-22 April. This meeting will be via Zoom.
- Covid Update – Until further notice TTPP Committee meetings will be by Zoom only. Zoom links have already been sent to you in the meeting invitations. Stakeholder engagement will also be affected by Covid restrictions. Eight meetings on topics of interest being held from 21 to 24 February will now be accessed by Zoom only, with no in-person option. Nine drop-in sessions from 17 February to 1 March will go ahead, with restrictions at each venue being adhered to. This includes showing a vaccine pass, wearing a mask, limiting numbers and enforcing distancing requirements.

Plans for Next Period

- Drop-in sessions at nine venues across the districts. **You can still come to the sessions in your main centres and district venues to hear what your local communities have to say.** Council staff have been asked to send you invitations for these sessions
- Eight stakeholder meetings on main topics of interest
- On-going natural hazards work to inform the second Natural Hazards Consultation Document
- Writing chapters for the Section 32 Cost Benefit Analysis to accompany the Proposed Plan in July
- Budget development
- Updating WCRC Resource Management Committee
- Technical Advisory Team Meeting on 9 February
- TTPPC meeting by Zoom on Thursday 17 February at 9.00am

Key Issues, Risks & Concerns

- Covid 19 disruptions, particularly to scheduled engagement in February and April

Item	Action/Resolution	Responsible	Completion Date
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan stakeholder workshops and on-going engagement process	Project Manager	Ongoing
Not producing a proposed plan in a timely manner	Set achievable milestones and monitor/report progress. Identify additional expertise and/or capacity	Project Manager Planning Team	30 June 2022
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Chairman	Ongoing
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Project Manager TTPP Committee CE WCRC	Annually Jan/Feb
Changes to national legislation	Planning team keep selves, Committee and Community updated on changes to legislation and the implications for TTPP	Project Manager Planning Team	Ongoing
Staff safety at public consultation	Committee members to proactively address & redirect aggressive behavior towards staff	TTPP Committee	Ongoing
National emergencies such as Covid-19 lock down	Staff and Committee ensure personal safety and continue to work remotely as able. Work with contractors to expedite work.	Project Manager TTPP Committee	Ongoing
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Time and Cost of Appeals Process	Realistic budget set for best case costs. Awareness that contentious issues such as SNAs, Natural hazards and landscape provisions could see an extended appeals process, increasing costs to reach operative plan status	TTPP Committee TTPP Steering Group Project Manager	Ongoing

12.1: Attachment 1 - TTPP Monthly Report December 2021

Item	Action/Resolution	Responsible	Completion Date
Fast track budget insufficient to meet new timing for Proposed Plan notification by 14 July 2022	Project Manager to report monthly on whether anticipated expenditure for the remainder of the period is on track to be met by the allocated budget	Project Manager TTPP Committee	31 July 2022
Insufficient capacity for council and iwi technical staff to input fully into Draft and Proposed Plans	Planning Team provide outline of needs for technical input. TTPP Steering Group determine best delivery of technical services	Project Manager TTPP Steering Group	30 June 2022
Unable to meet 14 July 2022 notification date	Keep Committee informed of delays and investigate mitigation options	Project Manager TTPP Steering Group	31 July 2022
Risk of confidential, unverified or draft information being made public, negatively impacting development of TTPP (financially and/or time line) along with the outcomes for the West Coast	Ensure Committee members adhere to Standing Orders	Committee Chair	Ongoing
TTPP staff undeliverable work load to July 2022	Support current staff and consider contracting additional staff if required to meet timeframes	Project Manager TTPP Committee	14 July 2022

Status

Overall		
Schedule		Work programme revised and achieving on schedule, but capacity of researchers to deliver to earlier timeframe uncertain
Resources		Staff capacity stretched under fast track
Scope		Deliver efficient, effective and consistent Te Tai o Poutini Plan

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Set planning milestones	31-Oct-19	30 Aug-2019	Presented at August 2019 TTPPC meeting
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12.1: Attachment 1 - TTPP Monthly Report December 2021

Stage	Target Completion	Revised Fast Track Completion	Comments
			process may no longer be required depending on RMA reform progress]
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Te Tai o Poutini
PLAN

A combined district plan for the West Coast



January 2022

Update 11

Welcome to the eleventh update of Te Tai o Poutini Plan

Produced quarterly, Te Tai o Poutini Plan news provides the latest information to keep our partners and stakeholders up to date with progress on the combined district Plan.

Project Background

Following a formal reorganisation in July 2019, Te Tai o Poutini Plan is being developed to replace the three current District Plans. A Joint Committee comprising the Mayor or Chair, and one other Councillor, from each council, one representative each from Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio, and an independent chairperson, ensures fair representation in plan development.

Launching the TTPP Exposure Draft

The Exposure Draft of Te Tai o Poutini Plan, the combined district plan for the West Coast, along with a Draft Natural Hazards Companion Document will be released on **26 January 2022**. The public will be able to provide feedback on the documents from 26 January until 11 March 2022.

The Exposure Draft is not legally binding but shows the direction the Committee is considering for the policies and rules across the districts. This stage of the Plan development provides an opportunity for informal feedback to be provided which the TTPP Committee will consider. Any changes can then be made prior to notifying the Proposed Plan for formal submissions in early to mid-July 2022. Have we got the fundamentals right, is the Plan workable, what do you think we have missed? This is your chance to tell us.



Sharing the Exposure Draft provides an opportunity for ongoing input and conversations, so that the Proposed Plan can better reflect things that are important to the West Coast. Making a formal submission for changes, or in support of the Proposed Plan in July gives you a chance of being involved in ongoing discussions and hearings.

Draft Natural Hazards Companion Document

An important part of TTPP is developing provisions for natural hazard management. Consideration is being given to a variety of hazards including coastal, tsunami, flooding, land instability and fault rupture.

The latest Covid-19 lockdown impacted the ability of our consultants to deliver some of the natural hazard research. The Draft Natural Hazards Companion Document, to be published alongside the Exposure Draft, contains the majority of this information and includes flooding, tsunami, wildfire and fault avoidance maps and provisions. We will consult on these from 26 January until 11 March, undertaking meetings and drop-in sessions over the last half of February.

Once work on the outstanding topics of land instability and coastal data is complete, a separate information document on these will be produced, and further community consultation will be undertaken in April. This feedback can still be used to inform the Proposed Plan prior to its notification in early July.

Community Input

We are calling on everyone who uses the District Plans now to tell us what they think about the draft provisions.

Consultation will include advertising through West Coast papers, key stakeholder meetings, drop-in sessions and hard copies placed in settlements throughout the region.

TTPP is primarily an e-plan which means that it will be set up to be primarily accessed online. This makes Plan navigation and map viewing much easier. For those who prefer paper copies, or without internet access, hard copies of the Exposure Draft, Natural Hazards Companion Document and feedback forms will be placed at the 18 venues listed below:

Karamea Information Centre	Greymouth Library
Granity/Ngakawau Resource Centre	Arahura Marae
Reefton Service Centre	Hokitika Library
Westport Library	Westland District Council
Buller District Council	Okarito Store
Punakaiki Visitor Centre	Franz Josef Community Centre
Moana Store	Fox Glacier Community Centre
Grey District Council	Te Tauraka Waka a Maui Marae, Mahi Tahi
West Coast Regional Council	Haast Food Centre

Meetings with interest groups will be held in late February to discuss pertinent chapters, answer questions and compile feedback. A Zoom link will be provided for attendees.

Meetings will be scheduled for the following interest groups:

Mining/quarrying	Energy and infrastructure
Agricultural	Development
Environmental	Transport
Historic heritage	

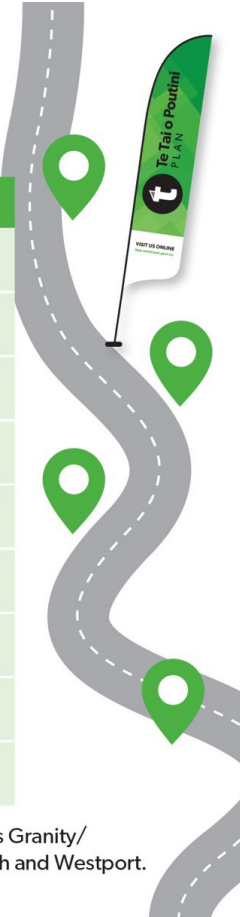
Drop-in sessions will be held during February at many of the places that have displayed the hard copies. Staff will be available to show people what rules apply to their properties.

Drop-in Sessions

We're on the road again! Come to one of our drop-in sessions and tell us what you think about the Te Tai o Poutini Plan **Exposure Draft**.

Location	Date	Time
Reefton Plunket Rooms	Thursday 17 February	5.30 - 7.30pm
Karamea Karamea Market	Saturday 19 February	9.30 - 10.30am
Westport Buller District Council Chambers	Monday 21 February	5.30 - 7.30pm
Hokitika Westland District Council Chambers	Tuesday 22 February	5.30 - 7.30pm
Arahura Arahura Marae	Wednesday 23 February	5.30 - 7.30pm
Greymouth Grey District Council Chambers	Thursday 24 February	5.30 - 7.30pm
Franz Josef St John meeting room	Monday 28 February	5.30 - 7.30pm
Haast On the Spot Food Centre	Tuesday 1 March	12.30 - 1.30pm
Fox Glacier Community Centre	Tuesday 1 March	4.30 - 5.30pm

Additional roadshow dates will be announced in April for coastal communities Granity/ Ngakawau, Punakaiki, Okarito, Mahi Tahi and Haast. Plus Hokitika, Greymouth and Westport.



A second round of Drop-in Sessions will take place in April covering the final natural hazards topics – coastal and land instability. Drop-in sessions for these topics will be held in the main centres and coastal communities.

All feedback received will be considered by Te Tai o Poutini Plan Committee, and any changes incorporated into the Proposed Plan due for notification in July 2022.

The Exposure Draft will be available from 26 January 2022 at tpp.westcoast.govt.nz and on all of the District Council or Regional Council websites. Feedback forms will be available both in hard copy and online.

Feedback can also be provided through the website, tpp.westcoast.govt.nz anytime, just use the "Contact Us" tab. The website also provides information on the TTPP development process, the project timeline, updates on progress and events, and contact details to get in touch with questions.

Input opportunity	When	Where	How to get involved
Te Tai o Poutini Plan Exposure Draft	26/1/22- 11/3/22	tpp.westcoast.govt.nz Hard copies-18 venues	Drop-in sessions, Interest group meetings, Online

Input opportunity	When	Where	How to get involved
			and Hard Copy Feedback Form
Draft Natural Hazards Companion Document	26/1/22-11/3/22	ttpp.westcoast.govt.nz Hard copies-18 venues	Drop-in sessions, Online and Hard Copy Feedback Form
Draft Natural Hazards Coastal and Land Instability Document	March-April 2022	ttpp.westcoast.govt.nz Hard copies-18 venues	Drop-in sessions, Online and Hard Copy Feedback Form
Proposed Te Tai o Poutini Plan	July 2022	ttpp.westcoast.govt.nz Hard copies-18 venues	Drop-in sessions, Community meetings, Online and Hard Copy Feedback Form
Te Tai o Poutini Plan Website	Anytime	ttpp.westcoast.govt.nz	Email info@tppp.nz

Alternatively, you can email us your ideas or feedback to info@tppp.nz

To find out more

If you have any questions about the information contained in this update, please contact:

Jo Armstrong - Project Manager

Email - info@tppp.nz

The next update will be released in April 2022.





Te Tai o Poutini
PLAN

To support a vibrant and resilient West Coast

388 Main South Rd, Paroa,
PO Box 66, Greymouth
Phone 03 768 0466

ttpp.westcoast.govt.nz

<p>ROAD TO ZERO Road Safety Strategy 2020-2030 A road safety strategy outlines a plan to stop people being killed or injured on our roads.</p> 	<p>West Coast Road Safety Coordinating Committee Report</p> 
<p>Our Vision: A New Zealand where no one is killed or seriously injured in road crashes</p>	<p>West Coast Road Safety Coordinator's Report</p>
<p>Systems Management Develop a management system that reflects international best practice.</p>	<p>On-going</p>
<p>Road User Choices Encouraging Safer Choices and safer behaviour</p> <p>Promoting Motorcycle skill training</p> <p>Supporting Young Drivers through driver licencing</p>	<p>Advertising campaign, targeting Motorcycle Awareness.</p> <p>Unfortunately, the Bikers Breakfast was cancelled after a lot of planning and expense, the goodie bags intended for this event have been put aside for Agfest, where Dan Ormsby will be in attendance again, to support the Road Safety Kiosk.</p> <p>. Have been working with Development West Coast Vocational Advisor and Venture Timaru regarding the purchase of a Driving simulator for use at Schools and community events, as we have previously discussed in the past, the opportunity for communities in remote locations such as Haast, Karamea, South Westland, Granity to gain good driving skills has been problematic, I believe a mobile driving simulator would be beneficial for these communities, and money well spent. I know SADD have been in conversations to use one in Timaru/Oamaru at schools and events. (Letter – attached).</p> <p>https://www.odt.co.nz/business/driving-simulator-be-piloted-year</p> <p>Advertising Campaign, targeting Young Drivers (cell phone use)</p> <p>November, was spent preparing for Children's Day in March 2022, and sourcing promotional material,</p>

	<p>supply chains have been hindered due to Covid and require a good lead in. A new track layout is currently being designed for the Drive West Coast Road Safety site, I am yet to decide what children's day we will support between Hokitika, Greymouth or Buller.</p> <ul style="list-style-type: none"> •
<p>Work-related Road Safety Ensure that businesses and other organisations treat road safety as a critical health and safety issue.</p>	<ul style="list-style-type: none"> • I met with Grey District Transport Manager and alerted him to several streets/intersections which are cause for concern in Greymouth, I appreciate the professional relationship we have built and the mutual respect we have for each other's profession. • I have discussed some roading issues and possible solutions with the Transport Manager of Westland District Council. • I have requested the return of the mobile speed detector from Buller District Council, so it can be used for Wildfoods, Coast to Coast and Agfest. • I have met with Snr Sgt Russell Glue, to discuss how we can best work with each other and Road Safety campaigns. • I have on-going discussions with VTNZ staff, particularly the Testing Officers, who regularly offer advice and solutions for traffic and driver issues.
<p>Vehicle Safety Significantly improve the safety performance of the vehicle fleet.</p>	<ul style="list-style-type: none"> • To use my time for effectively targeting businesses, especially those who use drivers (schools/rest homes) and businesses who use fleet vehicles – by offering their staff/volunteers an assessment drive.
<p>Infrastructure, Improvements, and Speed Management Improve road safety of our cities and regions through infrastructure improvement and speed management.</p>	<ul style="list-style-type: none"> • Will continue to monitor speed related crashes and lobby Councils and NZTA for speed changes.
<p>General comments:</p>	<ul style="list-style-type: none"> • Tai Poutini Polytechnic were the successful tenderers for the Road Safety Coordinators Contract. • As we all will appreciate, 2021 was a particularly challenging year, especially event wise. • 2022 will see a bigger focus of using me as the resource, and a little less coordination, I hope to get back into schools and use my time for effectively targeting businesses, especially those who use drivers (schools/rest homes) and businesses who use car pools – by offering their staff/volunteers an assessment drive.

Hi Glenys

Many thanks for your email and interest in our exciting project.

The simulators are very much in the pilot phase of development with initial 3 units going into local secondary schools very soon. The residual 9 units are scheduled to roll out April/May 2022. At this stage we (the local steering group and developers) anticipate post pilot units will be available in the second half of 2022.

In terms of cost I have cc'd in Lynette Hack who will provide a better indication on this.

Lynette will also register your interest and keep you informed as the pilot progresses.

Thanks again

Nigel

Nigel Davenport

Kaiwhakahaere Matua / Chief Executive



Economic & Tourism Agency

2 Sefton Street East | PO Box 560 | Timaru | New Zealand

ddi: [03 687 2738](tel:036872738) | p: [03 687 2682](tel:036872682) | c: [021 792 770](tel:021792770)

email: nigel@venturetimaru.nz | www.venturetimaru.nz





West Coast Network Outcomes Contract
Update to the
West Coast Road Safety Coordinating Committee Meeting
21 January 2022



3

We strengthen all parts of the road transport system

We need to improve the safety of all parts of the system – roads and roadsides, speeds, vehicles, and road use – so that if one part fails, other parts will still protect the people involved. This means that when crashes do happen, death and serious injuries can be avoided through safe vehicles, forgiving infrastructure design, and safe and appropriate speeds. We also need to understand and make roads and streets safer for unprotected road users such as pedestrians, cyclists, motorcyclists and scooter riders.

DSI Trends

The total number of DSI occurring per month is summarised for the previous 12 months below.

Table: Total DSI Crashes by Month

	2020			2021									TOTAL
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Serious Casualties	3	3	0	1	3	0	1	1	1	1	2	1	16
Fatal Casualties	0	0	0	0	1	0	0	0	0	0	0	0	1
DSI Total	3	3	0	1	4	0	1	1	1	1	2	1	18

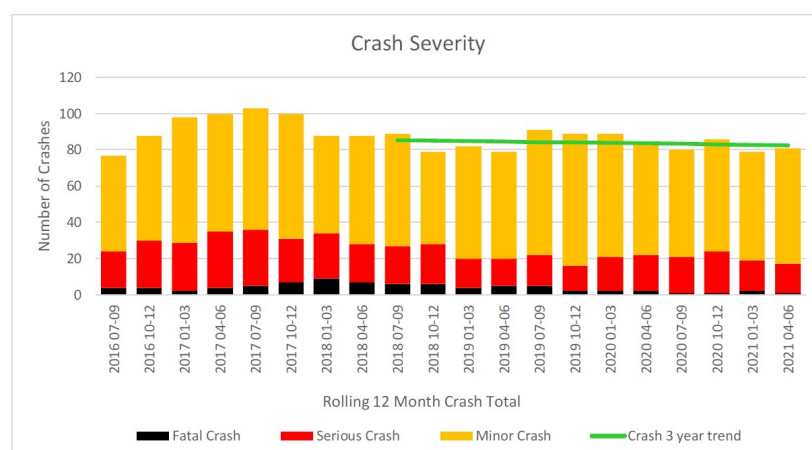


Figure: Full Network: all crash severity (rolling 12-month crash total)

Crash Types

Bends - loss control / head-on (58% of DSIs).
Straight Road - loss control / head-on (21% of DSIs).
Intersections (20% of DSIs occurred at an Intersection)
Crashes involving motorcyclists, and visitor drivers occur at statistically higher rates than national averages

	<p>Key Safety Concerns for the Period</p> <p>There is a continued over representation of vulnerable user groups in DSI crashes.</p> <p>Vulnerable Users were involved in 38.9% of DSI on the West Coast SH Network for the 2020 calendar year. Motorcyclists contributed 28.6% of the DSI to the vulnerable user group.</p> <p>2021/2022 LCLR Funding</p> <p>Road Safety: The Minor Improvement Projects (safety) programme for the 2021/2022 year has been submitted. No projects to be delivered through the NOC were approved.</p> <p>Structures: Business cases for replacement of the SH7 Stoney Creek and SH73 Kellys Creek single lane bridges have been approved for completion in the current NLTP (21-24).</p> <p>Walking and Cycling: Funding was approved for walking and cycling safety improvements at the following locations. Detailed project scopes are still to confirmed:</p> <ul style="list-style-type: none"> • Reefton to Hokitika Shoulder Widening • Hokitika Bridge • Buller Bridge Barrier Raising • SH7 Broadway (Reefton) pedestrian crossing point (subject to consultation) <p>NZUP Projects</p> <p><u>West Coast Single Laned Bridge Guardrail Safety Upgrades:</u></p> <p>\$5 million has been allocated to fund the upgrade of the timber and pipe rail barriers on single lane bridges. Guardrail Mikonui, Wanganui, Whakaphoai and Moeraki single lane bridges (subject to sufficient funding). Mikonui and Wanganui bridges have been let to Fulton Hogan.</p> <p>Remaining sites will be tendered following evaluation of the Mikonui / Wanganui tender, with scope confirmed following final costings. Construction of all sites to be complete December 2022.</p> <p>Road to Zero Speed and Infrastructure Programme</p> <p><u>SH69 Intersection (Inangahua Junction) to Chareleston:</u></p> <p>Project feasibility study for road side barriers in high risk locations has been delivered. Proposes 12-14 km of edge barrier protection through the Lower Buller Gorge and upgrades to ATP marking through to Chareleston. Assessment under review by project team.</p>
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Principal Advisor - Road Safety
Update to the
West Coast Road Safety Coordinating Committee Meeting
21 January 2022

1. Speed Limits Rule Consultation

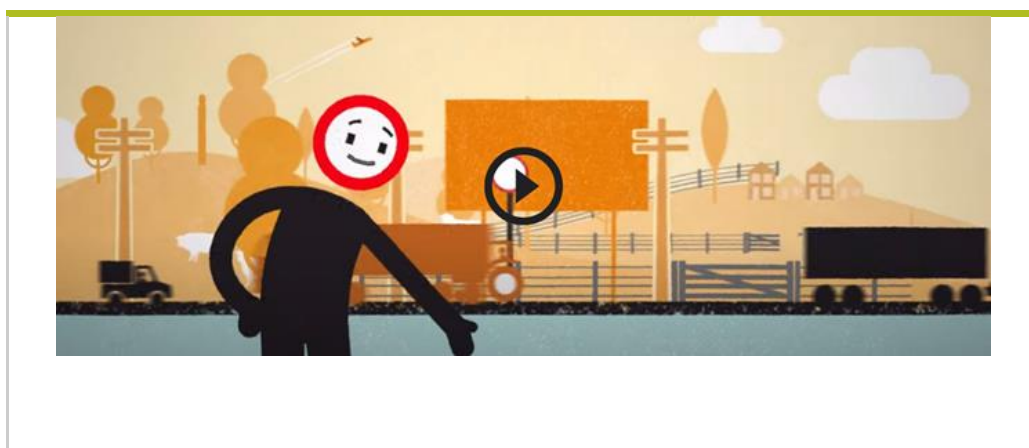
Feedback has been received on the proposed Land Transport Rule: Setting of Speed Limits 2021. This has been used to refine the new Rule. It is expected that the new rule will come into effect in 2022.

A new Aotearoa Speed Management Guide is currently being developed that will reflect changes in the new Rule and provide speed management guidance to road controlling authorities that will help them make informed, accurate and consistent speed management decisions. The new Guide will be released at the time the new Rule becomes effective. Waka Kotahi will be engaging with stakeholders and local authorities to test and refine the content.

2. Supporting conversations on speed

This video resource with the cartoon character (See link) <https://youtu.be/QC6FYkduNz0> has been created to support conversations with communities on how speed limits are set—by explaining what goes into setting safe speeds.

The video highlights how the role of movement and place are considered in setting speed limits. Factors such as the number of people and travel modes using the road, the function and features of the road, and its surrounding environment, all help in determining what a safe speed should be.



Safe Speed Limits. – Clipboard

As Waka Kotahi and local authorities continue to set safe speeds, it's important that people understand the why behind the proposals for change. This campaign aims to increase public awareness and understanding of the fact that some speed limits are no longer fit for purpose and how setting safe speeds plays an important part in keeping everyone safe – no matter how they travel.

<https://youtu.be/412e9HHorLc>



3. Road to Zero Campaign

Waka Kotahi has been working hard on developing the Road to Zero campaign, designed to start a new type of conversation around road safety to help achieve a vision of an Aotearoa where no one is killed or seriously injured on our roads.

It was hoped the campaign could be launched in January next year, but despite best endeavours, COVID-19 has created a challenging environment and the current lockdowns have forced the campaign launch to be deferred to mid-February 2022.



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23 December 2021

Jamie Cleine
Mayor
Buller District Council

Email: jamie.cleine@bdc.govt.nz

Kia ora Jamie

Speed review (SH7 Maruia Springs to Reefton)

My thanks to the Council for providing feedback through our early engagement period for the speed review (SH7 Maruia Springs to Reefton).

You asked about the strategic approach to speed management for the region.

As part of our commitment to New Zealand's Road to Zero strategy, we have a national programme of work that focuses on preventing people from dying or being seriously injured on our roads. Road to Zero sets an initial target to reduce deaths and serious injuries on New Zealand's roads, streets, cycleways and footpaths by 40 percent over the next 10 years. Reaching that target would mean reducing annual road deaths to 227 and serious injuries to 1,680 by 2030.

Road to Zero is guided by the Safe System approach which remains the international gold standard in road safety.

It recognises that whilst mistakes are inevitable – deaths and serious injuries from crashes are not. The Safe System approach seeks to create a safe and forgiving road system that makes the safety of people a priority.

Under our infrastructure and speed management programme, we have looked at all state highways at a national level to determine the highest risks roads, and considered factors such as traffic volumes, crash statistics, and the type of road it is. From this, we are able to determine which ones have the highest risks and might be best funded for infrastructure improvements.

On a national view, many of the West Coast State Highways have lower traffic volumes and so for this NLTP have not met the requirements needed for infrastructure improvements, with the exception being State Highway 6: SH69 to Charleston, which is currently undergoing a feasibility assessment ahead of a decision on whether it goes to detailed design.

For the rest of the State Highway network, the best thing we can do now is look at speed limits and ensure they are safe and appropriate for the road. A change of speed limit will not remove corridors from future consideration of infrastructure improvements in future NLTPs.

12.3: Attachment 3 - Correspondence

Within this NLTP, the West Coast corridors listed for review of speed limits are SH7 Maruia Springs to Reefton (underway) and SH6 Greymouth to Charleston (yet to commence, subject to funding). In Canterbury, there may also be an assessment of SH7 Maruia Springs to Waipara.

While our approach under the current Land Transport Rule for the Setting of Speed Limits is corridor based, I note that a review of this rule is currently being undertaken to enable an improved approach to speed management planning.

I have noted all the points in your submission, including the request to consider a cycle/walkway off the highway between Reefton and Blacks Point, which could build off other track network improvements in the region. I will ensure this part of your submission is sent to our walking and cycling advisors.


I also note that you support a lowering of speed between Reefton and Blacks Point to 80km/h; and a lowering of speed through Blacks Point to 60km/h.

I see you have provided advice about the area from Blacks Point to near the Palmers Road intersection as well as advice on other sections of the corridor where you do not see a current compelling reason to change the status quo.

You are correct about the MOU reflecting the rule under the Planning, Programming and Funding Manual and we are actively considering changes to both the MOU and also the national funding definitions in future NLTP determinations. It is not our intention to pass on any additional costs for maintenance to you by way of speed reviews. The reviews are about safety.

Finally, I would just like to emphasise that we have not made any decisions yet, and still have much work to do. If there is time in your diary in the New Year, it would be good to catch up on this matter and others.

Ngā mihi,



James Caygill

Director Regional Relationships (West Coast, Canterbury, Otago, Southland)

Farid Ahmed, (MNZM). Adv. Dip.Hom.NZ (A.C.C.H). Dip. Mechanical Engineering (B.D)

Survivor 15th March 2019 Mosque shooting | Author of Husna's story | Finalist, Kiwi Bank New Zealander of the year 2021

Peace advocate (Speaker) | Homeopathic Health Consultant | Independent Marriage Celebrant Reg. No: 37922

Quran Class teacher, Mosque Al-Noor, Christchurch.

20 O'Leary Street, Hoon Hay, Christchurch, 8025, NZ | Email: [REDACTED]

Date: 17/01/2022

NOTE OF THANKS

Your excellency,

15 March is approaching fast. It was a tragic day for the entire New Zealand. When victims like me was crying, you cried with us along with other loving Kiwis. You led your city reacting to that tragedy with love and compassion. The outcome was peaceful through unity in peace, love, and compassion. Together, we defeated one hate with millions of loves.

I would like to take the opportunity to personally thank you and the Kiwis in your city. I admire Kiwi attitude towards peace and harmony. The whole world was amazed looking at New Zealand how quickly it came together against hate. I have no words to express my gratitude, but your kindness has a permanent place in the hearts of so many survivor families like me.

Today, even though it is quite late, but I would like to say that time may have passed but the gratefulness in our hearts will never pass. Please pass this message to the members in your city that like 15 March unity, we must continue the unity in diversity to build a stronger cohesive society. NZ has earned very high respect for its strong stand for peace, and we must maintain that. It was a wonderful achievement for NZ that a hate attack could not divide us.

I would like to remember 15 March not with sadness, but with positive reactions from us. That reaction was unity in diversity for which we put humanity first, and we became one to face the calamity. That's why, since last year, we as a team has started celebrating the UNITY IN DIVERSITY dinner event around 15 March to celebrate the unity among New Zealanders. With that event, we would like to continue reminding all that we should be united to be stronger.

To continue, this year, we are organizing the UNITY IN DIVERSITY dinner event on 18 March 2022 in Christchurch. We wish to receive your best wishes, and support in future to make it widespread to inspire others towards unity. Considering the Covid 19 situation, we are inviting only 250 guests from various walks of life. We hope, in future, we would request for your contributions.

With kind regards

Farid Ahmed

BULLER RUGBY UNION (INC)

83 Domett Street
P O Box 361
Westport 7866
New Zealand



Andrew Duncan
Mobile Phone: 0277898330
E: andrew@bullerrugby.co.nz

25 January 2022

Letter of Support – Keeley Ridley

To whom it may concern,

The Buller community has a rising star!

Keeley Ridley, 17, a Buller High School student, is making waves in rugby circles on the national stage. Last season, Keeley made her first-class debut for the Tasman Mako side in the Farah Palmer Cup, New Zealand's premier domestic rugby competition.

In order to chase her dreams and represent our community, Keeley needs to travel to the Tasman region to play rugby. Buller is the smallest of the 26 national provincial unions and do not have the playing resources to provide any female competitions for Keeley to play. National policies also prohibit any mixed gender grades after the age of 14, so Keeley has no viable pathway in Buller to compete.

Keeley has an incredible drive to succeed. Her work ethic is phenomenal, always looking for opportunities to learn and develop her game. She has been a regular trainer with the Buller Men's Heartland side. Balancing this busy schedule of playing, training, travelling, school and work shows how determined she is to succeed.

This season Keeley will need to travel to the Tasman region to play club rugby, attend high performance sessions and then to train and play for the Tasman Mako side. This could be in excess of 30 trips, a huge expense for her.

Any funding received would be hugely beneficial to Keeley and extremely well received.

Thanks for the consideration of supporting Keeley.

Kind regards

Andrew Duncan
Buller Rugby Union



January 25

Keeley Ridley

Westport, New Zealand

Good Morning to whom this may concern.

I am contacting you as I am a local amateur athlete playing for the Tasman Mako Women's team. I am exploring options for potential financial support for 2022. I am a young and upcoming athlete within the Buller region so I thought I would try my luck and see if you had any opportunities to help me in my sporting career.

I've been a part of this community for many years participating in many different sporting codes, in recent years I've discovered my passion for rugby and made the hard decision to commit to one sport with the goals of reaching the professional level. At the moment I have been named as part of the team, playing a few games for the Makos in 2021. Last year I was severely disadvantaged and couldn't make a lot of team trainings due to time, money and study restrictions. This year I'm hoping to get more game time and make team trainings during the week with the help of the Buller community.

I am entering my last year at Buller High School with big ambitions in terms of rugby, study, and giving back to the community. However, in order to achieve these goals I am seeking financial support as with women's rugby and any other sporting code it is a lifestyle which consumes many hours. This is particularly difficult for me as I'm having to travel to Nelson/Blenheim multiple times a week as well as attending high school trying to make my own way. I am currently working two jobs to fund myself for the fuel, sport supplements and the running of my own car to get to training/games whilst also saving for university next year. I've been making the most of every opportunity I can get including training with the Buller Heartland team and using every spare minute of my time trying to upskill myself but unfortunately there aren't many female rugby players with the same ambitions as myself therefore training with the men is what I resorted to.

Doing all this while still being at school is very demanding as I discovered last year with minimal help hence why I'm reaching out to our supportive community in what will be one of the most important years of my life.

I thank you in advance for taking the time to read this and hope to hear back from you soon.

Kind regards,

Keeley



File Ref: CG-07-5-4-22-473



MAYOR'S OFFICE

27 January 2022

State Highway speed reductions

As you will be aware, Waka Kotahi is preparing to lower speed limits on state highways across New Zealand. Our State Highway 5 here in Hawke's Bay is one of the first on the list.

Our concerns about this will likely mirror those of affected councils across the country. In our case, it will severely impact our communities living along the route, our economy (as it is the main route between Hawke's Bay and most of the North Island), and our driving public, both residents and visitors. Of grave concern is that the lower speeds on a road which, in the main, is safely travelled at 100kmh will increase frustration, leading to riskier driver behaviour. This has occurred on other highways in the wake of speed reduction.

Hastings District Council is supporting community action aimed at having the decision reversed.

We are seeking 'please explain' meetings with Waka Kotahi and MPs, exploring legal options, and have lodged a petition on the Government petition website, asking that Government urge Waka Kotahi to reconsider its decision.

The community, supported by Council, has asked Waka Kotahi to instead:

- Reduce speeds at known crash hot spots (two)
- Prepare a comprehensive upgrade plan, with timelines and funding, that will address decades of underfunding and bring the road up to a standard that it is safe for the traffic volumes of today.

We would like our council partners to support us in this, particularly by signing the petition and sharing it with affected groups and your wider community:
www.parliament.nz/en/pb/petitions/document/PET_118401/petition-of-kiri-goodspeed-rescind-the-decision-to-lower

HASTINGS DISTRICT COUNCIL
207 Lyndon Road East, Hastings 4122
Private Bag 9002, Hastings 4156
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TE KAUNIHERA O HERETAUNGA





MAYOR'S OFFICE

We believe that if Waka Kotahi is forced to consider the public feedback it received during its consultation phase (which it largely ignored) and reverse its decision in this case, it will need to rethink its processes as it considers reducing speeds on the rest of the highways across New Zealand.

Please contact me if you would like to discuss this further.

Kind regards

Sandra Hazlehurst

Mayor

Koromatua

Te Kaunihera-ā-rohe o Heretaunga

Hon Andrew Little

Minister of Health
Minister Responsible for the GCSB
Minister Responsible for the NZSIS
Minister for Treaty of Waitangi Negotiations
Minister Responsible for Pike River Re-entry
Lead Coordination Minister for the Government's Response to the Royal Commission's Report into the Terrorist Attack on the Christchurch Mosques



16 FEB 2022

Renee Rooney
Allan Birchfield
Jamie Cleine
Bruce Smith
Tania Gibson
Paul Madgwick
Francois Tumahai

c/o catriona.bayliss@greydc.govt.nz

Tēnā koutou

Concerns about the aged care sector

Thank you for writing to Associate Minister of Health, Hon Dr Ayesha Verrall, and me on 15 November 2021, expressing concerns about the aged care sector. I am responding as the issues you raise relate to my portfolio as Minister of Health. I apologise for the delayed response.

I can assure you that this Government appreciates the hard work of aged residential care (ARC) providers and recognises their role in providing quality aged care for local communities. I understand you feel that funding aged care is challenging due to several factors. I recognise that this may be frustrating.

As you may be aware, district health boards (DHBs) are responsible for negotiating ARC prices with provider representatives. As Minister of Health, it is not appropriate for me to comment on individual cases or to intervene on behalf of facility operators. You may wish to discuss your concerns with West Coast DHB's Health of Older People portfolio manager, Sandra Teasdale. You can contact Ms Teasdale by email sandra.teasdale@wcdhb.health.nz; or phone on (03) 769 7400.

I also note your concerns about workforce shortages. The Ministry of Health and DHBs are aware of the potential flow-on effects of the recent DHB nurses' settlement and accord, including concerns that nurses will be drawn from aged care to fill vacancies in DHBs. I want to assure you that the Government is aware of the need for more registered nurses and has been working to grow New Zealand's domestic nursing workforce with various initiatives. This has increased the overall workforce in the past three years. As part of this commitment, the Government invested an extra \$24.5 million through Budget 2019 to fund more graduate nurses to complete the nurse entry to practice programme. It is estimated this will help 482 more registered nurses and 130 more enrolled nurses enter the workforce.

In 2020 the Government also funded the Nurse Practitioner Training Programme to train approximately 50 nurse practitioners a year. The Programme is currently looking at how nurse practitioners can transition into ARC facilities.

Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand
+64 4 817 8707 | a.little@ministers.govt.nz | beehive.govt.nz

Aged care is also included in the Voluntary Bonding Scheme, an initiative run by the Ministry to incentivise newly qualified health professionals to work in eligible hard-to-staff communities or specialities. After three years of service, eligible registered and enrolled nurses working in ARC facilities can apply for after-tax payments. Further information about the Scheme, including payment amounts, can be found here: www.health.govt.nz/our-work/health-workforce/voluntary-bonding-scheme.

I acknowledge your concerns regarding the pay disparity between nurses employed within the ARC sector, and their DHB counterparts. I acknowledge that this is a contributor to the shortage of staff in aged residential care. I also appreciate that the recent DHB multi-employer collective agreement (MECA) nurses' settlements with both the New Zealand Nurses Organisation and the Public Service Association, has subsequently exacerbated the existing pay disparity between ARC nurses and DHB employed nurses.

Please be assured that pay parity is an important matter for this Government and action is currently under consideration with the view to taking a consistent and sustainable approach across the health and disability system, and the wider public sector. However, it must be noted that achieving pay parity in New Zealand will require the development of a comprehensive framework and processes to fairly reflect the responsibilities of nursing roles across healthcare settings. One of the questions that has to be considered is the fact the ARC sector is made up of large corporate players with multiple revenue streams and smaller charitable or family based operations which do not have other revenue streams. My priority for support is the latter group.

This Government remains committed to reviewing and addressing the inconsistencies that exist for nurses employed in other parts of the healthcare sector, such as the ARC sector, to ensure all nursing staff are fairly and equitably paid for the work they do, irrespective of the health setting. In addition, I understand that the interim Health NZ Board has outlined their commitment to reviewing these issues this year.

I also note that you mention supporting the hiring of nursing staff internationally to help manage the shortage in New Zealand. The Ministry of Health continues to work with the Ministry of Business, Innovation and Employment to ensure critical health workers can enter the country under current border settings. Health is one of the broadest exceptions granted to a sector in New Zealand during the border closures after the last two years. Exceptions can also include a partner or dependent children, ensuring New Zealand remains a viable destination.

You may also be interested to know that in October last year I announced that from 1 November the Government was changing the way managed isolation is co-ordinated for health workers. These changes guarantee 300 spots a month for workers in the health and disability sector. You can more information about this here: www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-health-professionals/dedicated-miq-places-critical-health-and-disability-workers.

As you will also be aware, the Government recently announced the staged opening of New Zealand's borders. The 5-step plan will enable the return of New Zealand citizens and residents, including qualified health care workers in just over 5 weeks' time. Between April and October 2022, the reopening of key visa categories is planned, which will also address worker shortages. This will allow more internationally registered nurses to enter the country. You can find more information on this here: covid19.govt.nz/international-travel/travel-to-new-zealand/when-new-zealand-borders-open/.

12.3: Attachment 3 - Correspondence

I understand that our health system is under stress and requires change at a broader level. The Government recognises the vital work that aged care workers contribute to our health system. I recognise that more support is necessary to enable our nursing sector to better respond to the realities of increased demands on health services and the complexity of care in our communities.

A priority area is building a stronger health workforce pipeline to meet New Zealanders' health needs and our obligations under Te Tiriti o Waitangi. A major challenge of the current health and disability system is fragmentation and reduced accountability for the overall performance of workforce planning and development. The need for longer-term planning across the health workforce pipeline will be addressed as part of the health reforms currently being implemented.

Over the next few years, primary and community services will be reorganised to serve the communities of New Zealand through 'localities'. You can find more information about the changes to primary and community care on DPMC's website here:

www.dPMC.govt.nz/sites/default/files/2021-04/htu-factsheet-primary-and-community-care-en-apr21.pdf. More information about the reforms based on the Health and Disability System Review is available here: www.futureofhealth.govt.nz.

Thank you again for writing in support of ARC providers. I wish you the best.

Nāku noa, nā



Hon Andrew Little
Minister of Health

Office of Hon Nanaia Mahuta

MP for Hauraki-Waikato

Minister of Foreign Affairs

Minister of Local Government

Associate Minister for Māori Development



17 February 2022

Allan Birchfield
Chair, West Coast Regional Council
allan.birchfield@wcrc.govt.nz

Jamie Cleine
Mayor, Buller District Council
jamie.cleine@bdc.govt.nz

Tēnā kōruā

Building the resilience of the Buller district to future flooding

I am writing to offer my support to the work your councils are doing to improve the resilience of Buller to future flooding and to set out my expectations for the next phase of work.

I firstly want to acknowledge and thank you for your work to date to support the Buller community recover from the July 2021 flooding and your management of the recent severe weather events. These events demonstrate the challenges and urgency you face in protecting the community from future flooding.

My officials have provided regular updates on the recovery work since the July 2021 flood event. I am pleased to hear of the collaboration that the Buller Recovery Steering Group has achieved working with your two Councils, Ngāti Waewae and the Government agencies. I support the use of the Steering Group to develop options to increase the resilience of the Buller district to future flood events, as well as continuing to oversee the allocation of funding approved by Cabinet last year to support the recovery effort.

Ministers have agreed that options should be developed in order that the Government can consider co-investment in flood protection as part of a set of solutions to enhance the flood resilience of the Buller District. It is important that the Steering Group oversee the development of an integrated package to provide longer term flood resilience recognising the different contributions that the two Councils might play.

Developing a proposal for co-investment

I request that you present a proposal for co-investment in June 2022 as I recognise your community will need certainty as to the scale and nature of any central government support as soon as possible. I will work with other Ministerial colleagues to consider your proposals, which, if supported, will be taken to Cabinet in mid-2022.

It is important to note, however, that I cannot guarantee Crown funding or financing for any co-investment proposal. The Minister of Finance's expectation is that proposals with financial implications should generally be considered in a Budget process, unless there is a compelling case for urgency. As such, for the co-investment proposal to be successful it should be well-developed, demonstrate value for money, be robustly costed and accompanied by detailed next steps.

So that I can present the strongest case to Cabinet it would be helpful if the proposal could set out:

why current policy and funding levers are insufficient to result in the best long-run risk reduction package for the community. This means the proposal should be clear about what Crown support can achieve over-and-above what is possible given your respective financial capacities;

what makes Buller an urgent and compelling case, given the number of other communities in New Zealand that are exposed to natural hazards that would also benefit from central government support;

how the proposal supports the government's broader policy goals in areas such as climate adaptation, community resilience, and resource management reform. Department officials can support you to identify these goals and contribute their knowledge on relevant Government policy and directions.

I have asked my officials to support you in developing the broad set of options for future flood resilience but I note the development of the co-investment proposal will need to be driven by your respective councils according to your existing roles and responsibilities.

I look forward to reviewing your proposal in due course.

Nāku noa



Hon Nanaia Mahuta
Minister of Local Government

Copies to:

Hon Kiritapu Allan, Minister for Emergency Management, k.allan@ministers.govt.nz

Francois Tumahai, Chairman Ngāti Waewae Arahura, francois@ngatiwaewae.org.nz

Heather Mabin, Chief Executive of West Coast Regional Council, heather.mabin@wrc.govt.nz

Sharon Mason, Chief Executive Buller District Council, sharon.mason@bdc.govt.nz

Richard Kempthorne, Independent Chair, Buller Recovery Steering Group, kempthorne.randj@outlook.com

Paul Barker, Partnership Director, Department of Internal Affairs, Paul.Barker@dia.govt.nz



OFFICE OF THE MAYOR
Jamie Cleine

14 December 2021

To Whom It May Concern,

**ELLA MOORE RANGATAHI GROUP PROJECT
- LETTER OF SUPPORT**

I wish to support the application by Ella Moore for funding support to establish a Rangatahi Group Project.

Ella was selected by myself to attend the Tuia mentoring program throughout 2021. This provided a fantastic personal development opportunity for Ella and has created a desire for her to share her experience with other young Maori in Buller. The Rangatahi Group Project will provide a local kaupapa for rangatahi to connect, build confidence and ultimately increase the breadth of young people as potential leaders in the Buller district.

Best Regards

Jamie Cleine

Buller District Mayor

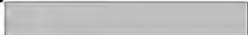
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz



OFFICE OF THE MAYOR
Jamie Cleine

16 December 2021

Ella Moore

Via email: 

Dear Ella

PUBLIC FORUM RESPONSE

Thank you for speaking to Council public forum on 15 December regarding your experience in the TUIA programme.

Councillors gained a better understanding of the value this programme provides and have endorsed the selection of a new rangatahi for 2022. We are so pleased you have enjoyed your time on TUIA and wish you well for the coming year as you continue your professional and personal development.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

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WEST COAST
UNTAMED NATURAL WILDERNESS



OFFICE OF THE MAYOR
Jamie Cleine

16 December 2021

Buller Builders & Associates
C/- Frank Dooley

Via email: frank@ftdooley.co.nz

Dear Members

PUBLIC FORUM RESPONSE

Thank you for speaking at public forum regarding the Finished Floor Heights Policy agenda item. Councillors gained a better understanding of the issues of concern to the BBA as a result of your presentation.

The Draft recommendations were resolved by Council and are copied below for your information:

That the Council:

1. *Rescinds the Buller District Council Finished Floor Heights Policy adopted on 22 September 2021;*
2. *Notes that the provisions in sections 71-74 of the Building Act 2004 can be used in assessing building consent applications for properties subject to natural hazards;*
3. *Commits to developing guidelines for building consent applications for properties subject to natural hazards, with engagement to be carried out with interested parties in early 2022 before final adoption.*

As per the resolutions we look forward to a positive engagement with the BBA in developing the guidelines early in 2022.

Best Regards

Jamie Cleine
Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

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OFFICE OF THE MAYOR
Jamie Cleine

19 January 2022

Via email:

Dear ...

Toki Poutangata Grand Opening Invitation – Wednesday 23 February

Buller District Council extends our warm invitation to attend the formal grand opening of the Toki Poutangata Bridge in Westport on 23 February 2022.

The \$2M project, funded from by Kānoa forms part of the Riverbank revitalisation programme and Westport's overall master plan. This is another "PDU success story" for our district and further validates central government's financial support and partnership with council.

The locally made 38m long, 3.1m wide pedestrian bridge weighs 24 tonnes and spans over the existing railway line. This new connection allows people to easily access the Riverbank from the main street, and is the first significant step in Westport turning to face the town's greatest natural asset, the Buller River.

The name chosen for the bridge Toki Poutangata (or Toki for short), describes a ceremonial adze of chiefly authority, and consists of a pounamu blade lashed to an elaborately carved handle. This styling has been carried through into the truss design of the bridge structure, with its distinctive tapered shape and green colour. It represents strength, mana, bravery and triumph – all traits and characteristics synonymous with the Buller District.

As part of the Toki opening ceremony, we are also revealing taonga "E toru ngā mea", the pounamu stone gifted to council by Ngāti Waewae recently. It will be placed in a prominent position near the entrance to the bridge, and symbolises the growing partnership between iwi and council.

We are looking forward to celebrating these important achievements and sincerely hope you are able to attend. Please RSVP to kirstin.mckee@bdc.govt.nz by Friday 4 February.



"Toki Poutangata" installation phase



"E toru ngā mea" pounamu gift from Ngāti Waewae

Warm regards

A handwritten signature in blue ink, which appears to read 'Jamie Cleine'.

Jamie Cleine
Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

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WEST COAST
NEW ZEALAND
UNTAMED NATURAL WILDERNESS



21 January 2022

Stephen Lucy
Appointed Auditor
Audit New Zealand
PO Box 99
Wellington 6140

Dear Stephen

Representation letter for Summary Annual Report for the year ended 30 June 2021

This representation letter is provided in connection with your audit, carried out on behalf of the Auditor-General, of the Summary Annual Report of the Buller District Council (District Council and group) for the year ended 30 June 2021 for the purpose of expressing an independent opinion about whether the Summary Annual Report represents, fairly and consistently, the information regarding the major matters dealt with in the annual report and complies with PBE FRS 43: *Summary Financial Statements*.

We understand that your examination was conducted in accordance with the Auditing Standards issued by the Auditor-General, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. We also understand that your examination was (to the extent that you deemed appropriate) for the objective of providing an independent opinion on the District Council and group's Summary Annual Report.

Responsibilities for the Summary Annual Report

We confirm, to the best of our knowledge and belief:

- we have fulfilled our responsibilities for preparing and presenting the Summary Annual Report as required by the Local Government Act 2002 and PBE FRS 43: *Summary Financial Statements* and, in particular, that:
 - the Summary Annual Report complies with PBE FRS 43: *Summary Financial Statements*;
 - the information contained in the Summary Annual Report is consistent with the full financial statements from which it is derived; and

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- the information contained in the Summary Annual Report represents, fairly and consistently, the information regarding the major matters dealt with in the annual report;
- we believe that there are no material uncorrected misstatements, both individually and in the aggregate, to the Summary Annual Report as a whole; and
- we believe the effects of uncorrected disclosure deficiencies, including both omitted and incomplete disclosures, are quantitatively and qualitatively immaterial, both individually and in aggregate, to the Summary Annual Report as a whole.

Publication of the Summary Annual Report and related audit report on a website

- The Council accepts that it is responsible for the electronic presentation of the audited Summary Annual Report;
- The electronic version of the audited Summary Annual Report and the related audit report presented on the website are the same as the final signed version of the audited Summary Annual Report and audit report;
- We have clearly differentiated between audited and unaudited information on the website and understand the risk of potential misrepresentation without appropriate controls;
- We have assessed the security controls over the audited Summary Annual Report and the related audit report and are satisfied that procedures are adequate to ensure the integrity of the information provided; and
- Where the audit report on the Summary Annual Report is provided on a website, the Summary Annual Report is also provided in full.

Sign-off on these representations

These representations are made at your request, and to supplement information obtained by you from the records of the District Council and group and to confirm information given to you orally.

Yours sincerely



Jamie Cleine
Mayor



Rachel Townrow
Acting Chief Executive



21 January 2022

Stephen Lucy
Appointed Auditor
Audit New Zealand
PO Box 99
Wellington 6140

Dear Stephen

Letter of representation – Limited Independent Assurance Engagement in respect of Buller District Council’s Debenture Trust Deed

This representation letter is provided in connection with your Limited Independent Assurance Engagement, carried out on behalf of the Auditor-General, in respect of Buller District Council’s debenture trust deed dated 20 October 2015 (the Trust Deed) for the year ended 30 June 2021. We understand that this engagement uses information which was obtained as a by-product of your statutory audit engagement¹ of Buller District Council for the year ended 30 June 2021. The Trustee is Covenant Trustee Services Limited.

We understand that your Limited Independent Assurance engagement was conducted in accordance with International Standard on Assurance Engagements (New Zealand) 3000 (Revised): Assurance Engagements Other Than Audits or Reviews of Historical Financial Information, issued by the External Reporting Board.

We also understand that your Limited Independent Assurance engagement was for the purpose of reporting to Buller District Council and the Trustee under clause 10.2(g) of the Trust Deed, and that we are responsible for interpreting the clauses and definitions in the Trust Deed.

As a result, we understand that because of the inherent limitations in evidence gathering procedures, it is possible that fraud, error or non-compliance with the Trust Deed may occur and not be detected.

¹ Audit of the annual financial statements.



OFFICE OF THE MAYOR
Jamie Cleine

27 January 2022

Keeley Ridley

Dear Keeley

RE: FINANCIAL ASSISTANCE

Thank you for your letter requesting financial assistance to help towards your travel costs to attend training sessions with the Tasman Mako team. This request is also supported by the glowing letter of support from Andrew Duncan from the Buller Rugby Union.

I am very pleased to advise you that I am happy to approve this grant for \$1,000.00 to put towards your costs.

Both letters indicate that you are willing to work hard, commit to training and have an exceptional drive to succeed. I wish you well for the rugby season this year and will look out with great interest as to your progress.

Warm regards

Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz



OFFICE OF THE MAYOR
Jamie Cleine

8 February 2022

To Whom It May Concern,

Mary-Rose O'Loughlin - Letter of Support

As Mayor of Buller District Council I am writing in support of Mary-Rose O'Loughlin to become a Justice of the Peace. I have consulted with the BDC councillors regarding this and can confirm that the councillors also support the nomination of Mary-Rose as a JP.

Mary-Rose is actively involved in the community with Buller Women's Health Fund, Women's Tri and the Community Hub.

Mary-Rose is currently the CEO of Buller Reap which is an education focused community development organisation which serves the Buller region. Mary-Rose has a strong ethos which is community oriented, therefore I have no hesitation in supporting this nomination. Please do not hesitate to contact me if required.

Best Regards

Jamie Cleine

Buller District Mayor

Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 13

Reviewed by Sharon Mason
Chief Executive Officer

VERBAL UPDATES FROM COMMITTEE CHAIRS

1. REPORT SUMMARY

A summary of updates is verbally provided by each of the Committee chairs.

2. DRAFT RECOMMENDATION

That Council receive verbal updates from the following Committee Chairs, for information:

- 1. Inangahua Community Board – Cr J Bougen**
- 2. Ngati Wae Wae Representative – N Tauwhare**
- 3. Regulatory Services Committee – Cr P Rutherford**
- 4. Community and Environmental Services – Cr M Montgomery**
- 5. Te Tai o Poutini Plan – Mayor J Cleine and Deputy Mayor S Roche**

BULLER DISTRICT COUNCIL

23 FEBRUARY 2022

AGENDA ITEM 14

Prepared by Sharon Mason
Chief Executive Officer

PUBLIC EXCLUDED

1. REPORT SUMMARY

Subject to the Local Government Official Information and Meetings Act 1987 S48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

2. DRAFT RECOMMENDATION

RESOLVED that the public be excluded from the following parts of the proceedings of this meeting:

Item	Minutes/Report:	General subject	Reason for passing resolution Section 7 LGOIMA 1987
15	Sharon Mason, Chief Executive Officer	Westport Joint Committee – Appointment of Independent Chair and Community Members	<p>Section (2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>Section (2)(b)(ii) - Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>Section (2)(a) protect the privacy of natural persons, including that of deceased natural persons;</p>