

From: [BDC Lgoima](#)
To: [REDACTED]
Subject: Official Information Request for BDC Port Manager Information Ref: 006/25
Date: Wednesday, 19 March 2025 4:22:44 pm
Attachments: [Harbourmaster Position Description.pdf](#)
[Position description Harbour Master 2023.pdf](#)

Dear [REDACTED]

Please see BDC responses to your further queries of 6 March as below:

“Was Curly appointed as Port Manager ?

I don't recall that ever being announced.

Trevor James was employed during 2018.

We do not hold information on file as to whether this was announced, this is therefore refused under Section 17 (e), that this information does not exist, or despite reasonable efforts to locate it, cannot be found.

There must have been a Port Manager job description.

1. . . It appears the last appointee was Rudi, I am requesting a copy of his job description.

Please see first attachment

Other replies have indicated that Domonic is doing the combined role.

He was originally the Harbour Master. He has admitted the job he is doing now is different to the position he applied for.

The responsibilities of the role have evolved over time to align with the changing needs of the organisation and the community.

When a new appointee steps into a position, it is not uncommon for aspects of the role to be adjusted to better utilise their expertise and respond to emerging priorities.

These changes ensure that the role remains fit for purpose and continues to deliver the best outcomes

2. . . Could you please provide the current job description for Domonic Venz ?

Please see second attachment

Once again the public was never informed of his change in status either.

No change in status as he is still the harbour master after appointment. No reason for public announcement.

This would be a senior position, the top job at the port.”

Kind regards

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First Schedule - Part A - Position Description

Position Title:	HARBOURMASTER	
Reports To:	Chief Executive	
Hours of work:	Flexible Hours as needed with a maximum per week of 20hrs	
Purpose of the Role: To ensure compliance with the relative provisions of the Maritime Transport Act 1994, Local Navigation & Safety Bylaws and the Maritime NZ National Code of Practice for bar harbours. To provide leadership and guidance to port users on marine conditions (particularly bar conditions). Responsible for advising port users and associated compliance with navigational safety for the Buller District Council.		
Key Relationships:	Internal: Chief Executive, Port Manager, Group Managers, other staff External: Councillors, port users, maritime authorities, other local authorities, contractors, community	
Core Staff Values		
Community Driven –We are committed to making a difference in the community we call home One Team - Shared direction, shared effort Future Focussed – We seek solutions that are fit for the future Integrity - Open and honest in decisions and action We Care - About people and place		
Key Responsibilities:	Expected Results	Means
Marine Operations % of job: 70%	<p>The statutory role of Harbourmaster for the district and management of council liability for navigation safety is fulfilled</p> <p>Advice on all marine matters for which Council has responsibility</p> <p>Promote safe use of the Port</p> <p>Responding to telephone enquiries regarding port navigational safety and compliance.</p> <p>Provide support, information and advice to Port Manager as needed.</p>	<p>➤ Managing shipping including: shipping movements and vessel safety</p> <p>➤ Qualified by experience with a focus on navigation and safety</p> <p>➤ Availability for advice on marine conditions</p> <p>➤ Harbourmaster’s contact information made available to port users</p> <p>➤ Port Manager is kept informed of activities on a regular basis and required information is collected.</p>

General Duties & Other Tasks not specified % of job: 20%	<p>Skipper of Bob Gower as needed</p> <p>Work with civil defence in state of emergency situations</p> <p>Completion of other tasks from time to time as requested by the Port Manager</p>	<ul style="list-style-type: none"> ➤ Skipper of Bob Gower for general duties and sounding as needed ➤ Awareness of civil defence roles and duties within Council ➤ One-off tasks and projects completed as required
Communications % of job: 10%	<p>Establish, enhance and maintain close working relationships with internal and external contacts</p>	<ul style="list-style-type: none"> ➤ Reports to Chief Executive as needed ➤ Effective, professional relationships are maintained with internal and external contacts ➤ Handling difficult confrontational situations when dealing with the public, regarding marine pollution complaints and non-compliance of navigation safety bylaws and maritime regulations
Key performance indicators	<ul style="list-style-type: none"> ✓ Chief Executive satisfaction with performance ✓ Achievement of tasks within expected time frames ✓ Port User feedback is satisfactory 	
Resources	<ul style="list-style-type: none"> ✓ Council systems and processes ✓ Council vehicle as required ✓ Mobile phone 	

Person Specification			
Selection Criteria		Essential Criteria	Highly Desirable
Qualifications & Experience	• Relevant experience with Westport Bar and River	✓	
	• Minimum Inshore Fishing Skippers ticket	✓	
Personal Qualities	• A professional and mature approach	✓	
	• Judgement and initiative		✓
	• Negotiation and mediation skills with the ability to resolve conflict situations	✓	
	• Demonstrate a high level of flexibility and self-motivation	✓	
	• Excellent problem solving skills		✓

POSITION DESCRIPTION – HARBOURMASTER

Purpose of Role	To effectively lead the Harbourmaster Services to ensure maritime safety in the Buller region.
Reports to	Chief Financial Officer
Hours of work	Full time Permanent – 40 hours per week, worked across 7 days – when these hours are worked will depend on requirements to service our clients with a degree of autonomy for the role holder
Key Relationships	Internal: Chief Executive, Dredge master and crew, other council staff as appropriate staff. External: Councillors, port users, maritime authorities, other local authorities, contractors, community.
Direct Reports	2 – Harbour maintenance officer, Harbour administrator
Indirect Reports	Nil
Financial Delegation	
Date	July 2023

ORGANISATION VALUES



Community driven - we are committed to making a difference in the community we call home.



One team – shared direction, shared effort.



Future focused – we seek solutions that are fit for the future.



Integrity – open and honest in decisions and action.

We care – about people and place.

The Buller District Council is the territorial authority for the northern West Coast. Our goal is to promote the well-being of our local communities. We have a wide range of responsibilities under the Local Government Act.

Our mission is – ‘To serve the residents of the Buller district, conscious of their needs, by providing facilities and services and creating an appropriate environment for progress and development while preserving the distinctive natural environment, as well as the cultural and historical environments.’

The Buller District Council strives to be responsive to different needs and values and works with employees to maximise their potential. We are committed to continually improving its recruitment and selection processes to ensure that quality decisions are made which help the Council meet its objectives.

Local government affects you daily. We encourage you to get to know us and to find out more about how you can participate in local decision-making.

ORGANISATIONAL AND POSITION INFORMATION

Civil Defence and Health & Safety	<ul style="list-style-type: none"> ○ Actively participate in civil defence training, roles and duties within Council ○ Actively participate in Health & Safety training, roles and duties within Council
Organisational KPI's	<ul style="list-style-type: none"> ○ Statutory Compliance Positively Support and influence compliance with the statutory and Westport harbour compliance requirements for the various harbour and wharf structures/assets and the geographical areas of responsibility for the harbour master ○ Financial Prudence Ensure effective operating (opex) and capital (capex) cost management compared to budget ○ Customer Satisfaction Provide an outstanding experience and level of service ○ Staff Satisfaction Be a rewarding team member to work with ○ Strategic Areas of Focus Achieve specific single and multi-year objectives set by Council
Result Areas	<ul style="list-style-type: none"> ○ Capabilities Apply and share knowledge, experience and skills whilst pursuing continuous improvement and professional growth ○ Social Represent Council in a positive and respectful manner ○ Compliance Work ethically within the local government framework ○ Client Satisfaction Recognise and value Council stakeholders
Probation	<ul style="list-style-type: none"> ○ Not Applicable
Prerequisites	<ul style="list-style-type: none"> ○ A current motor vehicle drivers' licence is mandatory for this position. ○ Must have the right to live and work in New Zealand
Diversity	<ul style="list-style-type: none"> ○ Council proudly promotes the principles of Equal Employment Opportunities and fosters a culture of diversity to represent the communities of our district.
Mission	<ul style="list-style-type: none"> ○ To serve the residents of the Buller District, conscious of their needs, by providing facilities and services and creating an appropriate environment for progress and development while preserving the distinctive natural environment, as well as the cultural and historical environments

RESPONSIBILITIES

Key Responsibilities	Expected Results	Means
Leadership	<ul style="list-style-type: none"> As the Harbourmaster you are responsible for maritime safety for all water users. You lead by example always advocating for maritime safety on behalf of the Council. As a Team Leader, you are responsible for setting and delivering strategy and leading your team to deliver on shared goals. Align the team around a shared vision, robust KPIs and processes, high service standards, sound decision-making, open and honest communication and team work. Build team capability through professional development, mentoring and motivation. 	<ul style="list-style-type: none"> Clearly communicates and commits to ensuring maritime safety in a manner that is aligned to Council's vision and strategies. The team are happy and high-performing. They know what is expected of them and are recognised as technical experts, providing a high standard of service internally and externally. Processes are fit for purpose, up to date, accepted internally and followed. Effective one to ones and development conversations are carried out regularly. Team member strengths are recognised and areas for development are addressed.

Key Responsibilities	Expected Results	Means
	<ul style="list-style-type: none"> • Role model professional, considered, and empathetic values and bring others with you. • Co-ordinate the on-call roster and ensure fit for purpose • Design and develop maritime/harbour related Policies, Procedures and Practices; ensuring they are effectively implemented within your business area. 	<ul style="list-style-type: none"> • Staff survey results indicate effective leadership and a positive team culture. • Participates in on-call roster. Supports the team to safely manage risk and minimise fatigue.
Maritime service delivery	<ul style="list-style-type: none"> • Ensure safe vessel movements within Westport river, harbour and the area outside the river mouth which is the jurisdiction of harbour master. Of specific interest will be assisting with the safe crossing of the Westport river bar by port users and the regular soundings of the bar. Conduct patrols to educate and enforce maritime safety provisions. • Administer the Navigation Safety Bylaw and contribute to the review and improvement of the Bylaw. • Produce regular reports for council/committee meeting agendas, attend council/committee meetings to 	<ul style="list-style-type: none"> • Risks and hazards to maritime safety are identified, minimised, and regularly reviewed. Maritime activities are co-ordinated safely. The harbour master is expected to have the appropriate skills to undertake the bar soundings from either a harbour owned boat or a contracted boat • The Bylaw is fit for purpose and water users comply with the requirements. • Meet reporting timelines for committee/council meeting agenda issue.

Key Responsibilities	Expected Results	Means
	<p>• speak to those reports and answer questions</p> <ul style="list-style-type: none"> • Issue regular media/communications for port/harbour activities in conjunction with the council communications team • Oversee pilot training, proficiency, and exemption certification. • Assess annual commercial licence applications. • Provide advice for resource consent applications in the coastal marine area. • Provide leadership to similar compliance/service based activities of the council where appropriate 	<ul style="list-style-type: none"> • Council uses written/verbal and social media to communicate its messages • Training, proficiency, and exemption training plans are developed and approved by Maritime New Zealand (MNZ). Pilots/ship's masters are sufficiently trained for local navigation safety conditions to the standards approved by MNZ. • Commercial operators conduct operations safely. • Applications can be appropriately assessed based on the nautical advice provided. • Based on the value of "One team – shared direction, shared effort", council looks for opportunities to spread skills and expertise widely over the organisation

Key Responsibilities	Expected Results	Means
	<ul style="list-style-type: none"> • Maintain aids to navigation and review the adequacy of the AtoN network at least annually. • Develop and implement maritime emergency procedures. • Aid and support to the council dredge master and crew as is required. • Ensure the harbourmaster's vessel is fit for purpose, regularly maintained and compliant with legislative requirements. • Ensure the ports wharfs and other harbour structures are safe and fit for purpose, regularly maintained and compliant with legislative requirements. 	<ul style="list-style-type: none"> • The AtoN network is effective in ensuring maritime safety. • Positive relationships with other emergency response organisations are established and maintained. Exercise programmes are developed and delivered. • Positive relationships with the dredge crew. • Continuous improvement occurs and regular reviews are conducted to enhance effective and efficient operations. • Develop programmes of maintenance and capital improvement that ensure the port and harbour assets are able to deliver an acceptable level of service, while maintaining a safe working and

Key Responsibilities	Expected Results	Means
	<ul style="list-style-type: none"> • Lead and/or contribute to the development and review of systems (including the Westport Port and Harbour Safety Management System), and procedures and best practices across relevant teams within Council involved with the coastal marine area. • Monitor compliance with marine related statutes and bylaws • Respond to emergency events such as environmental management issues (oil spills, earthquake response etc) and other maritime emergency events 	<p>recreational environment.</p> <ul style="list-style-type: none"> • Regularly review systems and implement improvements as appropriate. Respond promptly and implement resolution to any safety concerns that arise. • Ensure compliance with statutes and bylaws and take appropriate action to address non-compliance where it arises. • Update and maintain appropriate responses to each likely emergency event either as a lead or support agency
Customer engagement	<ul style="list-style-type: none"> • Establish relationships with key harbour stakeholders. • Maintain a visible and educational presence with water users, commercial users and recreational user groups. • Identify and manage initiatives and programmes to increase the education 	<ul style="list-style-type: none"> • Positive relationships are established and maintained. • On shore and on water patrols are conducted in accordance with Council's Compliance Strategy to enhance the level of understanding of maritime safety. The

Key Responsibilities	Expected Results	Means
	and understanding of maritime safety of all water users.	number of avoidable incidents decrease, and the safety compliance levels increase.
Business and Financial Management	<ul style="list-style-type: none"> • Provide updates to long term and annual plan processes. • Ensure that income and expenditure is monitored, remains within budget and variances are reported. 	<ul style="list-style-type: none"> • All business planning, management and reporting standards and requirements are met within required timeframes.
Team Leadership	<ul style="list-style-type: none"> • Whilst personal leadership and being a role model is core to every role in Council, as a team leader you have a specific role to lead your team and projects within your work area to deliver on shared goals. 	<ul style="list-style-type: none"> • Leading a team means inspiring your team members to achieving the harbour and Council's common vision in an effective and efficient manner.
Health Safety and Wellbeing	<ul style="list-style-type: none"> • At Council we all take responsibility for a work environment where hazards and risks can be openly raised, discussed and addressed. We take a holistic approach to employee wellbeing, celebrate health and safety successes, and challenge behaviours that don't support our health, safety and wellbeing culture. 	<ul style="list-style-type: none"> • We are each responsible for actively contributing to Council's Zero Harm workplace by participating in Council's health and safety management system, including reporting incidents and hazards, contractor management and meeting all training requirements.

PERSON SPECIFICATION

Selection Criteria		Essential Criteria	Highly Desirable
Experience, skills & knowledge	<ul style="list-style-type: none"> Proven experience with crossings of river bar 	√	√
	<ul style="list-style-type: none"> Proven experience as a harbourmaster in an equivalent port/region 		
	<ul style="list-style-type: none"> Significant experience (15-20 years) in a maritime environment 	√	
	<ul style="list-style-type: none"> Significant experience of managing employees, within a maritime environment. 	√	
	<ul style="list-style-type: none"> Extensive knowledge and understanding of maritime rules and regulations. 	√	
	<ul style="list-style-type: none"> Experience of developing and maintaining maritime related Policies, Procedures and Practices. 	√	
	<ul style="list-style-type: none"> Experience of working in a highly regulatory environment and ensuring compliance with relevant legislation (Maritime New Zealand rules, New Zealand Port and Harbour Safety Code) 	√	
	<ul style="list-style-type: none"> Command experience of blue ware vessels 	√	
	<ul style="list-style-type: none"> Pilotage experience and knowledge 	√	
	<ul style="list-style-type: none"> Emergency response and incident control experience 		
Key Competencies	<ul style="list-style-type: none"> People leadership – Acts professionally; self-starter; risk assessor; good listener. 	√	
	<ul style="list-style-type: none"> Judgement – Considers long-term impacts of decisions, knows when to consult others. 	√	
	<ul style="list-style-type: none"> Strong customer service ethic – can de-escalate situations if needed. 	√	
	<ul style="list-style-type: none"> Collaboration – Council and external stakeholders work together in achieving 	√	

Selection Criteria		Essential Criteria	Highly Desirable
	common goals for the benefit of the community. <ul style="list-style-type: none"> Continuous improvement – Supports positive change; activity promotes personal improvement; a strategic and innovative thinker. Relationships – Established and maintains solid relationships with colleagues and external parties. 	 ✓ ✓	
Qualifications	<ul style="list-style-type: none"> A minimum qualification of a Skipper Restricted Limits (SRL) Commercial and recreational certification (ie Standards of Training and Certification of Watchkeepers (STCW), Royal Yachting Association (RYA) (Powerboat and Commercial Endorsement) First Aid Certificate 	 ✓ ✓ ✓	

POSITION DESCRIPTION SIGN-OFF

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

 Position Holder

 Date

 Manager

 Date



Human Resources

Date