



AGENDA

Ordinary Meeting of the
Buller District Council

Commencing at 3:30PM
Wednesday 25 June 2025

To be held at the
Clocktower Chambers
Palmerston Street
Westport



CORE COUNCILLOR ROLE AND RESPONSIBILITIES

The Governance role entails:

- Strategic planning and decision-making;
- Policy and strategy review;
- Community leadership and engagement, and stewardship;
- Setting appropriate levels of service;
- Maintaining a financially sustainable organisation; and
- Oversight/scrutiny of Council's performance as one team.

The governance role focusses on the big picture of 'steering the boat' - management's role focusses on 'rowing the boat'

Our commitments to best support each other and meet the challenges and opportunities of 2025 include:

CLEAR AND RESPECTFUL COMMUNICATION

We are committed to:

Actively listening and not interrupting;

Remaining conscious of 'tone', body language, and amount of time speaking (allowing time for others);

Responding/answering in a timely manner; and

Being honest, reasonable, and transparent.

TRUST AND RESPECT

We recognise that trust and respect must be earned and that a team without trust isn't really a team. Trust can be built by:

Valuing long-term relationships; being honest; honouring commitments; admitting when you're wrong; communicating effectively; being transparent; standing up for what's right; showing people that you care; being helpful; and being vulnerable.

CONTINUOUS LEARNING AND IMPROVEMENT

Continuous learning and improvement are critical for growing together as a team.

We are committed to constantly reviewing what is going well and what needs to improve in relation to the way we work together, the processes we follow, and the outcomes we deliver.

NONE OF US IS AS SMART AS ALL OF US

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.
 - h) Approval of funding to benefit the social, cultural, arts and environmental wellbeing of communities in Buller District
 - i) Ensuring Buller is performing to the highest standard in the area of civil defence and emergency management through:
 - i) Implementation of Government requirements
 - ii) Contractual service delivery arrangements with the West Coast Regional Group Emergency Management Office
 - j) All other powers and responsibilities not specifically delegated to the Risk and Audit Committee, subcommittees, independent hearing panels or Inangahua Community Board.

Buller District Council

Venue: Clock Tower Chambers, Westport. Live streamed on Buller District Council YouTube Channel



25 June 2025 03:30 PM

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BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 1

Prepared by Simon Pickford
Chief Executive Officer

APOLOGIES

1. **REPORT PURPOSE**

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

DRAFT RECOMMENDATION

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

OR

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

BULLER DISTRICT COUNCIL

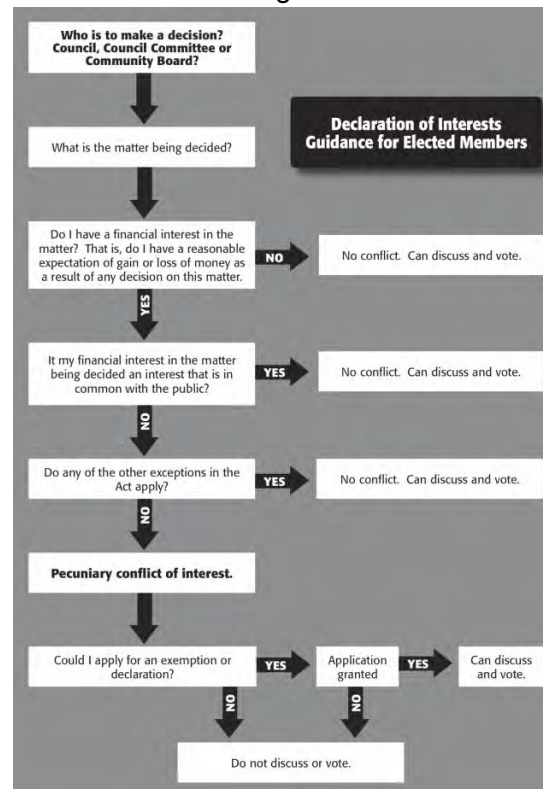
25 JUNE 2025

AGENDA ITEM: 2

Prepared by Simon Pickford
Chief Executive Officer

MEMBERS INTEREST

1. 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.
2. Councillors are encouraged to advise the Governance Secretary, of any changes required to their declared Members Interest Register.
3. The attached flowchart may assist members in making that determination (Appendix A from Code of Conduct).



4. DRAFT RECOMMENDATION:

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

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 3

Prepared by Simon Pickford
Chief Executive Officer

Attachments 1. Council Meeting Public Minutes 28 May 2025
2. Council Extraordinary Meeting Public Minutes 9-12 June 2025

CONFIRMATION OF MINUTES

1. **DRAFT RECOMMENDATION**

That Council receive and confirm the Public Minutes from:

- **Council Meeting Public Minutes 28 May 2025**
- **Council Extraordinary Meeting Public Minutes 9-12 June 2025**



**ORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 3:30PM
ON WEDNESDAY 28 MAY 2025 AT CLOCKTOWER CHAMBERS, PALMERSTON
STREET, WESTPORT.**

PRESENT: Mayor J Cleine, Cr R Sampson, Cr T O'Keefe, Cr C Reidy, Cr P Grafton, Cr G Weston, Cr J Howard, Cr A Pfahlert.

PRESENT VIA ELECTRONIC LINK: Cr G Neylon, Cr L Webb, Deputy Mayor A Basher

IN ATTENDANCE: S Pickford (CEO), P Numan (Group Manager Corporate Services), A Blom (Group Manager Infrastructure Services), K Trigg (Group Manager Community Services), S Bastion (Group Manager Regulatory Services), C McDonald (Governance Secretary), B Little (Senior Policy Advisor), J Salmond (Corporate and Strategic Planning Manager), D Budhathoki (Operations Manager Infrastructure Services)

IN ATTENDANCE VIA ELECTRONIC LINK: P Bicknell (Programme Manager – Resilient Westport)

MEDIA: E Curnow (Westport News)

PUBLIC FORUM:

Kevin Smith – Spoke to his observations around the Long Term Plan Consultation process.

MEETING DECLARED OPEN: 3:39pm

1. APOLOGIES (Page 6)

Discussion:

N Tauwhare (Iwi Representative)
Cr A Pfahlert early departure of 4:30pm

RESOLVED That Buller District Council receives apologies from N Tauwhare (Iwi Representative) and accepts Cr A Pfahlert's request for leave of absence.

Cr T O'Keefe/Cr A Pfahlert

11/0

CARRIED UNANIMOUSLY

2. MEMBERS INTERESTS (Page 7)

Discussion:

Nil.

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

Mayor J Cleine/Cr P Grafton



11/0

CARRIED UNANIMOUSLY**3. CONFIRMATION OF PREVIOUS MINUTES (Page 9)****Discussion:**

23rd April – Administrator taking the minutes needs to have the name recorded in the minutes – *noted and amended*.

RESOLVED That Council receive and confirm the Public Minutes from:

- Extraordinary Council Meeting 23 April 2025
- Council Meeting 30 April 2025
- Extraordinary Council Meeting 14 May 2025

Mayor J Cleine/Cr J Howard

11/0

CARRIED UNANIMOUSLY**4. ACTION POINTS REPORT (Page 25)****Discussion:**

Action Point 25 – Ongoing.

Action Point 26 – completed and can be removed.

RESOLVED That Council receive the Council Action Point List for information.

Mayor J Cleine/Cr P Grafton

11/0

CARRIED UNANIMOUSLY**5. DRAFT DANGEROUS, AFFECTED AND INSANITARY BUILDINGS POLICY REVIEW (Page 27)****Discussion:**

B Little spoke to the report and answered questions.

RESOLVED That the Council:

1. Receives the report.
2. Notes the updates and amendments proposed in the draft Dangerous, Affected and Insanitary Buildings Policy (Attachment 2).
3. Notes the endorsement of the draft Policy and recommendations of the Risk and Audit Committee to Council to adopt the Policy and associated Statement of Proposal for public consultation.
4. Adopts the draft Dangerous, Affected and Insanitary Buildings Policy (Attachment 2) and associated Statement of Proposal (Attachment 3); and



5. Instructs the Chief Executive to proceed with consultation on the draft Dangerous and Insanitary Buildings Policy as required under the Building Act 2004 (section 132) and Local Government Act 2002 (section 83).

Cr G Weston/Cr P Grafton

11/0

CARRIED UNANIMOUSLY

6. REGIONAL INFRASTRUCTURE FUND – PORT INFRASTRUCTURE (Page 62)

Discussion:

P Bicknell spoke to the report and answered questions.

RESOLVED That the Council

1. Approves the Ministry of Business, Innovation and Employment RIF Suspensory Loan Agreement for up to \$3.216 million for Stage one of the Westport Harbour Infrastructure Programme
2. Approves the Development West Coast Suspensory Loan Agreement for \$1.656 million in co-funding towards the RIF Westport Harbour Infrastructure Programme
3. Delegate the authority to the Chief Executive Officer to finalise negotiations for the Ministry of Business, Innovation and Employment Loan Agreement. the DWC Loan and any required Security Agreements.
4. Delegate the authority to the Chief Executive Officer to execute the Agreements.
5. Note this project will be added to the 2025/2026 and 2026/2027 budgets as per Financial Delegation 4.9.

Mayor J Cleine/Cr P Grafton

11/0

CARRIED UNANIMOUSLY

7. BROUGHAM HOUSE AND VICTORIA SQUARE BUILDINGS PROJECT (Page 107)

Discussion:

A Blom spoke to the paper and answered questions.

Cr A Pfahlert departed the meeting at 4:22pm

Cr P Grafton departed the room at 4:29pm

Cr P Grafton returned at 4:30pm



Recommendation two has been updated from 'Revokes resolution 3 from item 6 of the Brougham House Upgrade Update Report, dated 28 February 2024: 3. Instructs staff to bring forward a scoping study on the future of Brougham House, EOC and Library to the 2027-2037 Long Term Plan.' and reads as follows

RESOLVED That the Council

1. Receives the report;

Mayor J Cleine/Cr A Pfahlert

11/0

CARRIED UNANIMOUSLY

2. Rescinds Resolution 3 from Agenda Item 6 of the Brougham House Upgrade Update Report, dated 28 February 2024:

'3. Instructs staff to bring forward a scoping study on the future of Brougham House, EOC and Library to the 2027-2037 Long Term Plan.'

3. Approves the proposed objectives for a focused project scope;
4. Approves the initiation of the project so a project manager can be assigned and begin an indicative business case for Council approval by December 2025;
5. Note the work to develop an indicative business case will be funded through the \$120,185 proposed in the 25/26 draft LTP. Any further work beyond the scope and design would require further resolutions from Council.

Cr P Grafton/Cr G Weston

4/6

MOTION LOST

8. WEST COAST HEALTH TRUSTEE – REAPPOINTMENT OF TRUSTEE (Page 116)

Discussion:

Cr G Neylon will not vote.

RESOLVED That Council endorse the nomination of Graeme Neylon as Trustee to the West Coast Health Board until 20 March 2028.

Cr R Sampson/Cr T O'Keefe

9/0/1

CARRIED UNANIMOUSLY

Agenda Item 10 was addressed next

10. MAYOR'S REPORT (Page 139)

Discussion:

Cr G Weston will attend the conference at his own expense

**RESOLVED** That the Council:

1. Receives the Mayors Monthly Update Report for May 2025 for information and discussion.
2. Notes Inwards and Outwards Correspondence and provide direction for any responses required.

Cr T O'Keefe/Cr P Grafton**10/0****CARRIED UNANIMOUSLY**

3. Notes council's LGNZ Conference and Zone Meetings Policy.
 - a. Notes the 2025 conference is hosted in Christchurch and this creates a more affordable opportunity to consider additional delegates attend on a one-off basis.
 - b. Resolves that no additional Councillors are authorised to attend the 2025 LGNZ national conference.

Cr G Neylon/Cr G Weston**10/0****CARRIED UNANIMOUSLY****Agenda Item 9 was addressed next****9. LETTER OF ENGAGEMENT – EY (Page 118)****Discussion:**

J Salmond spoke to the report and answered questions.

RESOLVED That the Letter of Engagement from EY dated 28 May 2025 be received.**Mayor J Cleine/Cr T O'Keefe****10/0****CARRIED UNANIMOUSLY****11. CEO REPORT (Page 169)****Discussion:**

Nil.

RESOLVED That the Chief Executive Officer's Report dated 28 May 2025 be received.**Cr J Howard/Cr P Grafton****10/0****CARRIED UNANIMOUSLY**



12. PORTFOLIO LEADS VERBAL UPDATES (Page 185)

Discussion:

RESOLVED That Council receive verbal updates from the following Chairs and Council Representatives, for information:

a) Inangahua Community Board – Councillor Webb

Cr G Neylon chaired previous meeting. Business as usual. Public Workshop 22nd May to draft LTP Submission from the Inangahua Community Board. Housing Allocation Committee is across the line.

b) Regulatory Environment & Planning – Councillors Neylon and Basher

Advertising for DLC, interviews have been completed. There will be a report to June Council to ratify the successful applicants. No hearings planned at the moment. There is DOC submissions open around parking at Punakaiki – encourages EM to talk to their constituents.

c) Community Services – Councillors Howard and Pfahlert

Cr J Howard attended community meetings for Kawatiri Cycle Trail and Heritage Group.

d) Infrastructure – Councillors Grafton and Weston

Cr P Grafton has been working with Vernie around the Wilsons Lead Road and Bulls Road water supplies.

e) Corporate Policy and Corporate Planning – Councillors Reidy and Sampson

Cr R Sampson asked to be removed from the portfolio.

f) Smaller and Rural Communities – Councillors O’Keefe and Webb

Both busy attending consultations and encouraging smaller communities to submit to the LTP. Highlighted the importance of getting the message out there especially to the smaller communities. Community meeting in Mokihinui around public toilets and opening of Charming Creek

g) Iwi Relationships – Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine

Nothing to update

h) Te Tai o Poutini Plan – Mayor Cleine and Councillor Neylon

Very routine function of the committee. There are still many people that do not understand the plan. Buller District Council is very much involved as it is part of our new district plan. There needs to be communication about the plan and how this shapes our district.

i) Joint Committee Westport Rating District – Mayor Cleine, Councillor Howard and Councillor Reidy

Hasn’t met again.

j) Regional Transport Committee – Councillor Grafton

Nothing to report.

Mayor J Cleine/Cr G Weston

10/0

CARRIED UNANIMOUSLY



PUBLIC FORUM RESPONSE:

There is some agreeance regarding engagement. There is usually a review of the process (both internally and externally) once deliberations are finished. Can refer Mr. Smith to this process. Thank Mr. Smith for his enthusiasm in attending all the drop in sessions. Mayor J Cleine will respond.

Cr P Grafton departed the meeting at 5:00pm

Cr P Grafton returned to the meeting at 5:02pm

13. PUBLIC EXCLUDED REPORT (Page 186)

Discussion:

Nil

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 under LGOIMA
PE 1	Simon Pickford Chief Executive Officer	Confirmation of Previous Public Excluded Minutes	<p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or</p> <p>(s 7(2)(j)) - prevent the disclosure or use of official information for improper gain or improper advantage.</p> <p>(s 7(2)(b)) - protect information where the making available of the information would</p> <p>i. Disclose a trade secrete</p> <p>ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>
PE 2	Simon Pickford Chief Executive Officer	Westport Rating District Joint Committee – Appointment of Community Representative	(s7(2)(a)) protect the privacy of natural persons, including that of deceased natural persons
PE 3	Mayor Jamie Cleine	Chief Executive Annual Salary Review May 2025	<p>(s7(2)(a)) protect the privacy of natural persons, including that of deceased natural persons</p> <p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations</p>



			(including commercial and industrial negotiations); or
			Mayor J Cleine/Deputy Mayor A Basher 10/0 CARRIED UNANIMOUSLY

MOVED INTO PUBLIC EXCLUDED AT: 5:06pm
Meeting adjourned at 5:06pm



**EXTRAORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD
09:00AM-05:00PM 9, 10, 11 AND 12 JUNE 2025 AT CLOCKTOWER
CHAMBERS, PALMERSTON STREET, WESTPORT.**

PRESENT: Mayor J Cleine, Cr C Reidy, Cr J Howard, Cr P Grafton, Cr G Weston, Cr A Pfahler, Cr T O'Keefe, Cr R Sampson, Cr G Neylon

PRESENT VIA ELECTRONIC LINK: Cr L Webb

IN ATTENDANCE: S Pickford (CEO), S Bastion (Group Manager Regulatory Services), P Numan (Group Manager Corporate Services), K Trigg (Group Manager Community Services), A Blom (Group Manager Infrastructure Services), J Salmond (Corporate and Strategic Planning Manager), C Borrell (Governance Assistant), C McDonald (Governance Secretary)

IN ATTENDANCE VIA ELECTRONIC LINK: J Salmond (Corporate and Strategic Planning Manager), S Firby (Management Accountant – Remote)

MEDIA: Nil

MEETING DECLARED OPEN: 9.01AM

1. APOLOGIES (Page 6)

Discussion:

Apologies:

Deputy Mayor A Basher – 9 and 10 June 2025

N Tauwhare (IWI Representative) – 9, 10, 11 and 12 June 2025

Leave of absence:

Mayor J Cleine – 9 June 2025

Cr T O'Keefe – 10 June 2025

RESOLVED That Buller District Council receives apologies from Deputy Mayor A Basher, N Tauwhare (IWI Representative) and accepts Mayor J Cleine and Cr T O'Keefe request for leave of absence.

Mayor J Cleine/Cr C Reidy
9/9

CARRIED UNANIMOUSLY

2. MEMBERS INTERESTS (Page 7)

Discussion:

Cr G Neylon – Long-Term Plan Submission 38,95



Cr L Webb – Funding Submission 10
Long-Term Plan Submission 95

Cr J Howard – Long-Term Plan Submission 91

Cr T O'Keefe – Funding Submissions 1,7,19,20,22,21,23,27,28,31
Long-Term Plan Submission – 82

Cr R Sampson – Funding Submissions 9,12,13

It was noted that there are a large number of submissions and Elected Members were reminded that they can update and declare interests at any point during the Extraordinary Meeting.

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

Mayor J Cleine/Cr P Grafton
9/9

CARRIED UNANIMOUSLY

A resolution is needed to allow the Extraordinary Meeting to extend past six hours. It reads as follows:

RESOLVED That Council suspends Standing Order 4.2 'Meeting Duration' for the duration of this Extraordinary Meeting only.

Mayor J Cleine Cr G Weston
9/9

CARRIED UNANIMOUSLY

3. **DRAFT LONG-TERM PLAN 2025-2034 HEARINGS, DELIBERATIONS AND DECISIONS REPORT (Page 8)**

Discussion:

Cr R Sampson arrived at 9:07am

RESOLVED That Council

1. Receives the report and the attachments.

Mayor J Cleine/Cr P Grafton
9/9

CARRIED UNANIMOUSLY

2. Hear and consider the written and verbal submissions.

Mayor J Cleine/Cr P Grafton
9/9

CARRIED UNANIMOUSLY



Meeting adjourned at 10.50AM

Meeting reconvened at 11.01AM

Cr P Grafton departed the meeting at 11:36am

Cr P Grafton returned to the meeting at 11:38am

Cr A Pfahlert departed the meeting at 11:44am

Cr A Pfahlert returned to the meeting at 11:47am

Cr T O'Keefe declared an interest in funding submissions 27, 28, and 29 and departed the meeting at 12:48pm

Cr T O'Keefe returned to the meeting at 12:50pm

Meeting adjourned at 12:57pm

Meeting reconvened at 2:01pm

Mayor J Cleine departed the meeting during the lunch break and will not be returning for the remainder of Monday 9 June 2025. This will be added to the apologies.

As Deputy Mayor A Basher is an apology for Monday 9 and Tuesday 10 June, the table needs to elect an Interim Chair

RESOLVED That Council appoints Cr G Neylon as the Interim Chair for the duration of the absence of the Mayor and Deputy Mayor.

Cr C Reidy/Cr R Sampson
8/0/1

CARRIED UNANIMOUSLY

Cr L Webb departed the meeting at 2:40pm

Cr L Webb returned to the meeting at 2:42pm

Meeting adjourned at 2:45pm

Meeting reconvened at 2:53pm

Long-Term Plan Funding Request Submissions were heard on Monday 9 June 2025. Any speakers who did not attend are struck through as below:

Time	Submission Number	Name	Organisation	In Person / Remote
Group One				
9.00am	1	Toni O'Keefe	SEDDONVILLE RESERVE SUBCOMMITTEE	In Person
9.00am	3	Lee Harris	Punakaiki Community Facility working group	In Person



9.00am	4	Pip Wilson (and Lena)	Karamea Swimming Club Incorporated	Remote
9.00am	6	Dion	Punakaiki Tidal Team	In Person Remote
9.00am	8	Shayne Barry	Carters Beach Reserve Sub- committee	In Person
Group Two				
10.00am	11	Ed (CEO)	Sport Tasman	In person
10.00am	12	Rosalie Sampson	Karamea Historical Society Incorporated 1686195	In Person
10.00am	14	Andrew Beaumont and Lee Harris	Promoting Buller Incorporated	In Person
10.00am	16	Belinda Raskin (Susan Waide unable to attend)	Karamea Information and Resource Centre	In Person
10.00am	17	Belinda Raskin (Susan Waide unable to attend)	Karamea Information and Resource Centre	In Person
10.50 - 11.00am	MORNING TEA BREAK			
Group Three				
11.00am	18	Barry Townrow / Jane Douglas	Buller Sports Alliance	In Person
11.00am	19	Toni Okeefe	Seddon Ward Councillor	In Person
11.00am	20	Toni Okeefe	Seddon Ward Councillor	In Person
11.00am	22	Toni Okeefe	SEDDONVILLE RESERVE SUBCOMMITTEE	In Person
11.00am	21	Jo Douglas	TeamWatsonTrack	In Person
11.00am	23	Jo Douglas	TeamWatsonTrack	In Person
11.00am	10	Toni McCarthy	Inangahua Junction Hal & Reserve Subcommittee	In Person
Group Four				
12.00pm	24	Frances, Carlos and Janis	The Museum of Kawatiri Trust (210712)	In Person Remote
12.00pm	25	Richard Niederer - Chairman + Trustees.	Charleston-Westport Coastal Trail Trust	In Person
12.00pm	26	Richard Niederer - Chairman + Trustees.	Charleston-Westport Coastal Trail Trust	In Person



12.00pm	27	Barry Lightbown / Bev Morrow WCB	Waimangaroa Reserve Committee	In Person
12.00pm	28	Barry Lightbown / Bev Morrow WCB	Waimangaroa Reserve Committee	In Person
12.00pm	29	Frida Inta	Kaitiaki Mokihiui Charitable Trust	Remotely
1.00pm - 2.00pm	LUNCH BREAK			
Group Five				
2.00pm	30	Phil Rossiter (Chairperson)	Mokihiui-Lyell Backcountry Trust	Remotely
2.00pm	31	Mandy Coleman	Mokihiui reserve and hall subcommittee	Remotely
2.00pm	32	Karyn Roberts and Jules Anderson	Kawatiri Art Collective	In Person
2.00pm	34	Laugharne Kemp	Heritage West Coast Incorporated	Remotely
2.00pm	35	Laugharne Kemp	Heritage West Coast Incorporated	Remotely
2.00pm	38	Dave Hawes speaking on behalf of John Bougen	Reefton Inc	In Person
Group Six				
3.00pm	36	Sylvia James	Waimangaroa Community Garden Beautification	In Person
3.00pm	37	Sylvia James	Friends of the Hill Charitable Trust	In Person

Meeting adjourned Monday 9 June 2025 at 3:07pm

Meeting reconvened Tuesday 10 June 2025 at 9:03am

PRESENT: Cr C Reidy, Cr J Howard, Cr P Grafton, Cr G Weston, Cr A Pfahlert, Cr T O'Keefe, Cr R Sampson, Cr G Neylon, Cr L Webb

PRESENT VIA ELECTRONIC LINK: Mayor J Cleine

IN ATTENDANCE: S Pickford (CEO), S Bastion (Group Manager Regulatory Services), P Numan (Group Manager Corporate Services), K Trigg (Group Manager Community Services), A Blom (Group Manager Infrastructure Services), J Salmond (Corporate and Strategic Planning Manager), C Borrell (Governance Assistant), C McDonald (Governance Secretary)



IN ATTENDANCE VIA ELECTRONIC LINK: Nil

MEDIA: E Curnow (Westport News)

Meeting adjourned at 9.40AM
Meeting reconvened at 9.48AM

Meeting adjourned at 10.33AM
Meeting reconvened at 10.57AM

Cr P Grafton departed the meeting at 11.36AM
Cr P Grafton returned to the meeting at 11.39AM

Cr A Pfahlert departed the meeting at 11.57AM
Cr A Pfahlert returned to the meeting at 12.00PM

Meeting adjourned at 12.36PM
Meeting reconvened at 1:59PM

Mayor J Cleine returned to the meeting at 2:18pm

Mayor J Cleine departed the meeting at 2:22pm
Mayor J Cleine returned to the meeting at 2:24pm

Cr T O'Keefe departed the meeting at 2:51pm
Cr T O'Keefe returned to the meeting at 2:55pm

Meeting adjourned at 3:14pm
Meeting reconvened at 3:46pm

Cr T O'Keefe returned to the meeting at 3:51pm

Meeting adjourned at 4:01pm
Meeting reconvened 4:43pm

Cr T O'Keefe departed the meeting during the adjournment and has been noted as a leave of absence for the remainder of 10 June 2025.



Long-Term Plan Submissions were heard on Tuesday 10 June 2025. Any speakers who did not attend are struck through as below:

Time	Submission Number	Name	Organisation	In Person / Remote
Group One				
9.00am	5	Christine Ann Carter		Remote
9.00am	28	Dion Findlay	Punakaiki Community Member	In Person
9.00am	6	Joshua – no contact details		In Person
9.00am	19	Lorraine Tewi		Remote
9.00am	22	Lee Harris not speaking as happy with just speaking at Funding Requests x 2		In Person
9.00am	51	Mandy Coleman		Remote
9.00am	9	Sam Carter		Remote
Group Two				
10.00am	35	Allan Donaldson		In Person
10.00am	30	Hilary Peal		In Person
10.00am	33	Philip Rutherford		In Person
10.00am	99	Marie Elder		In Person
10.50 - 11.00am	MORNING TEA BREAK			
Time	Submission Number	Name	Organisation	In Person / Remote
Group Three				
11.00am	63	Eli		In Person
11.00am	74	Kenneth Wiltshire	Ngakawau Hector Water Society	In Person
11.00am	81	Jo Douglas		In Person
11.00am	91	Di Rossiter	Kawatiri Nature Environment & Communities Trust (KNECT)	In Person



11.00am	92	Rae Reynolds		In Person
11.00am	93	Garry Howard		In Person
Group Four				
12.00pm	88	Tom Sawyers - called Friday wishing to speak		In Person
12.00pm	44	Dave Hawes and Helen Bollinger	Reefton Care Trust Working Group	In Person
12.00pm	96	Nigel O'Malley - Chairperson	Reefton Historic Trust Board	In Person
12.00pm	106	Michael Simon		In Person
12.00pm	105	Richard Arlidge		Remote In Person
12.00pm	95	Graeme Neylon	Inangahua Community Board	In Person
1.00pm - 2.00pm	LUNCH BREAK			
Time	Submission Number	Name	Organisation	In Person / Remote
Group Five				
2.00pm	107	Gisela Simon		In Person
2.00pm	108	Laugharne Kemp	Heritage West Coast Incorporated	Remotely
2.00pm	110	Simon Cameron/Frano and Hemi Bedggood	Federated Farmers of NZ	In Person / Zoom
2.00pm	111	Jesse and Jessica Paley-Atkins	Gentle Annie Seaside Accommodation and Camping Ground	In Person
2.00pm	112	Kevin Smith		In Person
2.00pm	114	Ed Shuttleworth - CEO	Sport Tasman	In Person
Group Six				
3.00pm	122	M Montgomery		In Person



3.00pm	116	Linda Grammer		In Person
3.00pm	125	John Currie		In Person
3.00pm	126	Crs Mark McIntyre and Chris Coll and CEO Darryl Lew and possibly Chair Peter Haddock,	WCRC	In Person
3.40pm - 3.50pm	AFTERNOON TEA BREAK			
3.50pm		Katie Bryant		
3.50pm		Danny Lawrie		
3.50pm		Valerie Drake		
3.50pm		Tony Bartley		
3.50pm		Arthur Pascoe		
3.50pm		Averil Drake		
Wish to have P Reynolds speak on their behalf				
4.50pm - 5.10pm		P Reynolds (speaking to his own personal submission and also speaking on behalf of)	Speaking on behalf of: Dean Finlay Kay Taylor Paige Barry Turner Valerie Vaile Mike Stanley Colin Ball Sonja Jackson I. Thomas Karl Barlow Alan Greig Zac Campbell Colin Dean Georgia Aldridge-Lennon John Whataira Hayley Brunner Diane Johnson Jeff Woodward Bruce Stringer Josephine Moreber Laurie Collins P Rowsell Andrew Lawrence	



			Engela & Tjaard du Plessis Kathryn Wall Lisa Major Caz Taylor Teresa Smith	
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Meeting adjourned Tuesday 10 June 2025 at 5:08pm

Meeting reconvened Wednesday 11 June 2025 at 9:00am

PRESENT: Mayor J Cleine, Cr C Reidy, Cr J Howard, Cr P Grafton, Cr G Weston, Cr A Pfahler, Cr T O'Keefe, Cr R Sampson, Cr G Neylon, Cr L Webb, Deputy Mayor A Basher.

PRESENT VIA ELECTRONIC LINK: Nil

IN ATTENDANCE: S Pickford (CEO), S Bastion (Group Manager Regulatory Services), P Numan (Group Manager Corporate Services), K Trigg (Group Manager Community Services), A Blom (Group Manager Infrastructure Services), J Salmond (Corporate and Strategic Planning Manager), C McDonald (Governance Secretary)

IN ATTENDANCE VIA ELECTRONIC LINK: S Firby (Management Accountant -Remote), A Michl (Local Government Funding Agency)

MEDIA: Nil

RESOLVED that Council

3. Deliberates on the submissions to the draft Long-Term Plan once the hearings are complete.

Mayor J Cleine/Cr G Weston
10/0

CARRIED UNANIMOUSLY

4. Instructs the Chief Executive Officer to make the necessary amendments to the Draft Long Term Plan 2025-2034 based on the outcome of the deliberations and present the Final Long-Term Plan and supporting documents to the Extraordinary Council Meeting on 30 June 2025 for adoption.

Mayor J Cleine/Cr P Grafton
10/0

CARRIED UNANIMOUSLY



Westport Stormwater/Wastewater Separation

Discussion was held around majority of submitters wanting a targeted rate per property.

It was decided by show of hands that a Targeted Rate (District Wide) would not be considered.

It was suggested that scoping during the early stage of the project should be completed to give Council a stronger idea of how many properties are affected.

RESOLVED that Council

1. Instruct staff to initiate a programme for the separation of stormwater and wastewater cross-connections on private properties funded through

- A) a targeted rate charged to properties in Westport and Carters Beach connected to the Westport wastewater treatment plant,

Mayor J Cleine/Cr G Weston

8/2

MOTION CARRIED

2. Note the ratepayer impact of the capital project will not occur until the 26/27 financial year
3. Note further information will be brought back to Council as the project commences in the 25/26 Financial Year.
4. Note this decision will be brought back to Council for final ratification as part of the final Long-Term Plan at the Extraordinary Council meeting on 30 June 2025

Mayor J Cleine/Cr G Weston

10/0

CARRIED UNANIMOUSLY

Meeting adjourned at 10:30am

Meeting reconvened at 10:46am

Cr T O'Keefe declared a conflict of interest as she submitted a personal submission to the Long-Term Plan. She offers that she has no bias or per determination and this will not impact her ability to deliberate and vote fairly.

Deputy Mayor A Basher joined the meeting at 10:53am



Local Government Funding Agency (LGFA)

It was noted that Grey and Westland District Councils are part of the LGFA and in regard to local water done well, a Multi Council CCO would require all participating Councils to be part of the LGFA.

A Michl (LGFA) spoke to the LGFA and answered questions.

Cr P Grafton departed the meeting at 11:09am

Cr P Grafton returned to the meeting at 11:11am

Cr A Pfahlert departed the meeting at 11:12am

Cr A Pfahlert returned to the meeting at 11:16am

RESOLVED that Council

1. Apply to become a guarantor of the Local Government Funding Agency (LGFA) scheme.

Cr G Neylon/Cr J Howard

9/2

Cr C Reidy and Cr R Sampson against

MOTION CARRIED

2. Note this decision will be brought back to Council for final ratification as part of the final Long-Term Plan at the Extraordinary Council meeting on 30 June 2025

Mayor J Cleine/Cr G Neylon

11/0

CARRIED UNANIMOUSLY

Westport Drinking Water Trunk Main Extension

A Blom spoke to this and answered questions.

RESOLVED that Council

1. Confirm the inclusion of the Westport drinking water trunk main extension as part of the final Long-Term Plan.

Mayor J Cleine/Cr P Grafton

7/4

Cr C Reidy against

MOTION CARRIED

2. Notes further information will be brought back to Council as the project progresses in future years



3. Note this decision will be brought back to Council for final ratification as part of the final Long-Term Plan at the Extraordinary Council meeting on 30 June 2025.

Mayor J Cleine/Deputy Mayor A Basher

10/0

Cr A Pfahlert not present for the vote

CARRIED UNANIMOUSLY

Re-Establishment Of The North Branch/Tunnel Lining

A Blom spoke to this and answered questions.

RESOLVED that Council Confirm the inclusion of the re-establishment of the North Branch / Tunnel Lining as part of the Final Long-Term Plan

Cr G Neylon/Cr P Grafton

9/2

MOTION CARRIED

Un-Treated Drinking Water Supplies

Cr C Reidy departed the meeting at 12:15pm

Cr C Reidy returned to the meeting at 12:19pm

A Blom and J Salmond answered questions.

Cr P Grafton departed the meeting at 12:24pm

Cr P Grafton returned to the meeting at 12:26pm

RESOLVED that Council confirm the inclusion of the upgrades of the Waimangaroa, Mokihinui and Little Wanganui untreated water supplies as part of the Final Long-Term Plan on the basis that the legislation will allow for End User treatment as an acceptable solution.

Mayor J Cleine/Cr A Pfahlert

11/0

CARRIED UNANIMOUSLY

Meeting adjourned at 12:51pm

Meeting reconvened at 1:46pm

J Salmond spoke to the savings that becoming an LGFA Guarantor would mean in year one of the Long-Term Plan. It equates to around \$80k of which 75% can be allocated to general rates and 25% to targeted rates.

Council Controlled Organisations (CCO's) can also become Guarantors of the LGFA once the controlling organisation has joined.



Westport's Wastewater: Riley Place Pump Station And Network Replacement

RESOLVED that Council confirm the inclusion of the Riley Place Pump Station and network replacement as part of the final Long-Term Plan.

Mayor J Cleine/Deputy Mayor A Basher

10/0

Cr T O'Keefe was not present for the vote

CARRIED UNANIMOUSLY

Replacement EOC and Brougham House Buildings

Cr T O'Keefe returned to the meeting at 1:53pm

RESOLVED That Council

1. Instruct staff to commence investigation into options for the future of the Emergency Operations Centre (EOC)

Cr G Neylon/Deputy Mayor A Basher

7/4

**Cr C Reidy and Cr R Sampson against
MOTION CARRIED**

2. Instruct staff to commence investigation into options for the future of Council's Head Office

Cr G Neylon/Deputy Mayor A Basher

7/4

**Cr C Reidy against
MOTION CARRIED**

3. Notes that approx. \$126,000 had been allocated in the 2025/26 Financial Year to fund these investigation works.

Cr G Neylon/Deputy Mayor A Basher

8/3

**Cr C Reidy against
MOTION CARRIED**

4. Instruct staff to remove the \$6.1 million less the \$126,000 budget from the Final Long Term-Plan

Cr G Neylon/Deputy Mayor A Basher

10/1

**Cr C Reidy against
MOTION CARRIED**



Upgrade to Westport and Reefton Transfer Stations

A Blom spoke to this and answered questions

RESOLVED That Council confirm the inclusion of the upgrade to the Westport and Reefton Transfer stations as part of the final Long-Term Plan

Mayor J Cleine/Cr A Pfahlert

10/1

**Cr C Reidy against
MOTION CARRIED**

Infrastructure Strategy

RESOLVED That Council approve the draft 30-year Infrastructure Strategy (IS) to be brought back as a supporting document alongside the Financial Strategy as part of the Final Long-Term Plan.

Mayor J Cleine/Cr A Pfahlert

11/0

CARRIED UNANIMOUSLY

Financial Strategy

RESOLVED That Council discuss the Financial Strategy towards the end of deliberations.

Cr G Neylon/Mayor J Cleine

11/0

CARRIED UNANIMOUSLY

Fees and Charges

Cr C Reidy departed the meeting at 2:58pm

Cr C Reidy returned to the meeting at 3:00pm

RESOLVED that Council

1. Notes the draft fees and charges were adopted by Council on 26 February 2025.
2. Notes there are minor amendments to be made and will be included in the final Long-Term Plan document.

Mayor J Cleine/Deputy Mayor A Basher

11/0

CARRIED UNANIMOUSLY



Ngakawau/Hector Water Supply – to be left as is.

Port and Dredge – P Numan gave an update on expected works.

Cr L Webb departed the meeting at 3:31pm

Cr L Webb returned to the meeting at 3:36pm

RESOLVED That Council:

1. Confirm the \$1.83 million capital spend on the dredge will remain in the budget, but expenditure of this budget will remain subject to Council approval once contractual agreements have been signed.

Cr R Sampson/Cr C Reidy

11/0

CARRIED UNANIMOUSLY

Meeting adjourned at 3:54pm

Meeting reconvened at 4:08pm

Master Plan – S Bastion spoke to the budget around this

Councillors are to bring their individual submission concerns to the table Thursday 12 June 2025.

Meeting adjourned Wednesday 11 June 2025 at 5:05pm

Meeting reconvened Thursday 12 June 2025 at 8:59am

PRESENT: Mayor J Cleine, Cr C Reidy, Cr J Howard, Cr P Grafton, Cr G Weston, Cr A Pfahler, Cr T O'Keefe, Cr R Sampson, Cr G Neylon, Cr L Webb, Deputy Mayor A Basher.

PRESENT VIA ELECTRONIC LINK: Nil

IN ATTENDANCE: S Pickford (CEO), S Bastion (Group Manager Regulatory Services), P Numan (Group Manager Corporate Services), K Trigg (Group Manager Community Services), A Blom (Group Manager Infrastructure Services), J Salmond (Corporate and Strategic Planning Manager), C Borrell (Governance Assistant), C McDonald (Governance Secretary), B Oldham (Manager Infrastructure Planning)

IN ATTENDANCE VIA ELECTRONIC LINK: S Firby (Management Accountant – Remote)

MEDIA: E Curnow (Westport News)



Cr A Pfahlert joined the meeting at 9:02am

B Oldham spoke to the remaining budget and capital works programmes still to be completed in the 24/25 financial year.

J Salmond shared a spreadsheet with staff comments around individual submissions. This spreadsheet is attached to the minutes as Attachment 1.

Cr A Pfahlert departed the meeting at 10:07am

Cr A Pfahlert returned to the meeting at 10:09pm

Meeting adjourned at 10:39am

Meeting reconvened at 10:56am

Funding and Grants

Cr R Sampson returned to the meeting at 10:57am

K Trigg spoke to the funding requests received.

A spreadsheet was used to track the funding allocations and is attached to the minutes as Attachment 2.

Cr T O'Keefe departed the meeting at 11:13am

Cr T O'Keefe returned to the meeting at 11:13am

Cr A Pfahlert departed the meeting at 11:28am

Cr A Pfahlert returned to the meeting 11:30am

RESOLVED that Council

1. Increase the Repairs and Maintenance Budget for Reserves for Year One of the Long-Term Plan by \$100,000.00 and reduce the total level of Grants for Year One of the Long-Term Plan to \$437,025.00
2. Notes that the remaining \$90,000.00 is to be funded through savings obtained by becoming a Local Government Funding Agency Guarantor.

Cr L Webb/Cr R Sampson

10/0/1

MOTION CARRIED

Deputy Mayor A Basher departed the meeting at 11:47am

Deputy Mayor A Basher returned to the meeting at 11:48am

Cr A Pfahlert departed the meeting at 11:59am

Cr A Pfahlert returned to the meeting at 12:01pm



RESOLVED that Council allocate \$30,000.00 for Mokihinui-Lyell Backcountry Trust and reduce the contestable grants pool by \$30,000.00

Cr A Pfahlert/Cr P Grafton
9/1/1

Cr C Reidy abstained
MOTION CARRIED

Meeting adjourned 12:34pm

Meeting reconvened at 1:05pm

Deputy Mayor A Basher returned to the meeting at 1:06pm

Promotion Buller
Cr C Reidy against

Charleston - Westport Coastal Trail. One off
Cr C Reidy against

Charleston - Westport Coastal Trail. Annual
Cr C Reidy against

Blacks Point Museum
Cr C Reidy against

Museum of Kawatiri
Cr C Reidy against

Heritage West Coast Incorp. Seed funding
Cr C Reidy against

RESOLVED that Council remove the Revitalisation Fund of \$50,000.00 and consider adding some or all funds to the Council contestable grants pool.

Deputy Mayor A Basher/Cr A Pfahlert
9/2

MOTION CARRIED

Cr T O'Keefe departed the meeting 2:48pm

RESOLVED that Council set the total Council Contestable Grants Pool as \$80,000.00 for the 2025/26 financial year.

Cr A Pfahlert/Cr C Reidy
5/4/1

Cr T O'Keefe not present for the vote
MOTION CARRIED



Meeting adjourned at 2:55pm
Meeting reconvened at 3:07pm

RESOLVED that Council allocate One Off Funding and Annual Funding to be included as part of the Final Long-Term Plan as outlined in Attachment 2.

Mayor J Cleine Deputy/Mayor A Basher
10/0

Cr T O'Keefe not present for the vote
CARRIED UNANIMOUSLY

Cr T O'Keefe returned to the meeting at 3:28pm

Uniform Annual General Charge (UAGC)

Discussion around options to reduce UAGC. S Firby answered questions around the effect on rates.

RESOLVED that Council approve Uniform Annual General Charge from 1 July 2025 will be levied at \$600 per rating unit.

Mayor J Cleine/Cr J Howard
10/0/1

CARRIED UNANIMOUSLY

Financial Strategy

J Salmond and S Pickford answered questions/clarified points. Discussion around options to reduce cost and the amount of rate rise.

RESOLVED That Council approve the draft Financial Strategy to be brought back as a supporting document alongside the 30 Year Infrastructure Strategy as part of the Final Long-Term Plan.

Mayor J Cleine/Cr A Pfahlert
9/2

Cr R Sampson and Cr G Neylon against
MOTION CARRIED

MEETING DECLARED CLOSED: 4:00pm

Next Meeting: Wednesday 25 June, 3:30pm, Clocktower Chambers,
 Palmerston Street, Westport

Submission ID	Q1 (Name)	Q2 (Organisation (if applicable))	Q23 (Do you have any other feedback on the Draft Long-Term Plan 2025-2034?)	Staff Comments	Deliberations
48	Ikamatua community	Ikamatua Community		Ikamatua Footpaths - Footpath renewals and some maintenance works are on the schedule for the year 1.	Feedback / Discussion
75	John Cockfield			Unhappy with heavy vehicles on Queen Street	Feedback / Discussion

94	Carmen Greenland	Waimangaroa Volunteer Fire Brigade	<p>My name is Carmen Greenland, I am a Station Officer at Waimangaroa Volunteer Fire Brigade and I am requesting this email submission be included in the Long Term Plan deliberations please. I am making this submission on behalf of the Waimangaroa Volunteer Fire Brigade members.</p> <p>The reason I am submitting is because each year our Fire Brigade is involved in supporting the ANZAC Day commemorations, we put up the flag, arrange seating, collect for poppy day, and also have a community cuppa at our fire station after the service.</p> <p>All of our Fire Brigade members agree that for safety, it would be best to have a concrete path to our cenotaph where I've coloured yellow below on the map. This would allow the community to gather in the "Waimangaroa Heart" area which is circled in red.</p> <p>What is happening now is, because there is a concrete path leading to McGill Street, the crowd is gathering across the street and intersection which is not closed during the service, as this is the only access from the State Highway to access our village it is not practical to shut the road. They do this to avoid getting wet feet because the ground surrounding the monument is usually very wet.</p> <p>I haven't filled the form in to request funding as a community group because it was discussed with the Waimangaroa Heart team, they thought a new path might be able to be paid for using a budget for upgrades to parks or reserve areas. This request is different to the Waimangaroa Heart Project which improved the area nearby with the planting and community tables.</p> <p>Martin Sweetman, Local Granity/Waimangaroa Sub Branch of the Westport RSA representative also supports the idea for a new path, he suggested a wider path area for ease of access and for speakers to use when undertaking the services.</p> <p>Thanks for considering this request. I don't wish to speak to this submission.</p>	Request for additional paving to Waimangaroa Cenetaph. To be reviewed as part of the footpath process.	Feedback / Discussion
95	Graeme Neylon	ICB	<p>Reefton Footpaths</p> <p>As we see more and more use of mobility scooters the use of footpaths is ever increasing. We see a need to accelerate the repairs to existing footpaths to make them more user friendly.</p> <p>The footpath from Broadway to The Strand along Smith Street needs widening to cater for the disabled to enable access to the Strand toilets.</p> <p>The seal on The Strand will need extending so as to act as a footpath to both the Visitor/Service centre and the toilets.</p> <p>We also see a need to plan for new 'feeder' footpaths that will cater for users from parts of town that are not currently serviced.</p> <p>Action requested: Extend the footpath width on Smit Street and extend seal on The Strand. Identify and plan for possible new footpaths for Reefton and identify necessary repairs to existing footpaths.</p> <p>Signage</p> <p>Signage required on Broadway to guide users to the toilets on The Strand, highlighting that they are suitable for disabled.</p> <p>Street lighting</p> <p>In some areas of Reefton there is still no street lighting and in other areas the existing street lighting needs enhancing as it can be difficult to negotiate at night.</p> <p>Action Requested Review of street lighting in Reefton.</p> <p>Public Toilets Ikamatua</p> <p>With public toilet only available during business hours there is a real need for 24 hour toilets in Ikamatua. The majority of users will be visitors so the TIF should be the major funder.</p> <p>Action requested: Decision to be made on improved access to toilets at Ikamatua.</p>	<p>Reefton Footpaths: To be reviewed through footpath programme</p> <p>Signage – Broadway: To be reviewed through signage programme</p> <p>Street lighting: To be reviewed in collaboration with NZTA</p> <p>Public Toilets Ikamatua: To be reviewed with BDC public toilets</p> <p>Public Toilets Springs Junction: To be reviewed with with BDC public toilets</p> <p>Reefton Swimming Pool: Work underway in 25/26</p> <p>Maruia Landfill Recycling: Waste minimisation management plan to be adopted</p> <p>Movie Theatre Signage: A review of branding and signage for the RVSC is underway.</p> <p>Surface flooding Reefton: Stormwater modelling of Reefton underway, future works to be included in consent review</p> <p>Stormwater separation: future works to be included in consent review</p> <p>Reefton Community Centre: AMPs being prepared for community facilities</p>	Feedback / Discussion

96	Mel O'Malley - Chairperson	Reefton Historic Trust Board	<p>Submission re Fairlie Engine</p> <p>Background:</p> <p>1.The Fairlie Engine was donated to the Reefton Community by the Morris Family circa 1960 and was placed in the Church Street playground for children to play on.</p> <p>2.By the late 1980s accepted standards for children's playground equipment had changed and hazardous equipment no longer was acceptable. The Fairlie Engine had been painted in red lead paint which was badly oxidized, presenting an obvious danger to children as well as the fall risks.</p> <p>3.The Reefton Community accepted the need for removal but strongly opposed efforts by outside groups to take the engine from the town. It was agreed that it remain in Reefton as the Morris family intended and so it was moved to its present site on the Strand.</p> <p>4.It was also agreed that an interested local group calling itself the Fairlie Engine Society, become incorporated and manage the project with the intention of restoration of the unique sole surviving piece of rail history. As time has shown us, this never happened and the engine as well as its shelter have continued to deteriorate. This Society never became incorporated and ceased functioning.</p> <p>5.In the late 1980s the Reefton Community also identified that reinvigorating the town required landscaping and developing recreational opportunities on the Strand and all subsequent plans have incorporated this view.</p> <p>6.Strand development has progressed steadily over this time and has certainly contributed greatly to the tourist experience and local recreation as well as elevating the town 'vibe' as originally envisaged.</p> <p>7.In any functioning vibrant town, it is important to recognize, encourage and support active new groups with their projects that will, add momentum. One such group is working on the development of recreation opportunities associated with the skatepark including upgrades and new infrastructure. This will require relocation of the Fairlie Engine.</p> <p>8.The Reefton Historic Trust Board (RHTB) has been incorporated since 1978 and has worked tirelessly since then to protect and restore the Courthouse, the Oddfellows Hall, Reefton Engine Shed and are currently working to complete the Reefton Railway Station as well as other Rail Precinct infrastructure which they own.</p>	<p>Would need direction / intent from ICB and understand what costings are involved in this.</p> <p>Discussion had on plans to relocate the engine. There is a proposal to install a 3 on 3 basketball court but we are working with ICB to determine best placement. Even if The Strand was chosen there is no requirement to move the engine.</p> <p>Oversight should be ICB rather than Council</p>	Feedback / Discussion
		Nick Hancox	<p>1.The Reefton Care Trust Working Group is in the process of establishing a charitable trust (to be called Reefton Care Trust). The purpose of the trust will be to provide:</p> <p>a)health-related care and housing for seniors and others who may require supported living within the Inangahua Ward of the Buller District; and</p> <p>b)any other activities relating to the care of the elderly and those in need of supported living within the Inangahua Ward of the Buller District.</p> <p>2.Following the sudden closure of Ziman House (part of the former Reefton Hospital) in 2022, under Covid lockdown, and consequent loss of the community and elder care support functions it provided, Reefton people have sought to work with Health New Zealand/Te Whatu Ora authorities in attempts to re-instate necessary services.</p> <p>3.Despite repeated assurances over two years that Ziman House would reopen if nursing staff could be recruited, Health NZ officials delivered the decision in April 2024 that the facility was to be closed permanently.</p> <p>4.As a consequence, the Inangahua community has lost its rest home, respite and palliative care services along with the hospital-level care formerly provided to our elders.</p> <p>5.Closure of Ziman House has caused the loss of capacity for local residential care to enable our elderly folk to live near their friends and whanau.</p> <p>6.In response to this situation, the Reefton Care Trust Working Group submits as follows:</p> <p>7.We are a community whose demographic is aging, but facilities and resources for providing elderly care and assistance are dwindling.</p> <p>8.Elder housing is a prime example of this. Instead of Buller District Council (BDC) growing its aged persons housing stock in Reefton as identified in its 2007 LTP for the 2014-15 year, from 16 to 18 units, BDC later postponed and then eliminated this expansion. Compounding this problem, BDC then removed two units from the portfolio, thus reducing the available stock to just 14 units.</p>	<p>All Senior Housing is currently in the Long Term Plan as status quo. There is a report to Council in July regarding the management of these.</p> <p>Council would need to decide if they wanted to discuss 'transferring' assets to the Trust. It can be included in the July report as an option however time would be needed to fully understand the financial implications of this.</p> <p>The WestReef yard request can be discussed in the next PRP update as costings will be available about the sale value of the yard</p> <p>There is resolution in place that the sale of the proceeds from the RSC are retained for use in Reefton.</p>	
111	Se and Jessica Paley-At	Gentle Annie Seaside Accommodation and Camping Ground	Please see supporting documentation	Request for roading upgrades - Delmanches Road Mokihinui	Feedback / Discussion
113	Pauline Tranter		Our submission is to remediate or compensate there is no public access to our beach frontage properties at 427-429 Utopia Road Westport and section 9. Block off accesses at Deadmans Creek and Beach Road. Stop misrepresenting our properties. There is no public access.	Safety improvement to be investigated in the next financial year with signage and pull over bays the likely outcome.	Feedback / Discussion
125	John Currie		Please see supporting documentation	John Currie has meet with the Planning team following complaints he has made in regards to alleged breaches of the RMA. This is being dealt with directly with John and other parties concerned.	Feedback / Discussion

Activity	Budgets			25/26 Request	Deliberation	Funding request submission number:	Funding Notes:	Funding request rate
	2023/ 24 Actuals	2024/ 25 EAP	2025/ 26 LTP					
Council contestable grants pool	\$67,120	\$105,000	\$105,000		\$80,000	(30k previous OGR included in total)		0.63%
Representation Grants (NZ reps)	0	\$500	0		\$0.00			0.00%
Grants - Facilities Hire	\$3,315	\$3,831	\$3,909		\$3,909	NA		0.03%
Mayoral Relief	\$500	\$3,250	\$3,250		\$3,250	NA		0.03%
Voluntary groups - contribution for Council fees	0	\$1,250	\$1,250		\$1,250	NA		0.01%
Revitalisation	\$50,000	\$50,000	\$50,000		\$0	NA	withdrawn	0.00%
Increase of R&M for reserve halls for P1							1 year increase only (100k total)	
Total:	\$120,935	\$163,831	\$163,409	\$0	\$88,409			0.69%
Sports / Recreation								
Karamea Swimming Club	\$8,500	\$8,500	\$8,500	\$13,000	\$13,000	4	for next 2 FY	0.10%
Sport Tasman	\$25,000	\$25,000	\$25,000	\$25,000	\$5,000	11	for next 2 FY	0.04%
Buller Sports Alliance				\$30,000	\$30,000	18	for next 2 FY	0.23%
Mokihinui - Lyell Backcountry Trust	\$30,000	\$0	\$0	\$30,000	\$30,000	30	for next 2 FY	0.23%
Team Watson Track. One off				\$5,000	\$2,000	21	One off	0.02%
Team Watson Track. Annual				\$5,000	\$0	23		0.00%
Charleston - Westport Coastal Trail. One off				\$47,000	\$15,000	25	One off	0.12%
Charleston - Westport Coastal Trail. Annual				\$30,000	\$30,000	26	for next 2 FY	0.23%
Total:	\$8,500	\$8,500	\$8,500	\$185,000	\$125,000			
Tourism Support								
Reefton Inc - Inangahua Tourism & Promotion	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	38	for next 2 FY	0.12%
Karamea Information Centre	\$25,000	\$25,000	\$28,000	\$30,000	\$28,000	16	for next 2 FY	0.22%
Northern Buller Resource Centre	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	7	for next 2 FY	0.04%
Promotion Buller	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000	14	Recognise the achievements so far via the letter. Next 2 FY.	0.08%
Kaitiaki Mokihinui Trust				\$30,000	\$0	29	Apply to other fund	0.00%
Hector Public Toilets. CAPEX				\$29,000	\$0	19	RCF if on Council land. Toilet report to come	0.00%
Hector Public Toilets. OPEX				\$10,000	\$0	20	OPEX considerations to be included in the report	0.00%
The Lyric Theatre. Toilet Cleaning				\$3,000	\$3,000	5	Add into public toilet budget OPEX - next 2 fy	0.02%
Total:	\$50,000	\$50,000	\$58,000	\$126,000	\$61,000			
Museum / Heritage Support								
Blacks Point Museum	\$15,000	\$15,000	\$15,000	\$18,000	\$18,000	33	for next 2 FY	0.14%
Museum of Kawatiri (prev had 2 x types of grants totalling \$156,616)	\$156,616	\$156,616	\$156,616	\$171,500	\$160,000	24	for next 2 FY	1.25%
Karamea Historical Society	\$5,000	\$5,000	\$5,000	\$8,000	\$5,000	12	for next 2 FY	0.04%
Granity Museum (Northern Buller Museum)	\$5,500	\$5,500	\$5,500	\$38,020	\$20,000	2	for next 2 FY	0.16%
Heritage West Coast Incorp				\$10,000	\$10,000	34	for next 2 FY	0.08%
Heritage West Coast Incorp. Seed funding				\$10,000	\$10,000	35	for next 2 FY	0.08%
Friends of the Hill Charitable Trust.				\$4,400	\$4,400	37	for next 2 FY	0.03%
Total:	\$182,116	\$182,116	\$182,116	\$259,920	\$227,400			

Other								
Punakaiki Community Facility				\$500,000	\$0	3	Let community group know the remaining budget for PCF	0.00%
Punakaiki Tidal Team				\$10,000	\$0	6		0.00%
Kawatiri Art Collective. Signage				\$950	\$950	32	One-off	0.01%
Waimangaroa Community Garden				\$1,200	\$1,200	36	for next 2 FY	0.01%
Total:	0	0	0	\$12,150	\$2,150			

Subcommittee Requests								
Seddonville. Painting				\$29,325		1	Priority - included in R&M increase - One off	0.00%
Seddonville. Replace Toilet Block				\$100,000	\$0	22	Potential RCF project, include in toilet discussion	0.00%
Carters Beach. Annual Req for OPEX				\$28,000	\$0	8		0.00%
Carters Beach. Various projects				\$39,174	\$0	15		0.00%
Inangahua. Building Repairs				\$64,966		10	Priority - included in R&M increase	0.00%
Waimangaroa. Memorial				\$22,968	\$0	27	Potential RCF project if on Council land	0.00%
Waimangaroa. Window replacement				\$19,697		28	Priority - included in R&M increase	0.00%
Mokihinui. New units				\$120,000		31		0.00%
Increase in repairs and maintenance budget					\$100,000			
Operational Savings from LGFA					-\$100,000			
Total:				\$424,130	\$0			

Total level of grants: \$447,025 = 3.49% rate.

-\$66,934

Total:	\$1,507,200	\$503,959
Rate Impact:	3.94%	

Increase on top of the budgeted 3.49%	0.45%
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Other Req Included in Existing Budgets								
Karamea Info and Resource Centre				\$10,300	\$11,000	17		
Karamea Community Incorporated				\$1,500	\$1,500	13		
Market Cross Community Group Incorporated				\$10,500	\$9,750	9		
Total:				\$22,250	\$0			

Total from 38 requests: \$1,529,450 \$503,959

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 4

Prepared by Simon Pickford
Chief Executive Officer

Attachments 1. Council Action Points June 2025

COUNCIL ACTION POINT LIST

1. **REPORT PURPOSE**

A summary of council resolutions requiring actions.

2. **DRAFT RECOMMENDATION**

That Council receive the Council Action Point List for information.

Council Action Points – CURRENT

No	Meeting Date / Action Point	Responsible	Update	Date Required By
25	28 February 2024 Punakaiki Campground Lease D Marshall to bring back reports to April Council regarding proposal from the Leasee Update 25 September 2024 Staff to report on what needs to come back to Council in terms of decision-making regarding modifications and negotiations to the lease. Update 27 November 2025 Staff to also report on what element of Rate Payer money has been invested into the Campground.	D Marshall M Sutherland P Numan	Staff have been focused on achieving the additional funding from TIF during the last month and on preparing the draft enhanced annual plan. Staff will be contacting the leasee over the effluent system installation in the coming month and will engage and report back on their proposal by end of June. <u>Update 26 June 2024</u> Once the TIF Funding Agreement has been received and approved by Council, staff will contact the leasee regarding the effluent system project and report back to the August 2024 meeting. <u>Update 31 July</u> The 28 August Update is to include Camp Development Plans of the Leasee <u>Update 28 August</u> Due to staff illness this will be included in the September update to Council with the update on the Punakaiki Wastewater Treatment Plant <u>Update 19 Sept 2024</u> Commencement of negotiations are being deferred until after the completion of the upgrade of the Punakaiki Wastewater Treatment Plant and due to staff changes in the Property Portfolio. <u>Update 9 October 2024</u> Development of options for leasing and ownership of the Punakaiki Beach Camp will be undertaken following the completion of the Punakaiki Beach Camp Wastewater Disposal System Upgrade (expected completion by end of October 2024) <u>Updated 12 November 2024</u> The Punakaiki Beach Camp Wastewater Disposal System Upgrade was completed by the end of October 2024 and the work is not in its maintenance period that expires in March 2025. This Action Point is now referred to the Group Manager Corporate Services with regards to the lease conditions and an update on this is to be brought to the December Council Meeting. <u>Update 12 December 2024</u> Once all the information requested is gathered, a report outlining this information will be brought back to Council in the new year <u>Update February 2025</u> Punakaiki Campground lease rental review is due November 2025. As part of facilitating the lease rental review - Council needs to update the Asset Management Plan. An Independent Contractor has been engaged to perform this work and once finalised an update will be reported to Council. <u>Update March 2025</u> Asset Management Plan report due for completion 30 June 2025. Rent review due for completion following 16/11/25 review as detailed in Lease terms and conditions.	26 June 2024 28 August 2024 25 September 2024 30 October 2024 27 November 2024 18 December 2024 26 February 2025 26 March 2025 Ongoing

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 5

Prepared by Bronwyn Little
Senior Policy Advisor

Reviewed by Krissy Trigg
Group Manager Community Services

Public Excluded: No

CONTINUATION OF SUBCOMMITTEES

1. **EXECUTIVE SUMMARY**
Eleven Reserves and Halls Subcommittees were originally established in April 2020 as subcommittees of the Community, Environment and Services Committee.
2. The Creative Communities Subcommittee was established as a way of distributing external funding to our arts community via a governance structure.
3. All subcommittees were re-established after the October 2022 election as subcommittees of the Community, Environment and Services Committee and after dissolution of this committee in 2024 to the Risk and Audit Committee.
4. Re-establishing the subcommittees requires a full public process calling for nominations and Council must then make appointments to each subcommittee which can take up to 3 months. Some of these subcommittees have high operational needs (such as the campgrounds) and this process can be quite disruptive to their business as usual.
5. This report recommends that Council resolves to not discharge the eleven Reserves and Halls Subcommittees after the next election in line with Clause 30(7) and Clause 31(5) Schedule 7 LGA 2002.
6. Noting that Council may replace individual members of the committee and subcommittees after the election.

7. **DRAFT RECOMMENDATION**

That Council:

1. **Receives this report;**
2. **Resolves to not discharge the eleven Reserves and Halls Subcommittees, and the Creative Communities Subcommittee, following, the triennial general election of members on 11 October 2025 under Clause 30(7), Schedule 7 Local Government Act 2002.**

8. **ISSUES & DISCUSSION**

9. **BACKGROUND**

In April 2018 Council became aware that the groups managing reserves and halls around the district had not been established under the proper legal process. Council staff researched options and sought legal advice to find a way forward that would meet the legal requirements. It was important to council that any solution still allowed for volunteer groups from the community to manage their reserves and halls – which was the expressed preference of the community for the continued operation of the reserves in question.

10. In May 2019 Council agreed to follow the committee/subcommittee process which is allowed for by the Local Government Act 2002 (LGA2002) as the appropriate legal process. This enabled Council to appoint groups of community members to manage halls and reserves, and to give them delegated authority to carry out that management in partnership with the Council.
11. In April 2020 the full Council approved the establishment of subcommittees under the Community Environment and Services Committee for each of the reserves and/or halls. In total there were 12 subcommittees established however the Mawheraiti Reserve subcommittee was disestablished due to a lack of membership. The first subcommittees were appointed after an Expressions of Interest process. In the months that followed, further appointments were made to some subcommittees and a number of individual resignations were received.
12. Under the LGA2002, all committees and subcommittees of councils are automatically dissolved following each council election and must be reappointed following the election unless there is a specific resolution for them to continue. In November 2022, following the election of the new Council, the Community Environment and Services Committee—along with its subcommittees—was re-established. A second Expressions of Interest process was undertaken and in December 2022 appointments were once again made to each of the subcommittees. In 2024 the subcommittee became part of the Risk and Audit Committee.

13. The Creative Communities subcommittee was established in 2019 to distribute funding from the Creative Communities Scheme (CCS) which is part of Creative New Zealand. It was also established under the Community, Environment and Services Committee originally and responsibility transferred to the Risk and Audit Committee in 2024.
14. **Discharge of committees and subcommittees**
As noted above all committees and subcommittees of councils are automatically discharged following each council election and must be reappointed following the election unless there is a specific resolution to not be discharged. If a committee is discharged then the subcommittees under it are also discharged.
15. In order to retain a committee or subcommittee Council must resolve to not discharge the committee or subcommittee.
16. Clause 30(7), Schedule 7 Local Government Act 2002
'A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.'
17. If a committee or subcommittee is not discharged the members of that committee or subcommittee can be replaced in the new triennium:
18. Clause 31(5) Schedule 7 Local Government Act 2002
'If a local authority resolves that a committee, subcommittee, or other decision-making body is not to be discharged under clause 30(7), the local authority may replace the members of that committee, subcommittee, or other subordinate decision-making body after the next triennial general election of members.'
19. It should be noted that because these clauses refer specifically to subcommittees they can be retained by way of resolution even if the committee they report to has been discharged.
20. **Implications:**
As a consequence of the discharging of the subcommittees after the last election, a call for expressions of interest and nominations for places on the subcommittees process had to be undertaken. In the interim period between the discharge of the subcommittee and re-appointment the work of the subcommittees was suspended. This means that workshops and meetings could not be held, bank accounts could not be accessed or invoices paid.
21. For subcommittees responsible for the more operational aspects of their reserves—such as campgrounds and high-use halls—the process has proven to be highly disruptive. For all the subcommittees, including Creative Communities, a

full public process for appointing new members is required to re-appoint members. It has been noted that many of the same individuals consistently apply for membership, and feedback indicates that they find the process frustrating.

22. **OPTIONS**

23. **Option 1 – Status Quo**

No action required - all subcommittees are discharged at the end of the triennium.

24. **Advantages**

- A refresh of subcommittee membership after the elections

25. **Disadvantages**

- Work of subcommittees suspended for 2-3 months
- Difficulty using bank accounts and paying invoices without appointed subcommittee members and executive positions in place
- Serving members may not want to go through the expression of interest process again and as a result experience could be lost

26. **Option 2 – Resolve to not discharge the committee and subcommittees**

Council resolves to not discharge the eleven Reserves and Halls Subcommittees or the Creative Communities subcommittee allowing the subcommittees to effectively function over the two trienniums.

27. **Advantages**

- Work of subcommittees can continue over the two trienniums
- Bank accounts can be accessed and invoices paid by existing subcommittee members
- Appointed members do not have to re-apply for positions

28. **Disadvantages**

- No disadvantages have been identified.

29. **PREFERRED OPTION**

The preferred option is Option 2 which provides for the operation of the Reserves and Halls subcommittees and the Creative Communities Subcommittee over the period of the two elections.

30. **NEXT STEPS**

- Resolution to not discharge the Reserves and Halls subcommittees.
- Advise the subcommittees of the decision.
- Incoming Council will determine which committee the subcommittees will be overseen by and will include this in the identified committee's Terms of Reference.
- At any time, Council can review the committee and subcommittee structure.

31. **CONSIDERATIONS**

32. **Strategic Impact**

The appointment of members to subcommittees ensures that the management and maintenance of reserves and halls are aligned to the Council's policy and direction. Subcommittees made up of local community members allow for decisions to be made at a more localised level.

33. **Significance Assessment**

This report is assessed as being low significance. "Reserves" are listed as a strategic asset in Council's Significance and Engagement Policy. Appointing reserve and/or hall subcommittees is not considered to be transferring control of these assets as they are subcommittees of Council itself, and the ultimate responsibility, liability and control sits with Council.

34. In addition, there is provision under Clause 31(5) Schedule 7 LGA2002 to reassess subcommittees and/or appoint new members after the new Council comes into office.

35. **Risk Management Implications / Opportunities**

The following risks or opportunities are identified with the issues identified in this report.

36. **Engagement - external**

Feedback from the subcommittees has consistently been that the need to reappoint subcommittees at the beginning of a new triennium is problematic and creates difficulties in the smooth running of the halls and reserves.

37. **Engagement – internal**

Discussions regarding this matter has taken place within the Community Services and Infrastructure teams.

38. **Policy & Legislative Considerations**

Legal considerations have been outlined in the body of this report.

39. It is noted that the Creative Communities Subcommittee was established as a way of distributing external funding from Creative New Zealand to our arts community via a governance structure.

40. **Māori Impact Statement**

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions.

41. **Financial Considerations**

There is no financial implication relevant to this decision.

42. **Communication Internal / External**

The decision of Council on this matter will be communicated with all the Reserves and Halls subcommittees and the members of the Creative Communities subcommittee.

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 6

Prepared by Bronwyn Little
Senior Policy Advisor

Reviewed by Simon Bastion
Group Manager Regulatory Services

Public Excluded: No

APPOINTMENTS TO DISTRICT LICENSING COMMITTEE LIST

1. **EXECUTIVE SUMMARY**
District Licensing Committees (DLCs) are established under the Sale and Supply of Alcohol Act 2012 (the Act) and administered by councils.
2. Council is responsible for establishing and maintaining a list of DLC members by selecting and appointing at least three members in total to the DLC including a chairperson.
3. In March 2025 Council instructed the Chief Executive Officer to undertake a community recruitment process for two additional list members and appointed the Mayor and Councillor Neylon to be part of the Appointment Panel along with the Chief Executive Officer and Group Manager Regulatory Services.
4. In total there were seven applicants for the two list positions and three of these were shortlisted for interviews.
5. Interviews were conducted in May and two candidates - David Sanders and Dean van Mierlo are recommended for appointment by Council at this meeting.

6. DRAFT RECOMMENDATION

That Council:

1. **Receives this report;**
2. **Notes that in total seven applications were received for two positions on the District Licensing Committee list and that the Appointment Panel interviewed three applicants;**

3. Notes that the Appointment Panel recommends the appointment of David Sanders and Dean van Mierlo to the District Licensing Committee list; and

4. Appoints David Sanders and Dean van Mierlo to the Buller District Licensing Committee list for the period of 1 July 2025 to 30 June 2030.

7. **ISSUES & DISCUSSION**

8. **BACKGROUND**

9. District Licensing Committees

The DLC is a committee of Council which is selected to consider applications to sell and supply alcohol to the public. When an application is received, the DLC considers the application, agency reports, evidence and submissions presented to it against the criteria in the Act and any relevant case law, evaluates the evidence, determines facts, forms opinions and draws conclusions to make its decision. DLCs are established under the Act and administered by councils.

10. Within their local areas, DLCs decide applications for:

- new and renewal applications for on-, off- and club licences
- special licences
- new and renewal applications for manager's certificates
- opposed acting or temporary appointments of managers
- variation of licence conditions
- temporary authorities and temporary licences
- orders to vary, revoke, suspend or cancel a special licence.

11. The chair of the DLC can be either an elected member of the council or a commissioner appointed by the chief executive, on the recommendation of the council. Councils must establish, maintain and publish a list of people approved to be members of that council's DLC. Each DLC has a minimum quorum of three members to make decisions on applications, made up of two from the Council's list and one member as the Chairperson. If no objections are received to an application the Chairperson can consider and decide those applications on their own. For those applications which have objections hearings are required, for which a quorum of three members is required for a decision to be made.

12. Buller District Licensing Committee

Councillor Neylon has been appointed and reappointed Chairperson since 2013. The list members have changed over time and in 2025 the list had no members after resignations and terms ending for previous members. At the meeting on 26 March 2025 the Council appointed Councillor Pfahlert, Councillor Webb and Deputy Mayor Basher to the DLC list.

13. Community Recruitment:

At the same meeting Council also resolved to undertake a community recruitment process to appoint two further list members. Council also appointed the Mayor, Councillor Neylon, the Chief Executive Officer and the Group Manager Regulatory Services to an Appointment Panel to assess applications, interview applicants with appropriate skills and experience and report back to Council with recommendations.

14. After calling for expressions of interest from the community over a period of four weeks a total of seven applications were received. After considering all the applications and supporting documentation (using the principles set out in the *'Selecting and appointing district licensing committees - A guide for councils'*¹) three applicants were interviewed by the panel. The interviews were conducted in April, and two candidates were chosen for recommendation to Council.

- Davis Sanders – Little Wanganui resident with a strong community and district focus, a background in risk assessment and experience on local authority subcommittees.
- Dean van Mierlo – Punakaiki resident and practising lawyer also with a strong interest in the community and a desire to use his professional skills to benefit the District and its wellbeing.

15. **OPTIONS**

16. **Option 1 – Status Quo**

Continue with the current DLC list which is comprised of councillors only.

17. **Advantages**

- Existing knowledge of legislation, decision making and meeting processes by existing list members.

18. **Disadvantages**

- Suitably qualified community candidates not given an opportunity to be part of the DLC.
- Existing workload for councillors over the coming months is expected to be considerable with Long Term Plan and Water Done Well processes underway.
- May create a perception of bias in appointments by Council.
- Councillors who do not stand again in the October 2025 elections or are not re-elected may be reluctant to stay on the DLC

19. **Option 2 – Appoint the 2 recommended candidates**

Appoint the candidates recommended by the Appointment Panel (David Sanders and Dean van Mierlo)

¹ Selecting and appointing district licensing committees - A guide for councils: Health New Zealand Te Whatu Ora Sept. 2023

20. **Advantages**
- Community recruitment process was followed as resolved by Council and the appointments would endorse this process.
 - Provides a mix of councillor and community experience/representation on the DLC
 - Both candidates have skills and experience which will enhance the DLC member list
 - Ensures positions are covered through two election cycles to provide consistency by allowing members to be appointed for 5 years.
21. **Disadvantages**
- No disadvantages identified.
22. **PREFERRED OPTION**
- Option 2 is the preferred option as it endorses the community recruitment process resolved by Council and the two recommended candidates are very well suited to the positions.
23. **NEXT STEPS**
- Council appoints David Sanders and Dean van Mierlo to the DLC members list
 - Future DLC applications which require hearings will be allocated amongst all DLC list members.
24. **CONSIDERATIONS**
25. **Strategic Impact**
- This report addresses the Council's legal responsibilities to have a DLC and a list of members under the Act.
26. **Significance Assessment**
- This report is assessed as being of low significance. Council is simply fulfilling its legislative requirements to appoint members to the DLC.
27. **Risk Management Implications / Opportunities**
- The following risks or opportunities are identified with the matters identified in this report.
28. **Legal:**
- Council is required to have enough members on its list for the DLC to meet the quorum requirement (three) to hold hearings in the Act. With the appointment of two community members a total of five list members will be available which builds resilience into the DLC.

29. **Engagement – External:**

The recruitment of members for the DLC was advertised on the Council website, social media and print media to reach the wider community.

Engagement – Internal:

Discussions with the Regulatory Group staff dealing with the administration of the DLC has been undertaken.

30. **Policy & Legislative Considerations**

The Buller DLC was established as required under section 186 of the Sale and Supply of Alcohol Act 2012. The purpose of the committee is to consider all applications for liquor licences and other matters relating to the sale and supply of alcohol within the Buller District, including conducting licencing hearings, as provided under section 187 of the Act.

31. Functions of the DLC include:

- determining applications for licences, managers' certificates and renewals (s.187(a)(b)).
- determining temporary authority applications (on/off-licences) (s.187(c)).
- varying, suspending or cancelling special licences (s.187(d)).
- referring applications to Alcohol Regulatory and Licensing Authority (ARLA) (s.187(f)).
- conducting inquiries and making reports as required by ARLA (s.187(g)).
- other functions conferred on it by any Act. (s.187(h)).

32. As stated above, Council must establish, maintain and publish a list of persons approved to be members of the DLC. Members are appointed for five years and can be reappointed for one or more periods of five years. A DLC member can resign at any time and can be removed for inability to perform functions, neglect, bankruptcy or misconduct.

33. Each DLC has a quorum of three members, made up of two from the Council's list and one member as the Chairperson (s.189 and s.191). See above for exceptions and requirements for hearings.

34. DLC members must have 'experience relevant to alcohol licensing matters' (s 192(2) of the Act). The Chairperson can be an elected member or an appointed Commissioner.

35. **Māori Impact Statement**

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions. However, it is noted that Māori are disproportionately affected by alcohol harm in New Zealand.

36. **Financial Considerations**

The costs of the DLC are covered by the fees charged for the various types of applications. Member payments are determined by the Minister of Justice in accordance with the Cabinet fees framework. DLC list members receive remuneration per day or per hour for part days. They are also reimbursed for reasonable expenses incurred in the discharge of duties associated with the position. It should again be noted that only hearings require the full quorum of the Chairperson and two members from the list.

37. **Communication Internal / External**

A media release announcing the appointment of the two community members to the DLC will be organised by the Communications team.

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 7

Prepared by Glen Pellew
Financial Accountant

Reviewed by Kaaren Phipps
Finance Manager

Attachments 1. BHL Group Combined Statement of Intent 2026

STATEMENT OF INTENT – BULLER HOLDINGS LTD GROUP FOR THE YEAR ENDED 30 JUNE 2026

1. **EXECUTIVE SUMMARY**

Council are required to receive a Statement of Intent (SOI) for each of its Council Controlled Organisations (CCOs) relating to the upcoming financial year.

2. The Local Government Act (2002) requires the board of a CCO to deliver a draft Statement of Intent to Council each year to allow for review and comment on the content. The Act also requires the board to deliver a final Statement of Intent before 30 June. The Draft Statement of Intent was provided to Council on 12 February 2025.

3. The Council has three CCOs: Buller Holdings Limited (BHL), WestReef Services Limited; and Buller Recreation Limited which are required to provide a SOI each year. The SOI have been provided as one document which is possible because these companies operate as the “Buller Holdings Group”, and the only variation to the content of the SOI for each is the financial and non-financial targets which are set out in the tables at the latter part of the group SOI.

4. **DRAFT RECOMMENDATION**

That Council

1. Receive the final Statement of Intent for the Buller Holdings Group, which incorporates Buller Holdings Limited, WestReef Services Limited and Buller Recreation Limited for the year ended 30 June 2026.

2. Adopts the Final Statement of intent for Buller Holdings Limited, WestReef Services Limited, and Buller Recreation Limited which are combined into one document name the Buller Holdings Group Statement of intent for the year ending 30 June 2026

5. **ISSUES AND DISCUSSION**

6. **BACKGROUND**

Part 5 section 64 of the Local Government Act (2002) sets out 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.

7. Schedule 8 of the Local Government Act (2002) sets out the detail about how the exchange between Council and the CCO occurs. The draft Statement of Intent must be delivered to its shareholders to receive and make comment on, each year by 1 March. The final Statement of Intent must be delivered to Council before 30 June each year for approval.

8. 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.

9. The Statement of Intent links the CCO's activities into Council's 2025/2026 budget processes and provides 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 2021-2031 Long-Term Plans and 2024-2025 Enhanced Annual Plan are based on the content of the Statement of Intent. Our community had the opportunity to review and provide feedback on this information as part of the Enhanced Annual Plan engagement process.

10. Failure to follow the statutory process for reviewing and approving Council's CCOs Statement 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 Statement of Intent.

11. **CHANGES MADE TO THE STATEMENT OF INTENT**

The Statement of Intent is required to set out the non-financial and financial targets. The financial targets include three years' key performance indicators which include the next financial year and the following two future years. A review of the Statement of Intent has been completed, and the changes are noted below.

12. Under Section 64(3)(b), a Statement of Intent can be prepared for more than one CCO. The reference to each of the Council CCOs reflects staff comments on each CCO included in the SOI.

13. **Buller Holdings Ltd**
The 2025/2026 financial year has included uplifted capital budgets for the development of a new depot for WestReef Limited funded by a combination of debt and equity (cash reserves). In the prior year's SOI, the forecast cost for 2024-2025 year was \$4.15m and this has been updated to \$4.295m
14. Group Performance Targets for revenue and expenditure have been reviewed downwards in comparison to the draft SOI presented in March. This has resulted in a drop of the net operating surpluses to \$ 3.0k, \$4.0k and \$2.0k in 2026 to 2028. The Group consolidated surpluses have been reviewed upwards to \$ 1.90m, \$1.94 and \$1.97m.
15. The annual forecast shareholder distributions to the Council have decreased from \$1.3m to \$800k over the first two years of the SOI and increased to \$900k in year 3.
16. WestReef are forecasting reduced revenue and corresponding reduced expenditure, with a slight decrease on the forecasted net operating surplus for the next 3 years below that previously advised in the prior year Statement of Intent.
17. The subvention payment for the 2023/24 annual report was received on the 21 March 2025 and amounted to \$610,774.70. This was in line with the audited financial statements of Buller Holdings Ltd but was below the expectation of \$1.3M stated in the 2024 Statement of Intent.
18. The SOI indicates that overall, despite seeing an improvement, trading conditions will remain tight.
19. This is a matter which has been noted in the resolution above and requires further discussion and understanding as the 2025-2034 Long Term Plan is progressed over the next few weeks.
20. **WestReef Services Limited**
There are changes to the budgeted revenue and expenses as noted under the Buller Holdings commentary above.
21. Provision for Capital has been updated to reflect the change in timing and works programme relevant to the new depot site. In the prior year Statement of Intent \$3.2m was forecast for capital spending, this has been updated to \$4.1m. The change is required for the second stage of the Depot development and is subject to the company receiving finance approval.
22. WestReef's Expenditure forecast compared to the draft SOI has been revised downwards compared to the final SOI. This has resulted in increased net operating surpluses for each year of \$ 1.91m, \$1.95m and \$1.99m for the years 2026 to 2028.

23. **Buller Recreation Limited**
Revenue and expenses for both the years ended 2026 and 2027 have increased to meet the increase in insurance and utility costs.
24. The prior year Service Level fee was \$925k. A request to increase this to \$1m was indicated in the prior Statement of Intent. The \$75k increase still needs to be factored into the Buller District Council Draft Long Term Plan 2025-36 and is a matter for further discussion.
25. Buller Recreation is looking for opportunities to increase membership and revenue streams. Membership rates have been reviewed and increased. These changes are included in the SOI.
26. A comparison between the draft SOI and the final SOI show that expenditure projections have been reviewed downwards resulting in deficits of \$504k, \$515k and \$527k for the years 2026 to 2028.
27. **Overall Statement of Intent**
It is noted that the board of directors will meet with the Buller District Council Mayor and Chair of the Risk and Audit Committee on a quarterly basis during the year.
28. A Letter of Expectation has been forwarded to Buller Holdings by the Buller District Council.
29. **OPTIONS**
Not Applicable.
30. **CONSIDERATIONS**
31. **Strategic Impact**
Council works in parallel with the CCOs to drive the strategic outcomes set in the Long-Term Plan.
32. **Significance Assessment**
The success of the CCOs is imperative to ensure the financial stability of Council. As well, those services provided by the CCOs as set out in the Long-Term Plan and Annual Plans are deemed significant. Therefore, understanding the budgeting and non-financial targets of each CCO is important to highlight any changes which in turn may affect Council, and result in a matter occurring which is deemed significant under the Significance and Engagement Policy.
33. **Risk Management Implications**
Council and BHL will engage to ensure that the SOI is formally adopted by 30 June to meet the requirements of section 64 of the Local Government Act (2002), and Schedule 8 of that Act. If it doesn't get adopted, we won't meet the requirements of the Act.

34. **Policy & Legislative Considerations**
Adoption of the CCO Statement of Intent is required each year to ensure the financial data can be incorporated into Council Annual and Long-Term Plans. This then links to the Annual Plan requirement to purchase shares in Buller Recreation Limited to fund capital expenditure.
35. It also affects the requirement for general rates which is dependent upon the service level fee paid by Council to Buller Recreation Limited, as well as the subvention/distribution payment made to Council. These three significant transactions are set out in the Revenue and Financing Policy and then included in the Funding Impact Statement (Rates Policy).
36. **Māori Impact Statement**
The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions
37. **Financial Considerations**
There is no financial implication relevant to this decision
38. **Communication Internal / External**
Communication about this will be through our internal communications team. There may be some external considerations that will be worked through.



BULLER HOLDINGS GROUP

STATEMENT OF INTENT

FOR THE YEAR ENDED 30 JUNE 2026

1. Preamble

Buller Holdings Limited (BHL) was set up in September 2007 as a Council controlled trading organisation with WestReef Services Limited (WSL) as its only subsidiary. Buller Recreation Limited (BRL) (trading as the Pulse Energy Centre) was purchased from the Buller District Council (BDC) in 2009 and Westport Harbour Limited in 2010. Westport Harbour Limited was wound up as a company in 2018 by Council resolution. BDC is the sole shareholder of BHL. Information on the parent (BHL) and subsidiaries - WSL, BRL and Group are included in this Statement of Intent.

Buller Holdings Limited

Buller Holdings Limited goal is to provide a commercial focus in the governance and management of the shareholder assets and proactively search for commercial opportunities that will allow for sustainable returns on behalf of the ratepayers and provide benefits to the wider community.

In 2023 The company purchased land to develop a workshop and administration area and lease it back to WSL at a commercial return. The projections for this project are included in this Statement of Intent (SOI).

BHL and subsidiaries are council-controlled organisations for the purposes of the Local Government Act (2002) and are required to have a Statement of Intent 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 Group of Companies for the year ending 30th June 2026.

The Group 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.

WestReef Services Limited

WSL is the largest civil and maintenance company operating in the Buller District and is the Buller District Council's preferred contractor.

The company is community and customer focused with the financial objective of achieving a competitive rate of return on investment. WSL ensures quality maintenance outputs and operation of the Council's infrastructure. The Company is committed to identifying, developing, and implementing opportunities for increasing external revenue to continue to provide benefits and dividends to the Buller ratepayers.

WSL also has a particular focus on staff well-being and on health and safety. WSL has both ISO 45001 and TSQ1 Health and Safety accreditation.

Buller Recreation Limited

BRL was established to purchase the Pulse Energy Recreation Centre from BDC and to fulfil a service contract with Council for the provision of recreation services to the Buller community.

BRL continues to enhance the quality of life for the community with high quality recreation facilities (in Westport & Reefton), services, and experiences.

Outlook

The general economy has improved with reductions in inflation and interest rates and some stabilization of costs. Some areas of the economy such as civil construction remain challenging. Therefore, the trading environment, including government spending for 2025/2026 is still expected to be tight and challenging, which has necessitated a reset for the Group.

BRL has excellent patronage for such a relatively small community however rising costs such as insurance, electricity and to a lesser extent wages have resulted in increasing deficits which has put pressure on the cost of providing services to the community particularly the aquatic area of the facility which has

high fixed costs. BRL will continue to look for opportunities for increasing patronage and other revenue streams, although this is probably close to a ceiling in the community and user fees were increased in 2025. The recreation service fee is budgeted to be increased in this SOI to just over \$1m to effectively adjust for rising costs driven by inflation.

For 2026 WSL will focus on the depot development and relocation project (capital estimates are included in this SOI) and will borrow up to \$3.5m to finance construction. The Company will remain responsive to all tendering and project opportunities as they arise.

BHL has provided for a \$800,000 distribution to the shareholder in 2026 provided it complies with the group distribution policy and is subject to meeting all budgeted revenue targets including from Council.

2. Objective

Introduction

The strategic direction of the Group is guided by the vision, values, and strategic objectives. These provide the framework for each 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 shareholder assets and proactively search for commercial opportunities that will allow for sustainable returns on behalf of ratepayers and benefits to the wider community.

BRL will provide for the community sustainable and customer-focused sport and recreation facilities and services. WSL strives to be a sustainable and profitable business with an empowered team that takes pride in meeting the

needs of staff, owners, suppliers, and the community.

Objectives

The principal objective of the Group is to operate collectively as successful businesses while working for the benefit of shareholders. In pursuing this objective, the Group is guided by the following key principles.

(a) Financial Performance

Each company in the Group is committed to operating 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 and cultural needs of the community.

(b) Service

The Group 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. Climate change appears to be resulting in more frequent and severe weather events and has had a significant impact on the networks that WestReef maintains. The organisation will continue to adapt, ensuring service expectations are met.

(c) Employee Relations

The Group values its employees and will recruit and retain employees with the skills necessary to run each 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 Group, 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

Our leadership will enable our subsidiaries to develop positive workplace cultures, capable workers, and resources for responsible health, safety, quality and environmental performance. The Group will comply with all relevant legislation. The Groups direction will always reflect our commitment to, and beliefs about the management of health and safety and the environment with a goal of ensuring that our work does not create harm.

The Group is committed to reviewing its status and measuring its environmental performance, including carbon reduction. This with a view to identifying areas for environmental improvement and formulating a pathway for the Group. Appropriate performance measures have been included in this SOI.

(e) Marketing

Each member of the Group 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 is to provide a holding company structure for the ownership of selected Council assets and investments. Currently the scope of the subsidiaries are as follows -

(a) WestReef Services Limited

The nature and scope of WestReef Services Limited activities is to provide contracting services for physical works in the Buller region and the South Island. Its activities 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 and provides a range of leisure services to the district in accordance with a Service Level agreement with Council, 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 and the subsidiaries is responsible for the corporate governance of the Group. 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 Group on behalf of the shareholders. The principal objective of each company is to operate a successful business.

The functions of the Board include:

- Ensuring that each company's 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 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 each company's financial position is fully protected to allow it to meet all debts and obligations as they fall due.
- Ensuring that each 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, including health and safety.

- Approving and implementing the Business Plan and Statement of Intent of the Group, and
- Reviewing and approving the Group 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. There are 2 sub committees, an Audit & Risk Committee, and a Health, Safety & Environment Committee.
- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The BHL 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 45% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of each company respectively and the Group, including goodwill.

The Group will also maintain a maximum gearing ratio (as set out in the Treasury Policy) of 40% (measured as debt/ debt plus equity).

6. Distribution Policy

It is the intention to maximise distributions after meeting the financial needs of the Group 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. Taking this into account the maximum distribution should not exceed the Group gross taxable profit.

7. Accounting Policies

The Buller Holdings Group 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.

- 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 Group 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 Reports

The Directors shall deliver to the shareholders by 30th September annual reports 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		
		2026	2027	2028
Health & Safety	Medical Treatment Injury	Nil	Nil	Nil
Operational	The board of directors will meet with the BDC Mayor and Chair Risk & Audit Committee on a formal basis: (per/year)	3 times per year	3 times per year	3 times per year
Financial Parent (\$000)	Revenue	\$690	\$702	\$715
	Expenditure	\$687	\$698	\$713
	Net Operating Surplus	\$3	\$4	\$2
	Provision for Capex	\$0	\$0	\$0
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
Financial Group (\$000)	Group Consolidated Operating Surplus before Tax	\$1,910	\$1,942	\$1,973
	Provision for capex	\$4,295	\$3,778	\$748
	Forecast distribution to Shareholders	\$800	\$800	\$900
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
	Gearing Ratio (Debt to Debt plus Equity)	40%	40%	40%

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

OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGETS		
		2026	2027	2028
Health & Safety	Medical Treatment Injuries	Nil	Nil	Nil
	Notifiable Incident ICAM (investigated with recommendations actioned)	100%	100%	100%
	Total safety audits completed	>100	>100	>100
	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
Employee Development & Satisfaction	Undertake staff satisfaction survey (every 2nd year)	Nil	Survey completed	Nil
Financial (\$000)	Revenue	\$18,349	\$18,753	\$19,184
	Expenditure	\$16,438	\$16,800	\$17,187
	Net Operating Surplus before Tax	\$1,911	\$1,953	\$1,997
	Provision for Capex	\$4,100	\$3,200	\$700
	Competitively Procured Revenue	45%	45%	45%
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
Environmental	Number of enforcement notices	Nil	Nil	Nil
Community	Support Minimum 25 community activities	25	25	25

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

Performance Measure	Key Performance Indicator	Targets		
		2026	2027	2028
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	4,000	4,000	4,000
Safety	Medical Treatment Injuries	Nil	Nil	Nil
	Undertake staff satisfaction survey every second year	Nil	Survey completed	Nil
	Undertake client satisfaction survey every second year.	Survey completed	Nil	Survey completed
	Complete maintenance and replacement in accordance with AMP (monitor monthly)	Achieved	Achieved	Achieved
Financial Forecasts (\$000)	Revenue	\$854	\$873	\$893
	BDC recreation service level fee	\$1,008	\$1,030	\$1,054
	Expenditure	\$2,366	\$2,418	\$2,474
	Net operating surplus (deficit) before Tax	(\$504)	(\$515)	(\$527)
	Cash surplus/(deficit) (after adding back depreciation)	\$16	\$25	\$63
	Provision for capex (funded by Council)	\$195	\$578	\$48
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%

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. Financial performance results will also be provided for all subsidiaries WSL and BRL.

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 Group 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 Group'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. This includes the requirement to meet appropriate commercial returns from the investment which are measured against Buller Holdings Limited weighted average cost of capital (WACC).

The Directors will consult with the shareholders regarding 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. Buller District Council has approved the purchase of land to be used for development of a depot. This capital expenditure was completed in the 2024 financial year.

Any significant decision of Buller Holdings Limited and/or their subsidiaries affecting land or water, will consider 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

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

(b) Growth of the Regional Economy

Each company within the Group 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

The Buller Holdings Group has adopted the Buller District Council's Customer Service Principles and Action policies.

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 8

Prepared by Glen Pellew
Financial Accountant

Reviewed by Kaaren Phipps
Finance Manager

Attachments 1. Westport Airport Authority Statement of Intent 2025-2026

Public Excluded: No

STATEMENT OF INTENT: WESTPORT AIRPORT AUTHORITY

1. **EXECUTIVE SUMMARY**

Council is required to adopt the final Statements of Intent (SOI) for each of its Council Controlled Organisations (CCOs) relating to the upcoming financial year.

2. The Local Government Act (2002) requires the board of a CCO to deliver a draft Statement of Intent to Council each year to allow for review and comment on the content. The Act also requires the board to deliver a final Statement of Intent before 30 June.
3. Please note that the Risk and Audit Committee endorsed the Statement of Intent for Westport Airport Authority for Council approval at their meeting on 18 June 2025.

4. **DRAFT RECOMMENDATION**

That Council:

- 1. Receive the report.**
- 2. Adopts the Statement of Intent for the Westport Airport Authority for the year ending 30 June 2026.**

5. **ISSUES & DISCUSSION**

6. **BACKGROUND**

7. Part 64 of the Local Government Act (2002) sets out 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.

8. Schedule 8 of the Local Government Act (2002) sets out the detail about how the exchange between Council and the CCO occurs. The draft Statement of Intent must be delivered to its shareholders on or before 1 March. The final Statement of Intent must be delivered to Council before 30 June each year for approval.

9. The Statement of Intent for the Westport Airport Authority sets out both non-financial and financial targets. The financial targets include three years' key performance indicators which include the next financial year and the following two future years.

10. The Statement of Intent aligns to the budgeted figures included in the Buller District Council draft Long Term Plan 2025 -2034 when it is adopted.

11. Staff engaged with Ministry of Transport staff who provided feedback in late May 2025 and stated that there were no changes that they would propose to the draft SOI.

12. Accordingly, staff recommend that the SOI should now be adopted as final, and the Risk and Audit Committee should recommend that to Council.

13. **OPTIONS**

Not applicable

14. **CONSIDERATIONS**

15. **Strategic Impact**

In order to achieve key strategic objectives for the Buller District, the Council owns a Council Controlled Organisation (CCO) Westport Airport Authority. The CCO prepares a "Statement of Intent" which sets out its mission, objectives and performance targets for each financial year.

16. **Significance Assessment**

This report is assessed as being low significance.

17. **Risk Management Implications / Opportunities**

Receiving this paper and acting on the recommendations is key part of managing the various risks that the Council has in owning a Council-controlled organisation.

18. Council works in parallel with the CCOs to drive the strategic outcomes set in the Long-Term Plan. The success of the CCOs is imperative to ensure the financial stability of Council. As well, those services provided by the CCOs as set out in the Long-Term Plan and Annual Plans are deemed significant. Therefore, understanding the budgeting and non-financial targets of each CCO is important to highlight any changes which in turn may affect Council and result in a matter occurring which is deemed significant under the Significance and Engagement Policy.

19. **Policy & Legislative Considerations**

Adoption of CCO Statements of Intent is required each year to ensure the financial data can be incorporated into Council Annual and Long-Term Plans. This then links to the requirement for ratepayers to partially fund the Westport Airport activity as set out in the Revenue and Financing Policy and included in the Funding Impact Statement (Rates Policy). Section 64 of the Local Government Act (2002) and Schedule 8 of the Local Government Act 2002 as discussed above.

20. **Māori Impact Statement**

The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions.

21. **Legal Implications**

There are no legal implications with this report and the recommendation

22. **Financial Considerations**

There are no unbudgeted costs or financial implications.

23. **Communication Internal / External**

Nil consultation considerations identified.

WESTPORT AIRPORT

**Statement of Intent
For the year ended
30 June 2026**

**WESTPORT AIRPORT AUTHORITY
STATEMENT OF INTENT
FOR THE YEAR ENDING 30 JUNE 2026**

Introduction

The Westport Airport is a joint venture operation between the Buller District Council (the Westport Airport Authority which is granted the power and responsibility for managing and operating the airport) 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 Westport Airport Authority for the period 1 July 2025 to 30 June 2026 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

	EAP Budget	LTP Budget	LTP Budget
	2025/2026	2026/2027	2027/2028
INCOME			
Airport Dues/ Landing Charges	43,286	44,368	45,433
Farmland Lease Income	42,000	42,000	42,000
Terminal & Sundry Income	17,420	17,856	18,284
Service Charge	101,352	103,886	106,379
Electricity Recovery	1,953	2,002	2,050
Total Income	206,011	210,111	214,146
EXPENDITURE			
Employment Costs	200,775	206,619	212,600
Power	12,531	12,844	13,153
Audit Fees	22,588	23,153	23,708
Shop Supplies	318	326	334
Depreciation	92,419	94,694	96,444
Consultants	5,398	5,533	5,666
Bank/EftPos Fees	529	542	555
Cleaning	1,059	1,085	1,112
General Expenses	10,025	10,276	10,522
Insurance	14,552	14,916	15,274
Legal Fees	2,117	2,170	2,222
WestReef Outwork	0	0	0
Publications/Subscriptions	2,105	2,158	2,209
Rates	1,300	1,399	1,456
Rents & Leases	3,239	3,320	3,400
Rep/Mtce and other Outwork	77,425	94,774	72,846
Training	10,585	10,850	11,110
Telephone	2,117	2,170	2,222
Share of Overheads	125,759	132,392	139,016
Total Expenditure	584,842	619,220	613,849
Profit/(Loss)	(378,831)	(409,109)	(399,703)
Capital Expenditure			
Fencing and other capital replacements	14,730	25,981	0
Runway Sweeper	0	0	0
Storage Container	0	0	0
Aerodrome Beacon	0	0	0
Other Plant	0	0	16,028
Runway Inspection Vehicle	0	0	0
Mower	0	0	0
Signs	1,180	1,276	0
Airport Runway	0	0	0
Total Capital Expenditure	15,910	27,257	16,028

Capital Expenditure

The budget is expected to be used to replace fencing, signs and provide for other small capital purchases.

Performance Targets

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

	EAP Budget 2025/2026	LTP Budget 2026/2027	LTP Budget 2027/2028
Operating Revenue	206,011	210,111	214,146
Operating Expenditure	584,842	619,220	613,849
Net Profit (Loss)	(378,831)	(409,109)	(399,703)
Capital Expenditure	15,910	27,257	16,028

Ratio of Shareholder Funds to Total Assets

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

2025/26	2026/27	2027/28
97%	97%	97%

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 losses.

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 DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 9

Prepared by Simon Pickford
CEO

Attachments 1. Westport Rating District Joint Committee Agreement April 2025

Public Excluded: No

WESTPORT RATING DISTRICT JOINT COMMITTEE – CHANGES TO JOINT COMMITTEE AGREEMENT

1. **EXECUTIVE SUMMARY**

At its meeting held on 2 April 2025, the Westport Rating District Joint Committee reviewed and approved changes to the Westport Rating District Joint Committee Agreement (the Agreement).

2. The Agreement (attached) has been revised to remove the provision of an Independent Chair and bring the chairmanship of this committee under the umbrella of both councils. This role would then alternate between Councils each year. This will bring the Westport Joint Committee into line with how other West Coast Region Joint Committees are structured.

3. Council is asked to consider the changes to the Joint Committee Agreement in order for it to be submitted to the West Coast Regional Council for completion.

4. **DRAFT RECOMMENDATION**

That Council:

1. Receive the report, and

2. Approve the amendments to the Westport Rating District Joint Committee Agreement for submitting to the West Coast Regional Council.

5. **ISSUES & DISCUSSION**

6. **BACKGROUND**

7. The existing agreement was signed by Buller District Council (BDC), West Coast Regional Council (WCRC), Te Rūnanga O Ngāti Waewae, and New Zealand Transport Agency on 10 February 2022. The existing agreement provided that:

8. “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.”

9. The Independent Chair appointed by BDC and WCRC has resigned his position, and the agreement revised to provide for either the Mayor of Buller District or the Chair of the West Coast Regional Council to chair the Joint Committee, as is the case for other Rating District Joint Committees within the region.

10. The agreement has been revised and the provision for the Chair of the Joint Committee now reads as follows:

11. “The Chair shall alternate one year to the next being a BDC elected representative one year and a WCRC elected representative the next, with the term of the chairpersonship being 12 months from 31 Oct each year except in years where the triennial election is held, where the term ends at the date of the election. The appointment of the Chair shall be made by the relevant Council who has responsibility for the Chair.”

12. “The Council not exercising the role of Chair in any year shall appoint a Deputy Chair. The term of the deputy chairpersonship shall be 12 months from 31 October each year except in years where the triennial election is held, or where the term ends at a date of the election.”

13. Other minor amendments to align the Westport Rating District Joint Committee agreement with other Rating District Joint Committee agreements within the region have also been made, including one community representative now being included as part of the quorum.

14. **OPTIONS**

The only practical option is for Council to endorse the revised Agreement. The Agreement has been reviewed in line with the needs of the Westport Rating District Joint Committee and alignment across the West Coast region has been made where appropriate.

15. **RECOMMENDED OPTION**
Approve the amendments to the Agreement.
16. **NEXT STEPS**
Once resolved by Council, the Agreement will be submitted to the West Coast Regional Council.
17. **CONSIDERATIONS**
18. **Strategic Impact**
There are no strategic impacts identified.
19. **Significance Assessment**
Section 76AA of the Local Government Act requires the Council to adopt a policy on significance and engagement. The Council Policy on significance can be found by clicking the following link:
<https://bullerdc.govt.nz/media/f2ofzb4z/buller-district-council-significance-and-engagement-policy-2021-2031-ltp.pdf>
20. This report is assessed as being low significance.
21. **Risk Management Implications / Opportunities**
The revised Agreement has been discussed by the Joint Committee and endorsed before being presented to the Council for approval. No implications or risks are foreseeable.
22. **Policy & Legislative Considerations**
There is no legal context, issue or implication relevant to this decision.
23. **Māori Impact Statement**
The decision does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture and traditions.
24. **Financial Considerations**
Not applicable.
25. **Communication Internal / External**
Not applicable.



Westport Rating District Joint Committee Agreement

Revised April 2025

DOCUMENT CONTROL

Reason for Submission	Revision Number	Revision Date	Approved By
New Document	1	1 July, 2021	West Coast Regional Council (WCRC) Buller District Council (BDC)
Version 1 - draft	2	1 September, 2021	Initial review by West Coast Regional Council and Buller District Council
Version 2 - draft	3	22 September, 2021	Final review by West Coast Regional Council and Buller District Council
Final	4	29 September, 2021	Endorsed by Buller District Council
Amendments to Terms of Reference: 1. To replace Independent Chair with Rotating Chair 2. To bring into line with Joint Committee agreements within the region	5 – Draft	12 March, 2025	
	5 – Final	6 May 2025	Revision adopted by WCRC
	5 – Final		Revision adopted by BDC



This Deed is made this 2nd day of April 2025

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. Both Councils wish to record their agreement to jointly manage the maintenance of the Westport Rating District flood defence assets, via a Joint Committee of the two Councils.
- H. Both Councils have responsibilities under the Resource Management Act 1991 for the management of flooding.
- I. Both Councils acknowledge the need for joint decision-making in relation to the management of flood hazards in the wider Westport area.
- J. A map of the Westport Rating District area is attached as Appendix I to this Agreement.



PRINCIPLES UNDERPINNING THIS AGREEMENT

1. The two Councils serve the same community who pay rates to both Councils
2. Both Councils act in the best interests of the people living in the area
3. The Councils recognize the need to work cooperatively in managing flood hazards facing the Westport area and see the Joint Committee as the appropriate vehicle to achieve this.
4. The Joint Committee will always function under the clear provision that it simply makes recommendations to their parent Councils. Nothing prevents the Committee from seeking a formal delegation from their parent Council should it be deemed appropriate.

STRUCTURE AND OPERATION OF THE COMMITTEE

5. 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.
6. 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 Councilor will be appointed from another constituency. In the event that any of the appointed members cannot attend a meeting of the Committee, a substitute(s) may be appointed by the Chair of the WCRC.
7. BDC shall appoint the Mayor for Buller, plus two elected Councillors, to the Joint Committee. In the event that any of the appointed members cannot attend a meeting of the Committee, a substitute(s) may be appointed by the Mayor.
8. 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.
9. New Zealand Transport Agency Waka Kotahi will appoint a member to the Joint Committee.
10. Two community members will be appointed to the Joint Committee by the WCRC and BDC, following a call for nominations. 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.
11. The Chair shall alternate one year to the next being a BDC elected representative one year and a WCRC elected representative the next, with the term of the chairpersonship being 12 months from 31 Oct each year except in years where the triennial election is held, where the term ends at the date of the election. The appointment of the Chair shall be made by the relevant Council who has responsibility for the Chair.
12. The Council not exercising the role of Chair in any year shall appoint a Deputy Chair. The term of the deputy chairpersonship shall be 12 months from 31 October each year except in years where the triennial election is held, or where the term ends at a date of the election.
13. WCRC shall act as secretariat.
14. 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.

15. The 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), and one or more of the community members.
16. Meetings shall be held annually or as otherwise agreed by the Joint Committee.
17. Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987, and will be undertaken by the secretariat
18. Minutes of all Joint Committee meetings shall be provided to the next meeting of the respective Councils.

TERMS OF REFERENCE AND DELEGATIONS

19. 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.
20. The Joint Committee shall not have any funding or rate setting authority.
21. 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.
22. 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:
 - a. Commissioning independent expert reports; and
 - b. Undertaking public consultation on boundary changes, major capital works and other areas of significant public interest.
 - c. WCRC will consider any recommendations of the Committee in making any decisions on the above.
23. Where Committee recommendations relate to the functions of the BDC, BDC shall consider and make decisions on any recommendations accordingly.
24. 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:
 - d. Amenity management, including grass mowing, gardening, beautification, and public access management; and
 - e. Stormwater management, including any pump station operation and maintenance and floodgates on drainpipes and their operation and maintenance.
 - f. Flood emergency management, including maintenance and operation of concrete flood



barriers over road and rail, any sandbagging requirements, and all and any Civil Defense evacuation planning and execution.

25. 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:

- g. The maintenance and repair of the structural integrity of the floodwalls;
 - h. The provision of flood warning advice to BDC for the Buller River; and
 - i. Ownership of the floodwalls, including ownership of all infrastructural assets comprised by the floodwalls and their associated structures.
26. 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 25 above from this source.
27. The BDC will fund the performance of its functions under clause 24 above from such sources that are available that it may determine.

VARIATION OF THIS AGREEMENT

28. 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.



SIGNATURES

SIGNED by

BULLER DISTRICT COUNCIL

by its authorised signatory

In the presence of:

Witness signature

Witness name

Witness Occupation

Witness Town of Residence

SIGNED by

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

NEW ZEALAND TRANSPORT AGENCY

by its authorised signatory

In the presence of:

Witness signature

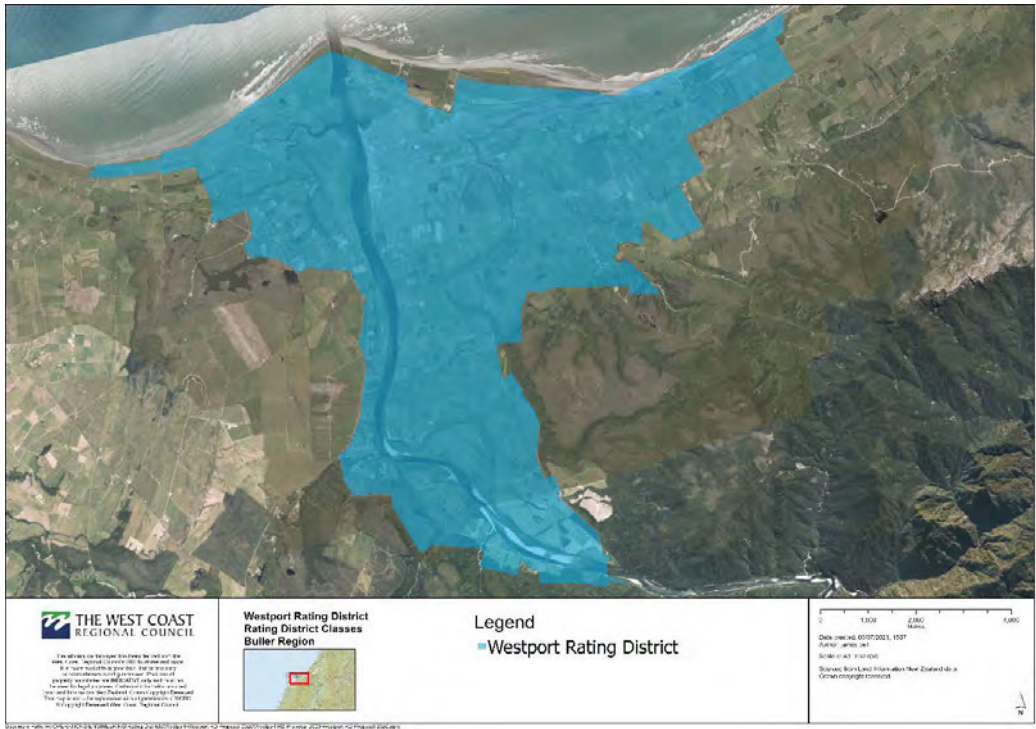
Witness name

Witness Occupation

Witness Town of Residence



APPENDIX I – WESTPORT RATING DISTRICT AREA



BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 10

Prepared by Dinesh Budhathoki
Operations Manager Infrastructure Services

Reviewed by Anthony Blom
Group Manager Infrastructure Services

Attachments 1. West Coast Regional Waste Management and Minimisation Plan

Public Excluded: No

ADOPTION OF THE WEST COAST REGIONAL WASTE MANAGEMENT AND MINIMISATION PLAN 2024-2030

1. **EXECUTIVE SUMMARY**

The Waste Minimisation Act 2008 (WMA2008) requires all territorial authorities to adopt a Waste Management and Minimisation Plan (WMMP) which must be reviewed and updated at least every six years.

2. At the August 2024 Council meeting, Council agreed to proceed with the review of the existing West Coast Regional Waste Management and Minimisation Plan 2018 and develop a new draft Plan considering the assessment already undertaken and Te rautaki para – National Waste Strategy 2023.

3. A West Coast Regional Waste Assessment was completed in 2024, highlighting that the regions waste generation is progressively increasing. Annually, an average of 16,000 tonnes of waste is generated in the region, with only 18% of this diverted from landfills.

4. The draft West Coast Regional WMMP 2024 was prepared and presented to Council in October 2024 when it was endorsed and approved to proceed to public consultation.

5. Public Consultation of the West Coast Regional WMMP 2024 draft was undertaken between 18 November and 20 December 2024 with hearing of submission and deliberations on the 26 March 2025 Council meeting. At this meeting, Council resolved that, after considering the submissions made, no changes were required to the West Coast Regional Waste Management and Minimisation Plan 2024.

6. With minor amendments agreed on by all three Councils, this report seeks approval to adopt the West Coast Regional WMMP2024.

7. **DRAFT RECOMMENDATION**

That Council...

1. **Receives the report;**
2. **Adopts the West Coast Regional Waste Management and Minimisation Plan WMMP2024, including the changes proposed.**
3. **Approves the CEO to start the joint implementation of the West Coast Regional Waste Management and Minimisation Plan WMMP2024 along with the Grey and Westland District Councils.**

8. **ISSUES & DISCUSSION**

9. **BACKGROUND**

10. Waste Minimisation Act 2008

The Waste Minimisation Act 2008 (WMA2008) requires all territorial authorities to adopt a Waste Management and Minimisation Plan (WMMP). This plan is to be the guiding document to promote waste management and minimization within their districts. The WMMP must also be reviewed and updated at least every six years.

11. Joint WMMPs are encouraged by central government to identify opportunities for waste outside of the district, develop regional waste infrastructure and boost economies of scale. The WMMP must be consulted on with the public under a Special Consultation Procedure (as set out in S.83 Local Government Act 2002).

12. Review of West Coast Regional WMMP2018

The existing West Coast Regional WMMP was prepared and adopted in 2018 jointly by Buller, Grey and Westland District Councils, and reviewed in 2024 as required under the WMA2008. The West Coast Regional Waste Assessment was undertaken in 2024 and presented to Council at the August 2024 meeting.

13. At that meeting, Council adopted the Assessment and agreed to proceed with the amendment of the existing West Coast Regional WMMP 2018 to develop a new draft West Coast Regional WMMP 2024, based on the findings of the Assessment and in alignment with the 2023 Te rautaki para|Waste Strategy (renamed to the Waste Strategy has been replaced with the Waste and Resource Efficiency Strategy 2024 in December 2024) , under the Waste Management Act 2008, Section 50 (3)(a). Grey and Westland District Councils had already decided to agree to this course of action.

14. *Draft West Coast Regional WMMP2024*

At the October 2024 meeting Council considered the draft West Coast Regional WMMP 2024 alongside the accompanying Statement of Proposal and resolved to:

- Adopt the draft West Coast Regional Waste Management and Minimisation Plan for public consultation including the Addendum.
- Adopt the Statement of Proposal for the draft West Coast Regional Waste Management and Minimisation Plan for public consultation.
- Approve proceeding with public consultation to seek feedback related to the draft West Coast Regional Waste Management and Minimisation Plan including the Addendum.

15. *Public Consultation Process*

Each of the three councils involved undertook separate public consultations. All three councils undertook the public consultation on the draft Plan between 18 November and 20 December 2024.

16. At the 26 March 2025 Council meeting Council resolved that, after considering the submissions made, no changes be made to the Action Plan in the West Coast Regional Waste Management and Minimisation Plan 2024.

17. *Final West Coast Regional Waste Management and Minimisation Plan*

Post consultation, offices of all three Councils met on 31 March to collect and review the feedback received. The changes then made to the WMMP2024 in attachment 1 of this report are:

- Update the Strategic Context from the Te rautaki para | Waste Strategy 2023 to the December 2024 Waste and Resource Efficiency Strategy.
- Simplify the waste hierarchy image (attachment 1, figure 2.4).
- Targets and measurements:
 - Target 4. Remove the text stating that the target excludes green and food waste (this was a requirement previously in Te rautaki para | Waste Strategy, however, is not in the Waste and Resource Efficiency Strategy).
 - Target 5: set a recycling contamination target of 15% to align with the national contamination average.
 - Target 7: Calculate current biogenic methane emissions (using the default emissions factor) and apply this as the 2022/23 baseline.
- Add a new appendix to provide a district view of progress against 2018 WMMP targets.

18. *Action Plan and funding*

The action and focus areas remain unchanged from the draft WMMP2024 described in the October 2024 Council meeting.

19. Actions to achieve the WMMP2024 targets will be funded through a combination of funds and resources as listed below:
- Revenues from charges and gate fees
 - Targeted rates

- General rates
- Council receives an annual reimbursement from the waste levy funds. This is forecasted to be \$240,000 for the 25/26 financial year.
- Other external funds such as Waste Minimisations Funds, Regional Infrastructure Fund, private sector co-funding.

20. **OPTIONS**

21. **Option 1 – Status Quo**

Adopt the West Coast Regional WMMP2024 without including the changes mentioned.

22. **Advantages**

- No changes to be made to the draft documentation neither further discussion required.

23. **Disadvantages**

- All three Councils are required to adopt the same WMMP. With Grey and Westland having already adopted the proposed WMMP2024 with changes included, this option would require Grey and Westland revoking this adoption and re-agreeing on a new draft plan.
- The West Coast Regional WMMP2024 will not reflect the context of the new Waste and Resource Efficiency Strategy 2024.

24. **Option 2 – Adopt the attached WMMP2024**

Adopt the West Coast Regional WMMP2024 including the charges proposed alongside the Grey and Westland District Council.

25. **Advantages**

- The West Coast Regional WMMP2024 will reflect the context of the new Waste and Resource Efficiency Strategy 2024.
- The new recycling contamination rate target (15%) will be aligned with the national average.
- A baseline for biogenic methane emissions will be included.

26. **Disadvantages**

- Council to consider further changes before adopting the WMMP2024.

27. **PREFERRED OPTION**

The preferred option is Option 2, Adopt the West Coast Regional WMMP2024 including the charges proposed alongside the Grey and Westland District Councils.

28. **NEXT STEPS**

The next steps will be:

Action	Estimated timeframe
1. Adopt the WMMP2024	Council Meeting 25 June 2025
2. Release the WMMP2024 via Council communications channels.	30 June 2025
3. Start the WMMP2024 implementation along with the other West Coast Regional Councils.	1 July 2025

29. **CONSIDERATIONS**

30. **Strategic Impact**

All territorial authorities must adopt a WMMP to be the guiding document to promote waste management and minimisation within their districts. Projects, actions, and targets established in the WMMP2024 would need to be considered as part of the Councils Long Term Plan. The amended WMMP2024 has been adopted by Grey and Westland District Council.

31. **Significance Assessment**

The adoption of the West Coast Regional WMMP2024 (this paper) is not considered a significant change.

32. **Risk Management Implications / Opportunities**

The following risks or opportunities are identified with the issues identified in this report.

33. All three Councils are required to adopt the same WMMP. With Grey and Westland having already adopted the proposed WMMP2024 with changes included, this option would require Grey and Westland revoking this adoption and re-agreeing on a new draft plan.

34. **Policy & Legislative Considerations**

S.43 WMA2008 requires all territorial authorities to adopt a Waste Management and Minimisation (WMMP) and specifies the conditions to review their WMMP at intervals of not more than 6-years after the last review.

35. **Māori Impact Statement**

Tangata Whenua highly value the health of the land and water together with the wellbeing and health of people. A WMMP is a key guide to protect the environment from harm and to provide environmental, social, economic and cultural benefits.

36. **Financial Considerations**

Some of the projects and actions set in the WMMP may be costly to implement. The Waste Levy funds will be available to fund most of the projects. Some costly initiatives will need alternate funding sources and may be considered through normal council planning cycles.

37. Non-compliance with the targets may put at risk government reimbursement of the waste levy funds (\$240,000 forecasted for the 25/26 financial year).

38. **Communication Internal / External**

A full public consultation process has been undertaken in accordance with the provisions of the LGA2002. Staff continue to work closely with the other two councils in the region.

39. All relevant internal communication has taken place.

40. Following adoption, a press release will be developed.

West Coast Regional Waste Management and Minimisation Plan

Prepared for: Buller District Council, Grey District Council, and Westland District Council

Prepared by: Tonkin + Taylor



1003647.7000

Document Control

Title: Project Name					
Date	Version	Description	Prepared by:	Reviewed by:	Authorised by:
27 August 2024	1	Drafting WMMP	Adrienne Kozlowski	Hannah Kelly and Chris Purchas	
4 September 2024	2	Final WMMP for Councillor review	Adrienne Kozlowski	Hannah Kelly and Chris Purchas	Chris Purchas
10 April 2025	3	Final WMMP for issue	Adrienne Kozlowski	Hannah Kelly and Chris Purchas	Chris Purchas

This report has been prepared for the exclusive use of our client Buller District Council, with respect to the particular brief given to us and it may not be relied upon in other contents or for any other purpose, or by any person other than our client, without our prior written agreement.

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Tonkin & Taylor Ltd
Environmental and Engineering Consultants

Report prepared by:



Adrienne Kozlowski
Resource Recovery Consultant

Report reviewed by:



Hannah Kelly
Project Manager

Authorised for Tonkin & Taylor Ltd by:

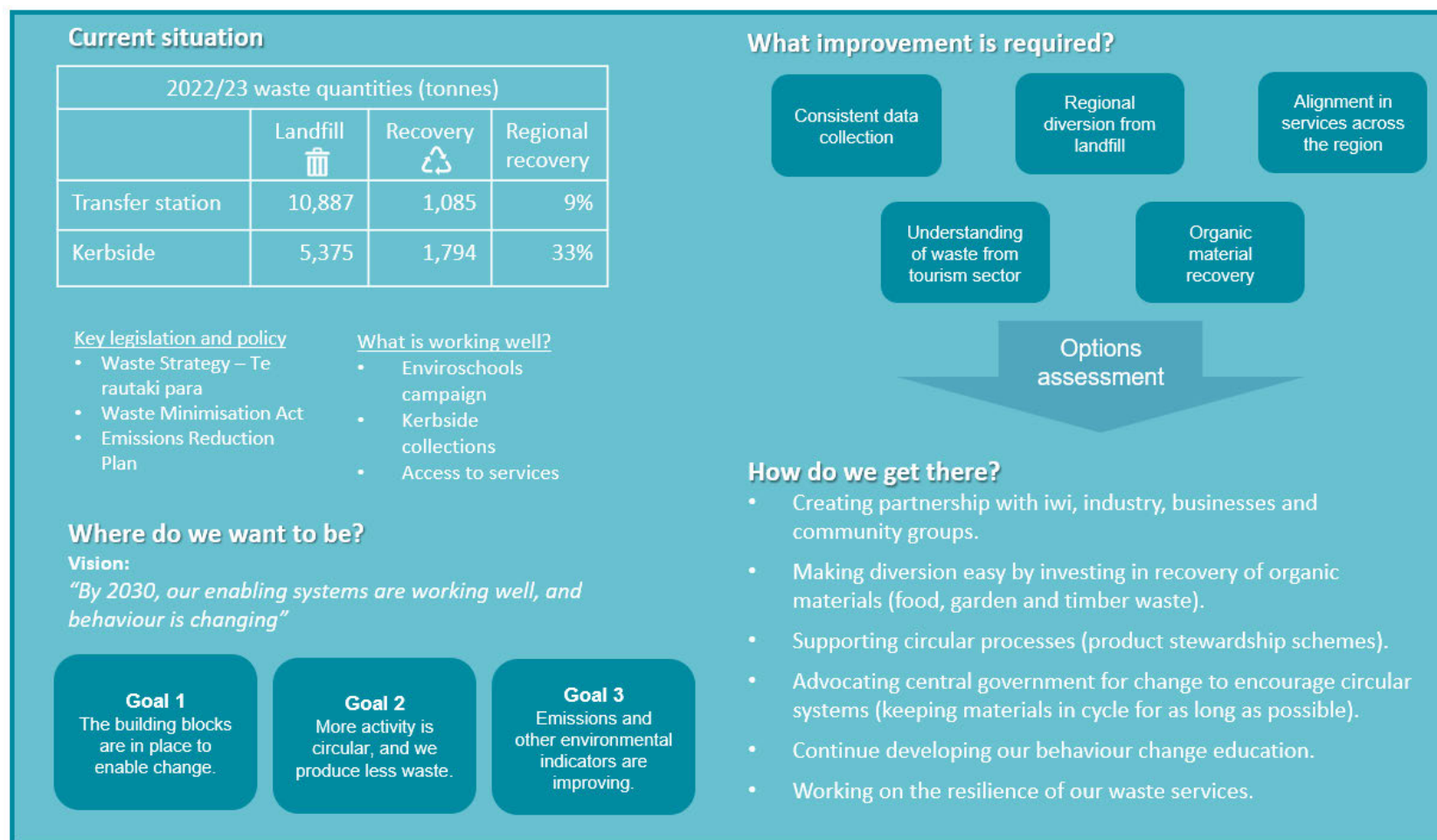


Chris Purchas
Project Director

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1 Introduction

1.1 Purpose

The Waste Management and Minimisation Plan (the Plan) outlines how the West Coast will progress efficient and effective waste management and minimisation within the region. It explores the implications of the Government's Waste and Resource Efficiency Strategy (2025), for the West Coast councils and proposes the district's approach to delivering waste management and minimisation services.

The Plan has been designed to meet each Council's obligations to evaluate and plan for waste minimisation and management in their district under the Waste Minimisation Act 2008 (WMA).

1.2 Scope

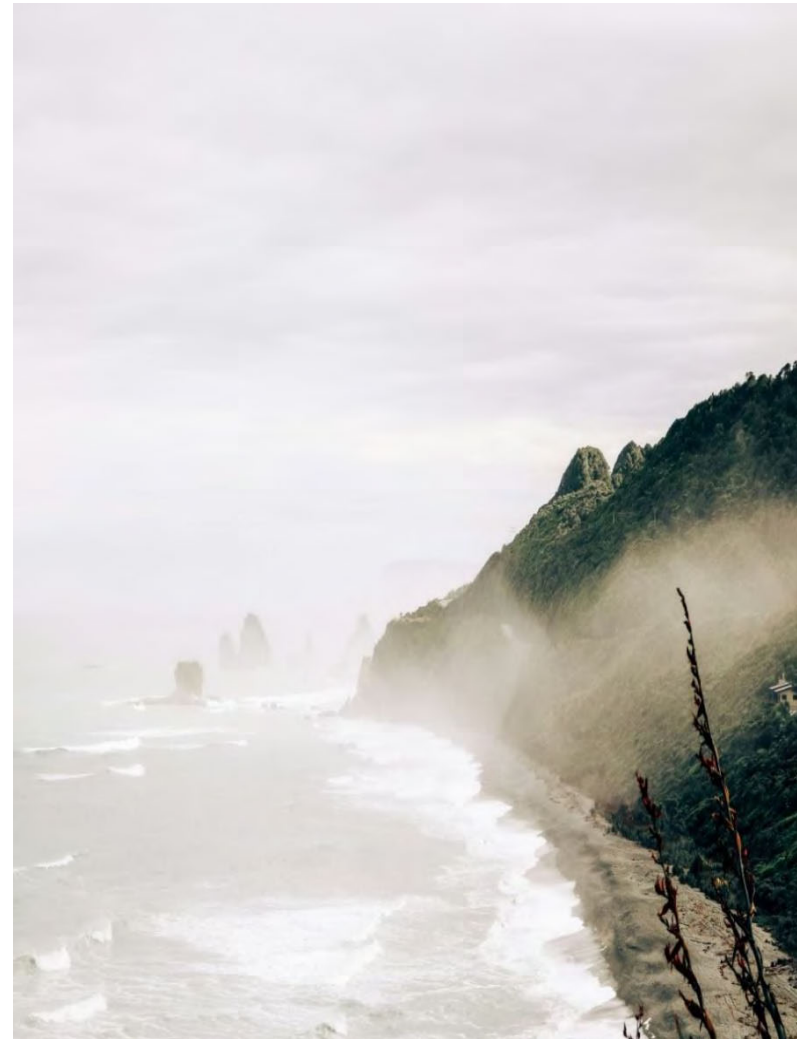
The Plan covers the whole of the West Coast and reflects a regional approach to minimising waste through regional collaboration.

All solid waste whether it is landfilled or diverted material is considered in this Plan, which includes items being reused, recycled, or composted. Liquid and gas wastes are managed through other policies are not in the scope of this Plan.

1.3 The life of this plan

This is the draft of a new plan developed to replace the region's 2018 Waste Management and Minimisation Plan. This Plan will go out for public consultation and the Council will seek feedback on the Plan.

The Plan will be reviewed six years from the approval date unless it is reviewed in the interim.



2 Context

2.1 Strategic context

The role of territorial authorities is shaped by policies, plans and regulations. This ensures progress is made towards agreed pathways and priorities at a regional and/or national level.

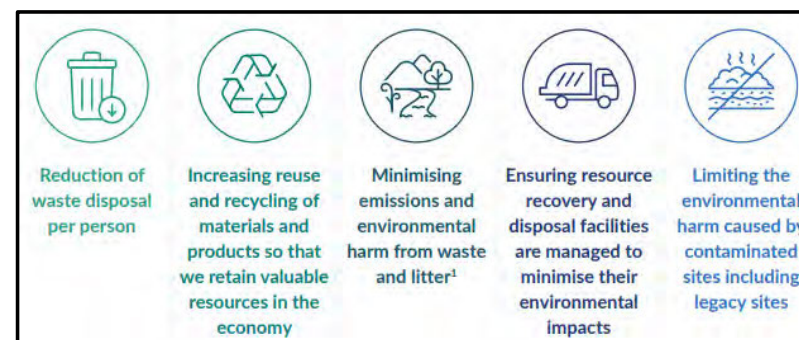
There is wide a range of statutory documents and associated policy that impacts on waste minimisation and management in the West Coast Region. These are summarised in [Figure 2.1](#) and further detail is provided in the West Coast Regional Waste Assessment (2024) in [Appendix C](#).

Waste Minimisation Act 2008	Waste and Resource Efficiency Strategy	Climate Change Response Act 2002
Resource Management Act 1991 (under review)	Emissions Reduction Plan 2022	Health Act 1956
Local Government Act 2002	Waste Disposal Levy Expansion	National Plastics Action Plan
	West Coast WMMP 2018	West Coast District Councils Long Term Plans

Figure 2.1: Key statutory documents and policy.

Waste and Resource Efficiency Strategy

The Government's Waste and Resource Efficiency Strategy details the future direction of waste management and minimisation in Aotearoa New Zealand. The strategy defines outcomes to address waste disposal, reuse/recycling, and emissions, litter, environmental and contaminated land impacts resulting from waste management ([Figure 2.2](#)).



1. Including, where relevant, consideration of impacts not just associated with disposal.

Figure 2.2: The Government's waste and resource efficiency strategy outcomes (MfE, 2025).

The strategy provides a summary of activities that will enable these outcomes to be achieved. These activities are:

- Fit-for-purpose legislation that supports:
 - An efficient market for waste management and recycling;
 - Optimal investment decisions; and
 - Appropriate responsibilities across the supply chain.
- Cost-effective, outcomes-focused investment of the waste disposal levy in infrastructure, innovation and local projects.

- Working with the sector, business, iwi/Māori, local government and communities to develop and implement practical cost-effective solutions.
- Where necessary, targeted policy and regulatory measures.
- Using the waste hierarchy to guide decision-making, enabling us to keep resources in the economy at their highest value where possible.

The strategy does not mandate or propose targets and does not explicitly reference a Circular Economy Approach. However, Council has decided to broadly align with the targets in the previous strategy (Te rautaki para | Waste Strategy) and a wider circular economy approach. This is given their alignment towards council's own outcomes including those of the West Coast region.

These targets were:

- 1 Waste generation: reduce the amount of material entering the waste management system by 10 per cent per person.
- 2 Waste disposal: reduce the amount of material that needs final disposal by 30 per cent per person.
- 3 Waste emissions: reduce the biogenic methane emissions from waste by at least 30 per cent.

Circular Economy

A circular economy as described by the Ministry for the Environment (MfE) is:

“an alternative to the traditional linear economy in which we keep resources in use for as long as possible, extract the maximum value from

them whilst in use, then recover and regenerate products and materials at the end of each service life.”¹

There are three core principles of a circular economy:

- 1 Design out waste and pollution.
- 2 Keep products and materials in use.
- 3 Regenerate natural systems.

Figure 2.3 illustrates the relationship between a circular economy (the central circle) and the role of policy (national and local), infrastructure and education.

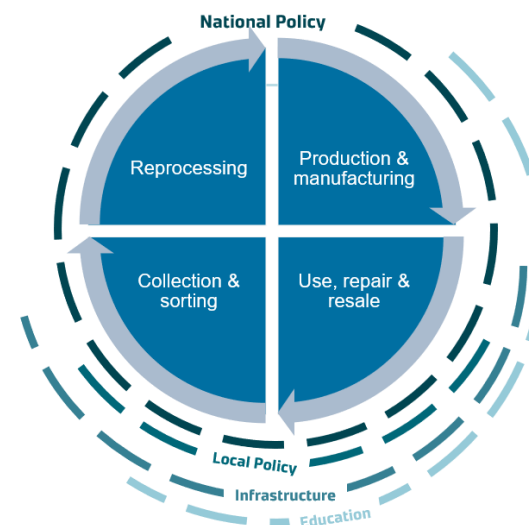


Figure 2.3: Circular economy.

¹ <https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/ohanga-amio-circular-economy/>

Waste hierarchy

The Circular Economy emphasises the designing out of waste and pollution. In line with this thinking, the waste hierarchy (Figure 2.4) is a useful framework to prioritise waste avoidance and actions that support a Circular Economy. Where value cannot be recovered from the materials, or there is no current market for the material the focus is on safe treatment and disposal.

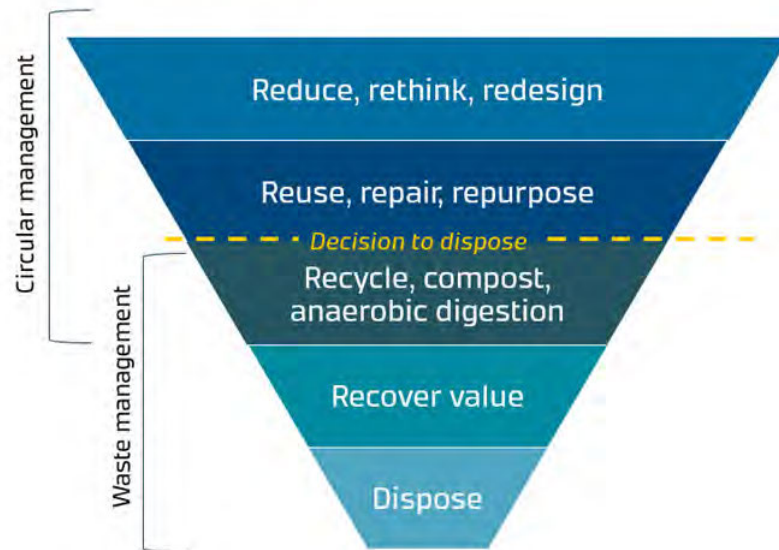


Figure 2.4: The Waste Hierarchy.

Regional characteristics

The West Coast's most notable characteristics which influence the waste management and minimisation system include:

- **Relatively sparsely populated area** – 32,700 (2023) across approximately 23,245 km².
- **High numbers of tourists, expected to increase.** In 2023, there was an average of 160,000 visitors to the region each month, which is greater than four times the number of residents passing through the region monthly.
- **Key industries** include electricity, gas, water, and waste services (14% of GDP, 2023), agriculture, forestry, and fishing (13.8% of GDP, 2023), and mining (8.4% of GDP, 2023).
- Strong history of **regional collaboration** across the councils.

2.2 The waste situation

This section considers the current situation and how we have progressed on the goals and targets established in our last WMMP (2018) including:

- Key achievements.
- Where our waste comes from and what we do with it.
- How much waste we generate as a region.
- How much waste we are recovering and recycling.

It also considers how waste services may change for our region in the next six years.

What have we achieved?

A high-level summary of what has been achieved over the last WMMP period is shown in [Figure 2.5](#).

Key highlights include:

- There are 20 EnviroSchools within the West Coast Region, including five Eco early childhood education centres and 15 schools.
- Multiple diversion partnerships established, including TechCollect for e-waste diversion, small appliance recycling with EnviroNZ, Mitre 10 drop off points for polystyrene and plant pots, and household battery diversion.
- Investigations taking place for two resource recovery projects:
 - Regional construction and demolition (C&D) material reprocessing.
 - Feasibility of regional organic processing solutions.

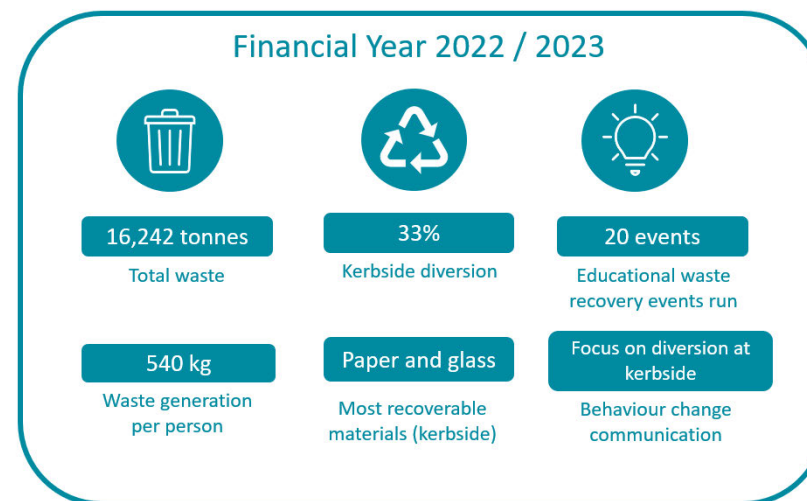


Figure 2.5: Summary of what has been achieved.

Infrastructure and services

Waste in the region is generally collected via kerbside collection (residential) or dropped off by domestic and commercial customers at transfer stations, recycling centres, resource centres and directly to landfill.

A range of services and infrastructure is provided across the region, as outlined in [Table 2.1](#).

Table 2.1: Summary of waste infrastructure and services in region

Waste hierarchy	Infrastructure/service	Buller	Grey	Westland
Reduce, rethink, redesign	Education	Enviro schools, council website, and sharing information	Enviro schools, council website and sharing information	Enviro schools, council website and sharing information
Reuse, repair, repurpose	Second hand trading	Op shops	Op shops including McLean's Pit Reuse and recovery shop	Magpies Nest re-use shop (Hokitika Transfer Station)
Recycle, compost, anaerobic digestion	Collection	Kerbside collection in all the urban areas of the District	Kerbside collection in certain parts of the district	Kerbside collection in certain parts of the district
	Transfer stations and reuse centre	Westport and Reefton Transfer Stations Maruia Recycling Centre Karamea Resource Centre	Blackball, Moana, and Nelson Creek Resource Centres McLean's Pit and Preston Road Recycling Centre	Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier and Haast transfer stations.
	Organic waste collection/drop off	Some transfer stations/resource centres accept green waste drop off	Some transfer stations/resource centres accept green waste drop off	Some transfer stations/resource centres accept green waste drop off
Recovery	Agrichemical drop off	Agrecovery drop off sites at Reefton transfer stations and Westport Farmlands.	Agrecovery drop off sites at Greymouth Farmlands.	Agrecovery drop off sites at Hokitika Transfer Station.
	Alternative drop off	E-waste collection available at transfer stations across all three districts. Diversion partnership with TechCollect. Mitre 10 diversion for polystyrene and plant pots at Mitre10 stores. Household battery diversion available at transfer stations across all three districts Small appliance recycling at Hokitika transfer station with EnviroNZ		
Treat	Hazardous waste	Household quantities of hazardous waste are accepted	Household quantities of hazardous waste are accepted	Household quantities of hazardous waste are accepted
Dispose	Collection	Kerbside collection in all the urban areas of the District	Kerbside collection in certain parts of the district	Kerbside collection in certain parts of the district
	Public place bins	39 urban bins, 36 bins in parks and reserves	170 litter bins – currently under review	39 town landfill waste and recycling bins

Waste hierarchy	Infrastructure/service	Buller	Grey	Westland
	Transfer stations	Westport and Reefton Transfer Stations Maruia Recycling Centre Karamea Resource Centre	Blackball, Moana, and Nelson Creek Resource Centres McLean's Pit and Preston Road Recycling Centre	Kumara, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier and Haast transfer stations
	Landfill	Maruia and Karamea Landfills All landfill waste collected at Westport, Reefton and through kerbside collection is taken to York Landfill in Nelson.	McLean's Pit Landfill	Butlers Landfill

Waste composition and flows

Waste generation in the West Coast accounts for all materials which are thrown away in landfill waste bins (red bins) and recycling/glass bins (yellow bins and blue glass crates). This waste comes through two main sources:

- 1 Kerbside collection (landfill waste and recycling that is collected from your household).
- 2 Public/commercial waste drop-off facilities.

In 2022/23 the West Coast generated 16,241 tonnes of waste, including landfill waste, recycling, and material that can be diverted from landfill. [Figure 2.6](#) depicts the sources of waste showing 10,867 tonnes (67%) is from drop-off to waste facilities in the region with 5,375 tonnes (33%) from kerbside collection services.

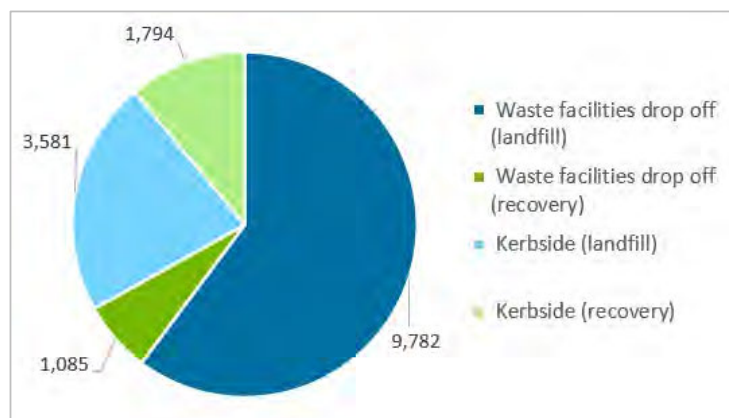


Figure 2.6: West Coast waste generation 2022/23 by source.

² Westland District Council will be implementing a glass collection in 2025.

Kerbside waste

Kerbside waste services across the West Coast include landfill, co-mingled recycling, and glass collection². [Figure 2.7](#) shows how the 5,375 tonnes of kerbside waste are spread across these services.

Currently 33% of the total waste collected at kerbside is diverted through co-mingled bins and glass crates. This is just under the >35% target for 2023 which was set in the 2018 WMMP, demonstrating the region is on track to achieving this target.

With Westland District Council introducing a glass kerbside collection service in 2025, and reduction of kerbside contamination remaining a priority for the councils, the region is well placed to align their next target with the national target for 2030. [Figure 2.8](#) shows actual progress towards 2024 targets.

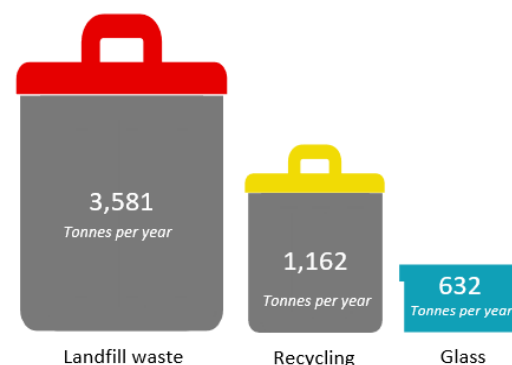


Figure 2.7: Total waste collected at kerbside.

Currently, waste to landfill from kerbside services is 3,581 tonnes per year, equating to 402 kg per person per year. The target set in the previous Waste Strategy for 2030 is to achieve a 10% reduction in waste generation per person and 30% in the amount of waste which requires final disposal (landfill).

As such the West Coast need to focus on reducing the generation of waste and focus on recovering material where possible. Data suggests that 1,118 tonnes of recoverable material is disposed of through the kerbside landfill waste bin annually. Through continued education with the community, the recoverable material has potential to be diverted from the landfill waste bin which could increase kerbside diversion from 33% to 54%. Further work is required to reduce the overall generation of waste.



Figure 2.8: Kerbside diversion tracking against targets.

Transfer stations and resource centres

There are currently 15 waste and material recovery facilities in the region. Volumes of waste and diverted material across the recovery facilities in the region varies significantly. The current diversion rate across these

facilities is 18% which is significantly under the target set in the 2018 WMMP of >50% diversion (Figure 2.9).



Figure 2.9: Transfer station diversion tracking against targets.

As with kerbside collections, there are significant opportunities to increase the diversion of materials at these recovery facilities particularly as materials directly dropped off represent 66% of the total waste.

Total waste to landfill

The total waste to landfill from across the region is detailed in Figure 2.10. Overall waste is increasing year on year since 2018/19, noting a significant peak in 2020/21 due to the relocation of waste from Fox Glacier Landfill.

It is expected that increasing costs of waste disposal to landfill resulting from the waste levy expansion and emissions trading scheme will drive a reduction in waste to landfill. The region will need to support this through offering recovery options for commonly disposed of waste materials

including a kerbside food waste collection, construction materials and other recoverable materials.

The total waste disposed (including recovery and landfill waste) per capita is described in two scenarios below:

- 1 400 kg per person – excluding the estimated impact of tourism in the region.
- 2 540 kg per person – including the impact of tourism in the region (i.e., using actual waste figures with no exclusions).

The second scenario, using actual waste data, has been relatively consistent for the last three years, and shows an increase of 102 kg per person since the 2018/19 baseline figure. Further information on how tourism impacts total waste quantities in the West Coast is provided in Section 5.3 of the Waste Assessment.

Viewing waste generation per person in line with the previous waste strategy (Te rautaki para) targets, the West Coast needs to work collaboratively to bring total waste generation down 10% per person and total waste to landfill down 30% per person over the next six years.

Future waste projections

Forecasting the potential waste generated in the region allows us to consider how expected population and household growth, changes to service, or planned construction and demolition activities may influence council's role in managing waste. The forecast excluding visitor waste estimates are detailed in [Figure 2.11](#).

[Figure 2.11](#) presents waste generation (landfill waste in blue and recoverable waste in green) from 2019 to 2023. The projections shown from 2023 to 2048 are in the lightly shaded section of the graph which is based on current population projections from Stats NZ and assumes no changes to the waste services offered in the region. This data stresses the

importance of reducing total waste generation and waste disposal (waste to landfill).

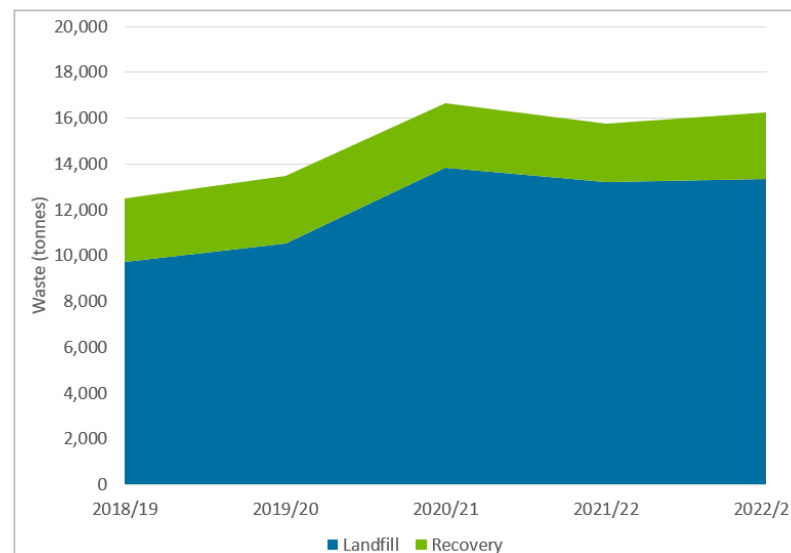


Figure 2.10: Total waste disposed to landfill (excluding the relocation of waste from Fox Glacier Landfill).

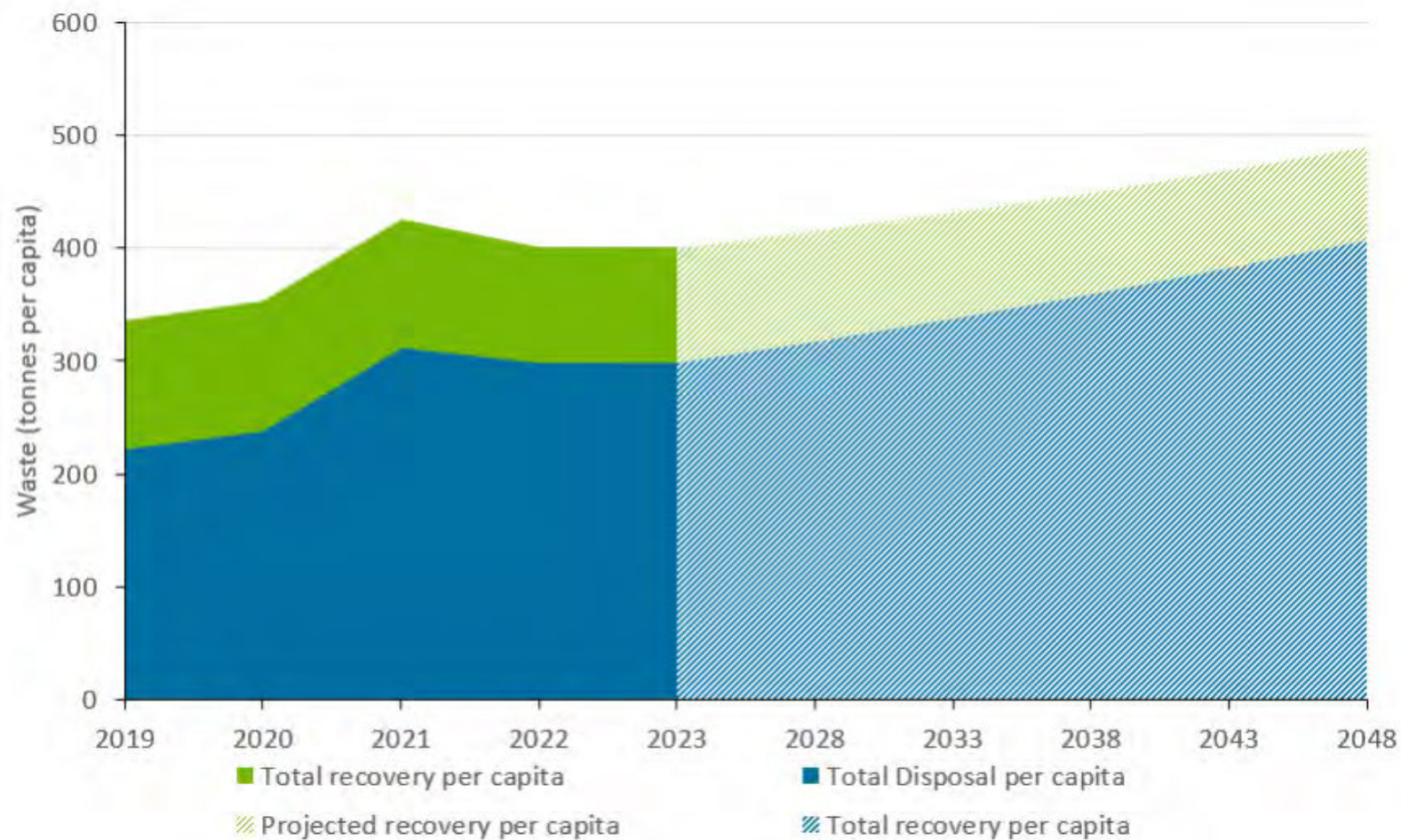


Figure 2.11: Future forecast waste generation per capita based on population forecast (visitor waste estimations excluded).

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Challenges and opportunities

Analysis conducted in the Waste Assessment, attached as [Appendix C](#), identified issues and opportunities which should remain a priority when planning waste management and minimisation in the region. These are summarised below.

- Continued, or enhanced, regional collaboration creates an opportunity to boost economies of scale and support a lot of the following opportunities/challenges.
- Affordability of meeting the future national targets is an increasing challenge for the West Coast councils, partly due to low population density.
- Streamlining data collection across all Council services.
- There is considerable opportunity to increase the capture of materials (specifically paper, plastic, metals, and organic materials) for diversion.
- Streamlining kerbside collections with all Councils offering the same service, and planning for new services as required, in line with the national kerbside standardisation. We recognise that work is currently underway to increase recovery from kerbside through the combined procurement work with Grey and Westland.
- Increasing the availability of information regarding waste diversion, infrastructure, and current performance to rate payers and members of the public online and in other methods to increase buy-in.
- Focus on sectors likely to generate more waste in the future including:
 - Agricultural waste – ensuring farmers make informed decisions on waste management and appropriate services for their sector.
 - Mining waste – considering the increases in waste volumes and types from the industry.
- Reporting of emissions associated with waste services and management does not currently take place. As part of the National Strategy tracking of this data will need to start taking place.
- Education and behaviour change are important to reduce the generation of materials, enhance the use of existing infrastructure, improve the capture of materials for recycling and recovery, address contamination in recycling and illegal dumping.
- There is currently limited information available on contamination in kerbside recycling which makes it difficult to track progress. Work is required to record this data and understand underlying barriers to recycling well, alongside leveraging national policy change such as alignment with national standardisation of what is collected for recycling.
- Waste from tourism is expected to increase therefore work to support the procurement of goods and consumables from tourism providers and careful planning around communication and infrastructure available to tourists to encourage diversion of waste is essential to successful recovery in the region, in particular Westland.
- There is no disposal facility (landfill) in the Buller District - landfill waste is transported out of region to Nelson. There is also a lack of hardfill and hazardous waste facilities in Buller District.

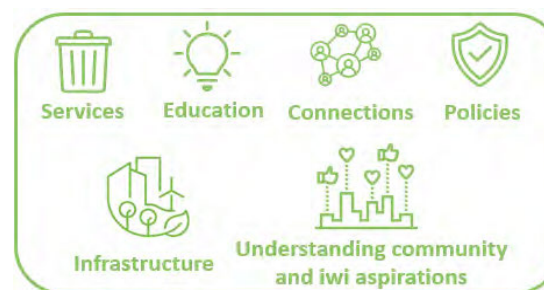


Figure 2.12: Opportunities for the West Coast.

3 Where do we want to be?

3.1 Where do we want to focus now?

This section introduces the vision, goals, objectives, and targets (strategic framework) for waste management and minimisation in the West Coast. Together, the vision, goals, objectives, and targets establish the planning foundations for the waste management and minimisation plan (WMMP).

3.2 Strategic framework

The relationship between Vision, Goals, and Objectives is illustrated in [Figure 3.1](#).



Figure 3.1: Vision, goals, objectives, and targets.

The West Coast Councils have aligned, in the context of their region, to the vision, goals, and objectives with that of the national Waste Strategy. This ensures the WMMP will be future proofed, and the region will be well positioned to adapt to national direction.

Vision

The region's vision statement is reflective of consultation with the community, and the framework outlined in the previous waste strategy (Te rautaki para, the Waste Strategy).

Our vision statement is:

"By 2030, our enabling systems are working well, and behaviour is changing."

Goals

To deliver on the West Coast vision for waste management and minimisation, the Councils have aligned to the three goals set out in the previous waste strategy (Te rautaki para). These are described in [Figure 3.2](#).



Figure 3.2: Goals for waste management and minimisation.

Objectives

The objectives set out for the region reflect the targets outlined by Central Government in the Waste and Resource Efficiency Strategy, and other policy documents. These have been adapted to reflect the regional context.

- 1 To drive and support change through our plans and engagements by looking at the big picture/taking a systems [or holistic] approach.
- 2 To establish a regional network of facilities supporting the collection and circular management of products and materials.
- 3 To take responsibility as a region for how we manage and dispose of things, and to be accountable for our actions and their consequences.
- 4 To consume less, and use what we have for longer by repairing, reusing, sharing, and repurposing.
- 5 To ensure our resource recovery systems are effective, and to make use of key infrastructure outside of the region, where appropriate.
- 6 To look for ways to recover any remaining value from residual waste (where possible), sustainably and without increasing emissions, before final disposal.
- 7 To acknowledge our role as a region to reduce emissions and start to track emissions from our significant sources.
- 8 To identify and manage contaminated land in a way that reduces waste and emissions and enhances the environment.

3.3 Targets and measurement

The targets set out for the region reflect the targets outlined by Central Government in the Waste and Resource Efficiency Strategy, and other policy documents, and have been adapted to reflect the regional context. Where Councils had undertaken action on the target, regardless of whether this had been partially or fully met, the target was amended to take the next intuitive step.

The Strategy has the following national targets that the West Coast, alongside the rest of the country, must aim to achieving by 2030:

- Waste Generation: reduce the amount of material entering the waste management system by 10 per cent per person.
- Waste Disposal: reduce the amount of material that needs final disposal by 30 per cent per person; and
- Waste Emissions: reduce the biogenic methane emissions from waste by at least 30 per cent.

Performance standards, specific to national kerbside standardisation, have also been set by Central Government, which the Councils must aim to achieve. Of the total household waste placed at kerbside, Councils will need to divert:

- 30 per cent by 2026.
- 40 per cent by 2028; and
- 50 per cent by 2030.

In addition, targets should also align with Councils' Long Term Plan performance measures and Asset Management Plan key performance indicators. The targets in [Table 3.1](#) align with these, and the expected performance of proposed priority actions outlined in Section 9.6 of the Waste Assessment.

It is important to recognise the challenges that the region will face in meeting the national targets, primarily due to the significant levels of transient visitors that travel through the region annually (look to Waste Assessment Section 5.3 for more information).

[Table 3.1](#) compares the:

- targets set in 2018 (for 2022/23),
- actual data for 2022/23 (progress against 2018 targets), and
- new targets set in this WMMP to be achieved by 2030.

The table clearly displays the targets that have been carried forward from the 2018 WMMP and the next intuitive step to improve waste performance in the region. Targets that are, at the time of writing, required by central government are also clearly indicated.

It is useful to note that the targets 1, 2, and 3 are based on the forecasted waste figures using population estimates. If the population estimates prove to be incorrect, the target may change accordingly.

For further detail on district specific performance against 2018 targets reference [Table Appendix A.1](#) in [Appendix A](#).

Table 3.1: WMMP targets

	Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 baseline	2030 Regional Target
			<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>	<i>What would we like to achieve?</i>
	Waste generation				
1	Reduce the amount of material entering the waste management system by 10% per person by 2030	kg per capita per annum	<300	494	445
	Waste to landfill				
2	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030*	kg per capita per annum	-	402	282
3	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030	kg per capita per annum	-	573	401
	Diversion of waste				
4	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only)	% diversion from landfill	>35%	33%	50% by July 2030
5	Reduce contamination of Council provided kerbside recycling.	% contamination	-	31%	15%
	Waste emissions				
6	Increase organics (food, garden, timber waste) capture at transfer station and kerbside (%) *	% diversion from landfill	-	4%	30%
7	Reduce the biogenic methane emissions from waste by 2030 (CO ₂ e) *	% reduction of biogenic methane	-	13,670 tCO ₂ e	30% reduction (9,569 tCO ₂ e)
	Customer satisfaction				
8	Percentage of community satisfied with the solid waste service.	% satisfaction	>85%	72 – 82%	>85% satisfaction
9	Total number of complaints received about the Council's solid waste service	No. of complaints annually	-	N/A	<50 complaints annually

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	Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 baseline	2030 Regional Target
			<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>	<i>What would we like to achieve?</i>
	Environmental health and safety				
10	Maintain 100 per cent compliance with resource consent conditions for Council-operated solid waste district facilities.	% compliance	-	100%	100% compliance

Note: targets marked with an (*) asterisk are requirements are set out in the Emissions Reduction Plan by Central Government.

Note: the figure for Target 7 marked with an (1) is based on the current default emissions factor for Class 1 landfill without LFG collection.

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3.4 Council's role







To meet the targets detailed in [Table 3.1](#) and to develop pathways for circularity and effective change, the three district councils in the West Coast Region can take action through the various roles it holds.

Council's intended role in waste management and minimisation services is to ensure the system is well set up to meet forecast demand, the needs of the region. This is delivered through a number of different roles, depending on the level of influence Council has in each of the actions. We have defined these roles in [Figure 3.3: Roles of Council in delivering the WMMP..](#)



Figure 3.3: Roles of Council in delivering the WMMP.

The various roles are described as follows:

-  Collaborator/connector – To be the connecting party between groups.
-  Advocate/promote – To Central Government, community, or industry for change.
-  Service provider – To host/provide the service (infrastructure, programme, service).
-  Regulator – to direct/govern the region/district.
-  Enabler – to guide and assist along with collect information to assist in decision-making.
-  Advisor – To support community groups, Iwi, residents, industry and other.

When developing the Action Plan, presented in [Section 5](#), these roles were considered, to assess their practicality and feasibility.

4 Funding the plan

4.1 Plan implementation

The funding of the implementation of this WMMP will come from a range of sources including targeted rates, general rates, waste levy, external revenue streams, and other funding. Many funding sources have restrictions in what they can be utilised for. These are explored in the following table.

Table 4.1: Funding sources for waste action plan

Funding source	Description	Applied to waste activities, such as...
Targeted rates	Eligible properties pay rates to be provided specific services that benefit the people in these eligible properties, but which also contribute to wider public benefits.	Kerbside collection service. Operational cost of landfills.
Waste levy	Councils review an allocation of national waste levy funds, allocated by the Ministry for the Environment, which can be spent in accordance with section 23 of the Waste Minimisation Act 2008.	<ul style="list-style-type: none"> • Education • Product stewardship programmes (e.g., e-waste, polystyrene, and battery diversion) • Enviroschools • Karamea and Maruia recycling processing and freight • Support waste infrastructure and assets projects • Feasibility studies

Funding source	Description	Applied to waste activities, such as...
External revenue streams	Revenue generated from waste management and minimisation activities, such as <ul style="list-style-type: none"> • Gate fees at Waste and Resource Recovery Facilities 	<ul style="list-style-type: none"> • Operating Waste and resource recovery transfer station(s)
General rates	All properties pay a charge which contributes to the council's wider waste management activities and provides public good benefits. Where it is difficult to identify who/what may benefit from an activity, or who/what may cause a problem for which a council activity is required, the costs are funded from the general rate.	<ul style="list-style-type: none"> • Maintenance of waste facilities • Contractors and internal charges
Other funding	External funding such as <ul style="list-style-type: none"> • Central government funding (e.g., Climate Emergency Response Fund) • Contestable funds (Waste Minimisation Fund) • Regional Infrastructure Fund • Private sector co-financing 	Capital intensive project, such as upgrades to Material Recovery Facility and waste infrastructure and assets. Currently priorities of the WMF are for organics processing and resource recovery.

4.2 Waste disposal levies

The waste disposal levy sets a rate to disposal of waste, and has been progressively increasing since 2020, reaching \$60 per tonne as of July 2024. The levy will continue to increase by smaller increments between 2024 to 2027.

The Waste Minimisation (Waste Disposal Levy) Amendment Act (2024) allocates 50 per cent of the waste disposal levy to Council to focus funding on “local projects to minimise waste in line with their Waste Management and Minimisation Plans.”³

The scope of the waste disposal levy has been broadened to include a wider, more comprehensive set of government priorities. Waste levy funding received by councils must be put towards:⁴

- the promotion and achievement of waste minimisation
- activities that reduce environmental harm or increase environmental benefits.
- local authorities to:
 - manage emergency waste.
 - to repair or replace waste management and minimisation infrastructure damaged by an emergency.
- the Ministry’s waste management and minimisation and hazardous substances responsibilities for example:
 - policy development and implementation.
 - collecting and using waste data and evidence.
 - work related to international agreements on chemicals and waste.

³ <https://environment.govt.nz/acts-and-regulations/acts/waste-minimisation-act-waste-disposal-levy-amendment-act-2024/>.

- projects that remediate contaminated sites.

4.3 Provisions for waiving waste disposal charges

In exceptional circumstances, the waste disposal levy may be waived by the Secretary for the Environment.

Section 29 of the WMA provides that the Secretary for the Environment has discretion to waive a levy payment for the disposal facility operator if satisfied that ‘exceptional circumstances’ justify the waiver. Waivers, granted by Secretary, are waste- and disposal-site specific and do not have conditions.

⁴ <https://environment.govt.nz/acts-and-regulations/acts/waste-minimisation-act-waste-disposal-levy-amendment-act-2024/>.

5 Action plan

This action plan sets out a programme for the region to work towards the vision and targets outlined in this Waste Management and Minimisation Plan. Significant changes to levels of service will be incorporated into the Long-Term Plan process and subsequent public consultation.

The Action Plan has been designed to meet the requirements of the Waste Minimisation Act 2008 and the Local Government Act 2002, by including all options that are practical for the Region to achieve their waste management and minimisation objectives.

These options have been assessed in terms of their:



Cost to council (is it economically viable?)



Accessibility and affordability



Impact on the wider environment



Social and cultural outcomes



Partnership and collaboration potential



Recovery and markets



Whether it relates to responsible consumption



Whether they are appropriate for the West Coast or through a regional lens



Technical risk

Six focus areas emerged from the options assessment process and will help the West Coast to work towards their vision.

- 1 Creating Partnerships.
- 2 Communicate and share circular economy initiatives.
- 3 Policy development.
- 4 Product stewardship.
- 5 Making diversion easy.
- 6 Resilience.

Improving data collection is also an important priority area for councils to continue to focus on. The other shortlisted options from the Waste Assessment are detailed in [Appendix B](#).

The Action Plan outlines the following points for each focus area:

- Specific actions to address the issue.
- Whether the action is district-specific or a regional action.
- How the action aligns with the strategic framework.
- Council's intended role.
- Position on the waste hierarchy.
- Funding source.
- Implementation period.

5.1 Focus area 1: Creating partnerships



Table 5.1: Creating partnerships

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
1.1	Industry waste	Advocate and facilitate sector groups (e.g. C&D, Agricultural waste groups) to discuss problems and explore solutions. Utilise resources outside of the region and connect with other regional sector groups (e.g. Tradie Breakfast).	OB1, OB3	Advocate/promote Enable Advisor	2	Rethink/redesign	Waste Levy Disposal, General rates	2024 - 2030
1.2	Contamination in kerbside	Collaborate with central government, local government, and non-government organisations to assess solutions to reduce contamination and explore opportunities for the West Coast to improve waste management. This could include joining nationwide forums e.g. WasteMINZ TAO Forum or connecting with the Sustainable Business Network.	OB1, OB3, OB5	Advocate/promote Enable Advisor	2, 3, 4, 5	Rethink/redesign	General rates or Waste levy Disposal Fund	2024 - 2030

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#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
1.3	Industry waste	Investigate and facilitate collaboration opportunities across the region with iwi, industry, businesses, community groups, utilising activities that are already established e.g., virtual/in person networking events, Council gardens etc.	OB1, OB3, OB5	Collaborator/connector Enabler	2	Rethink/redesign	General rates or Waste levy Disposal Fund	2024 - 2030

5.2 Focus area 2: Communicate and share circular economy initiatives



Table 5.2: Communicate and share circular economy initiatives

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
2.1	Reduce generation	Utilise council websites to link to existing resources to help plan and manage material management e.g. BRANZ and REBRI for the construction sector.	OB3, OB6	Service provider Advisor	2	Rethink/redesign	General rates	2024 - 2030
2.2	Contamination in kerbside	Develop an educational programme of work focusing on behaviour change and information sharing to the community.	OB1, OB3, OB6	Service provider Advisor	1, 2, 3, 4	Reduce, reuse/repurpose, recycle, recover	Waste Disposal Levy, general rates	2025 - 2030
2.3	Contamination in kerbside	Utilise and/or build on national waste and behaviour change campaigns and/or collateral to promote waste diversion.	OB3, OB6	Service provider Advisor	2, 3, 4, 5	Recycle, recover	Waste Disposal Levy, general rates	2025 - 2030

5.3 Focus area 3: Policy development



Table 5.3: Policy development

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
3.1	Contamination in kerbside	Develop solid waste bylaw to strengthen enforcement.	OB1, OB3, OB4, OB6, OB7	Regulator	1, 2, 3, 4, 5	Recycle, recover	General rates	2024 - 2026
3.2	Information and education	Investigate whether a grant for waste and resource recovery activities in the region can be developed between Councils.	OB3, OB4	Regulator	2, 6	Recovery	Waste Disposal Levy, general rates, contestable funding	2025/2026
3.3	Reduce generation	Tourism Levy implemented for those staying in the region to cover the costs of infrastructure including waste assets and management.	OB5, OB6	Advocate Regulator Advisor	8, 9	Rethink/redesign	Waste Disposal Levy, External revenue streams, general rates, contestable funding	2026/2027

5.4 Focus area 4: Product stewardship



Table 5.4: Product stewardship

#	Theme / category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
4.1	Information and education	Advocate for action and research promoting the top of the waste hierarchy (e.g. Product Stewardship Schemes, Right to Repair legislation, and research into recovery options for difficult to manage waste streams).	OB2, OB3, OB6	Advocate/ promote Enable Collaborator /connector	1, 2, 3, 4, 5, 6, 8	Rethink/ redesign, reduce, reuse/ repurpose	Waste Disposal Levy, general rates	2024 - 2030
4.2	Industry waste	Investigate whether Council want to facilitate Product Stewardship Schemes at their transfer stations e.g. Tyrewise collection point when the programme opens, promoting the programmes to encourage uptake.	OB2, OB3, OB6	Enable Advisor	1, 2, 3	Reuse/ repurpose, recycle, recover	Waste Disposal Levy, general rates	2024 - 2030
4.3	Reduce generation	Continue to support and promote product stewardship schemes through existing transfer stations where appropriate.	OB2, OB3, OB6	Advocate/ promote Enable Collaborator /connector	1, 2, 3	Reduce	Waste Disposal Levy, general rates	2024 - 2030

5.5 Focus area 5: Making diversion easy

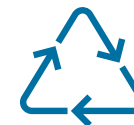


Table 5.5: Making diversion easy.

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
5.1	Streamline data collection	Align services available at transfer stations across the region.	OB2, OB5	Service provider Enabler	8, 9	Recover	Waste Disposal Levy, general rates	2024/2025
5.2	Reduce generation	Investigate alternative options to manage waste streams/materials which take up most volume in the regions landfills and transfer stations.	OB1, OB2, OB5	Advisor	2, 3, 6, 7	Rethink/redesign	Targeted rates, Waste Disposal Levy, general rates, contestable funding	2025/2026
5.3	Reduce generation	Review the results from C&D feasibility study to assess the best options for C&D recovery in the region (subject to feasibility study).	OB2, OB3, OB4, OB6, OB7	Enable Advisor	2, 6, 7	Reuse/repurpose	Targeted rates, Waste Disposal Levy, general rates, contestable funding	2024/2025
5.4	Reduce generation	Review the results from organics feasibility study to assess the best options for organic recovery in the region in line with central governments indicated direction.	OB2, OB3, OB4, OB6, OB7	Enable Advisor	2, 3	Recycle/recover	Targeted rates, Waste Disposal Levy, general rates, contestable funding	2025/2026

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
5.5	Reduce generation	Investigate the volumes and impacts of waste from tourism, which can feed into a feasibility study for how to manage waste from tourism in the region.	OB1, OB2, OB3, OB5	Enable Advisor	1	Rethink/redesign	External revenue streams, general rates, contestable funding, Central Government funding	2026/2027

5.6 Focus area 6: Resilience



Table 5.6: Resilience

#	Theme/category	Action	Alignment with Strategic Framework	Councils' intended role	Target addressed (Table 3.1)	Waste hierarchy	Funding source	Implementation period
6.1	Environmental impacts	Develop resilience plans for current waste infrastructure and services. This could include collaborating with Civil Defence and other organisations to develop a regional Disaster Waste Management Plan. This will ensure processes in place for managing waste associated with natural disasters, and waste from earthquake prone buildings.	OB1, OB3, OB5, OB8	Enable Advisor Collaborator/Connector	10	Recover/treat and dispose	External revenue streams, general rates, central government funding, contestable funding.	2026/2027
6.2	Environmental impacts	Investigate the feasibility of a regional Disposal Facility/Landfill that could service the entire region.	OB3, OB5, OB8	Service provider. Enabler	10	Treat and dispose	External revenue streams, general rates.	2026/2027

5.7 Focus areas summary

With the actions detailed in [Table 5.1](#), [Table 5.2](#), [Table 5.3](#), [Table 5.4](#), [Table 5.5](#), and [Table 5.6](#) the region should see waste generation start to decrease and diversion of recoverable materials increasing.

We recognise that many actions presented in this plan are for the councils to act as an advocator, advisor, and enabler by working with the community, iwi, and industry groups to educate, upskill and change behaviours and attitudes towards waste and material. The plan also includes a few tangible options which will actively promote waste diversion and recovery, these are detailed in [Figure 5.1](#).

The figure shows that the greatest wins for diversion of material from landfill is to focus on organic materials (food and garden waste) and commercial waste including that of the construction sector. The values within the green section of the figure detail the potential recovery which can be achieved from each of the tangible infrastructure options.

There are multiple actions that are not directly related to target waste streams or infrastructure but are critical in supporting capital and operational activities. This lack of quantifiable link makes it difficult to present the potential savings (waste reduction and emissions) of these supporting initiatives. It is more helpful to consider these options as underpinning the increased capture and reduced emissions delivered by the capital investments. The capital and operational activities will have limited impact without the supporting activities and the supporting activities will have limited impact without the infrastructure and ongoing services.

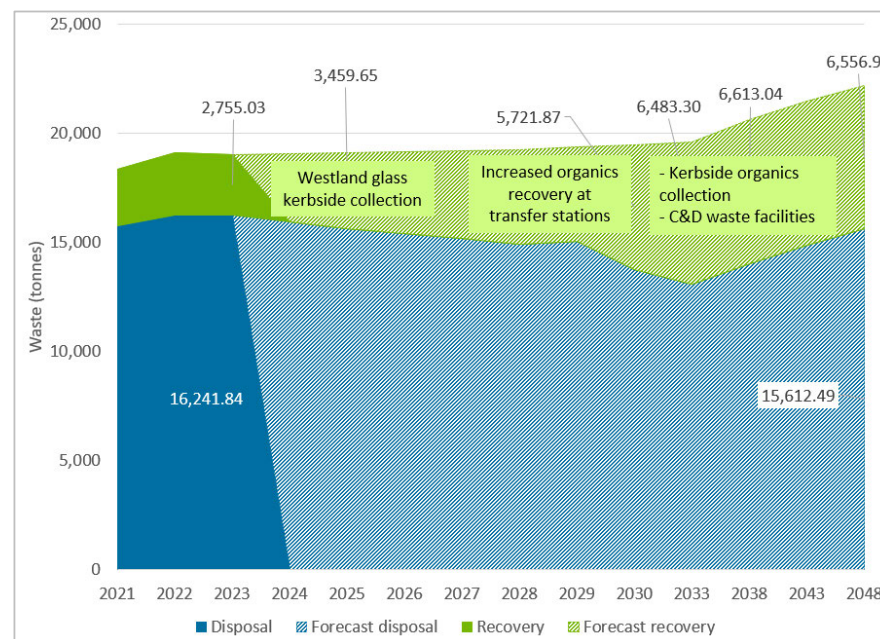


Figure 5.1: Diversion forecast with actions implemented.

6 Monitoring, evaluating, and reporting progress

6.1 Monitoring and reporting

The councils will monitor and report against the targets set out in [Table 3.1](#) of this plan, to determine the effectiveness of the action plan. This will, at minimum, include:

- Type, quantity and composition of waste and captured materials.
- Origin of the waste/source of materials received.
- Contamination tonnages for waste services managed by each council.
- Monitoring of specific waste streams, such as illegal dumping.
- Progress in capturing more reuse data [if relevant].
- Effectiveness of actions in the plan and progress towards the targets set in [Table 3.1](#).
- Compliance with legislative requirements.
- Better capture and reporting of circular economy activities and emissions generated from waste.

It is expected that the councils will track progress against the targets annually to review performance. [Table 6.1](#) details the targets and how the annual review may take place.

6.2 Evaluation and review of the plan

Council will conduct a full review of the Plan at intervals of not more than six years after adopting the Plan or the last review. Any review of the Plan will be preceded by a Waste Assessment under section 51 of the Act.

Table 6.1: Targets and tracking performance

	Target	Unit	2022/23 baseline	2030 Regional Target	What might tracking targets annually look like?
			What have we achieved?	What would we like to achieve?	
	Waste generation				
1	Reduce the amount of material entering the waste management system by 10% per person by 2030	kg per capita per annum	494	445	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
	Waste to landfill				
2	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030	kg per capita per annum	402	282	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
3	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030	kg per capita per annum	573	401	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
	Diversion of waste				
4	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only)	% diversion from landfill	33%	50% by July 2030	Consistent data collection across the region will allow this to be measured and compared. This could be documented in Annual Reports.
5	Reduce contamination of Council provided kerbside recycling	% contamination	31%	15%	Conduct, and track results of, kerbside recycling audits.
	Waste emissions				
6	Increase organics (food, garden, timber waste) capture at transfer station and kerbside (%) *	% diversion from landfill	4%	30%	Consistent data collection across the region will allow this to be measured

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	Target	Unit	2022/23 baseline	2030 Regional Target	What might tracking targets annually look like?
			<i>What have we achieved?</i>	<i>What would we like to achieve?</i>	
					and compared. This could be documented in Annual Reports.
7	Reduce the biogenic methane emissions from waste by 2030 (CO ₂ e) *	% reduction of biogenic methane	13,670 tCO ₂ e	30% reduction (9,569 tCO ₂ e)	Determine the most appropriate way to estimate biogenic methane emissions and continue to track data.
Customer satisfaction					
8	Percentage of community satisfied with the solid waste service	% satisfaction	72 – 82%	>85% satisfaction	Consistent measurement of community satisfaction (e.g., align survey questions). This could be documented in Annual Reports.
9	Total number of complaints received about the Council's solid waste service	Number of complaints annually	-	<50 complaints annually	Follow a consistent internal tracking system and ensure it is used operationally. This might be documented in Annual Reports.
Environmental health and safety					
10	Maintain 100 per cent compliance with resource consent conditions for Council-operated solid waste district facilities	% compliance	100%	100% compliance	Continue monitoring performance as per current process.

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Appendix A District & regional performance against targets

Table Appendix A.1 : District & regional performance against targets

Target		Unit	2022/23 target (set in 2018 WMMP)	2022/23 performance (baseline)				2030 Regional Target
				Buller District Council	Grey District Council	Westland District Council	Region	
					What did we aim to achieve?	What have we achieved?		
Waste generation								
1	Reduce the amount of material entering the waste management system by 10% per person by 2030*	kg per capita per annum	<300	372	605	450	494	445
Waste to landfill								
2	Reduce the total waste tonnes per capita going to landfill by 30% per person by 2030*	kg per capita per annum	-	295	522	344	402	282
3	Reduce the total waste tonnes per dwelling going to landfill from the Council kerbside collection by 30% per person by 2030*	kg per capita per annum	-	394	821	455	573	401
Diversion of waste								
4	Increase the amount of household waste diverted to recycling (Council provided kerbside collection only,	% diversion from landfill	>35%	40%	36%	19%	33%	50% by July 2030

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Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 performance (baseline)				2030 Regional Target	
			Buller District Council	Grey District Council	Westland District Council	Region		
		What did we aim to achieve?	What have we achieved?				What would we like to achieve?	
	excludes green waste and food waste) *							
5	Reduce contamination of Council provided kerbside recycling.	% contamination	-	-	-	-	31%	TBC
Waste emissions								
6	Increase organics (food, garden, timber waste) capture at transfer station and kerbside (%) *	% diversion from landfill	-	5%	6%	0% ⁽²⁾	4%	30%
7	Reduce the biogenic methane emissions from waste by 2030 (CO2e) *	% reduction of biogenic methane	-	2,921 tCO ² e	7,604 tCO ² e	3,145 tCO ² e	13,670 tCO ² e ⁽¹⁾	30% reduction (9,569 tCO ² e)
Customer satisfaction								
8	Percentage of community satisfied with the solid waste service.	% satisfaction	>85%	-	-	-	72 – 82%	>85% satisfaction
9	Total number of complaints received about the Council’s solid waste service	No. of complaints annually	-	-	-	-	N/A	<50 complaints annually
Environmental health and safety								
10	Maintain 100 per cent compliance with resource consent conditions for	% compliance	-	100%	100%	100%	100%	100% compliance

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Target	Unit	2022/23 target (set in 2018 WMMP)	2022/23 performance (baseline)				2030 Regional Target
			Buller District Council	Grey District Council	Westland District Council	Region	
		<i>What did we aim to achieve?</i>	<i>What have we achieved?</i>				<i>What would we like to achieve?</i>
Council-operated solid waste district facilities.							

Note: targets marked with an (*) asterisk are requirements are set out in the Emissions Reduction Plan by Central Government.

Note (1) the figures for Target 7 are based on the current default emissions factor for Class 1 landfill without LFG collection. The default emission factor used is 1.023.

Note (2) green waste material at WDC facilities is stockpiled but not quantified.

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Appendix B Other shortlisted options

Table Appendix B.1: Making diversion easy – other shortlisted options for Focus Area 5

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (<i>Table 3.1</i>)	Waste hierarchy	Implementation period
5.6	Contamination in kerbside	Investigate options to prevent contamination of glass colours (Westland).	WDC	OB3, OB5	Enable Advisor	2, 5	Recycle	2024/2025
5.7	Contamination in kerbside	Investigate solutions for high contamination in kerbside comingled recycling in Grey District Council.	GDC	OB3, OB5, OB6	Enable Advisor	2, 5	Recycle	2024 - 2030
5.8	Contamination in kerbside	Collaborate with local industry/organisations to establish hubs for collection of difficult materials/common contaminators of recycling e.g. Supermarkets.	R	OB3, OB5, OB6	Enable Advisor	2, 4, 5	Recycle, recover	2024 - 2030
5.9	Illegal dumping	Investigate developing a financial assistance programme and penalty system to manage illegal dumping. This could include rebates/discounts for current resource recovery infrastructure or tracking in illegal dumping hotspots for penalties.	R	OB1, OB2	Enable Advisor	2, 8	Recycle, recover, treat and dispose	2024 - 2030

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Table Appendix B.2: Creating partnerships – other shortlisted options for Focus Area 1

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (Table 3.1)	Waste hierarchy	Implementation period
1.4	Illegal dumping	Collaborate within Council (internally), across Councils (regionally), and with organisations/industry (externally) to actively track illegal dumping and record data through existing processes, such as Request for Service system.	R	OB2, OB5, OB6	Collaborator/Connector	2, 8	Recycle, recover, treat and dispose	2024 - 2030

Table Appendix B.3: Communicate and share circular economy initiatives – other shortlisted options for Focus Area 2

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (<i>Table 3.1</i>)	Waste hierarchy	Implementation period
2.4	Reduce generation	Map out existing resource recovery work that is happening in the region including community-led initiatives and share and promote publicly.	R	OB3, OB5, OB6	Service provider Advisor	1, 2, 3, 4, 5	Reuse/repurpose, recycle, recover	2024/2025
2.5	Information and education	Align information available on council websites regarding waste services, education, and policy where possible. For example, share good news stories in a consistent and regular manner, share activities from EnviroSchools through Annual Reports, ensure the information on waste services available is consistent, up to date and easy to find online.	R	OB3, OB5, OB6	Service provider Advisor	1, 2, 3, 4, 5	Reuse/repurpose, recycle, recover	2024/2025
2.6	Information and education	Collaborate with industry and community to create West Coast A-Z recycling and recovery directory to highlight circular services in the region.	R	OB3, OB5, OB6	Service provider Advisor	1, 2, 3, 4, 5	Reuse/repurpose, recycle, recover	2024 - 2030

Table Appendix B.4: Improving data collection – shortlisted options for Focus Area 7

#	Theme/category	Action	Regional (R), or district-specific (X, Y, Z)	Alignment with Strategic Framework	Councils intended role	Target addressed (Table 3.1)	Waste hierarchy	Implementation period
7.1	Streamline data collection	Establish a template for reporting consistency from each District Council and Regional Council (waste data, emissions data) including waste streams reported on, total tonnage, diversion, contamination - align to new national requirements 1 July 2024 onwards.	R	OB1, OB7	Enabler	1, 2, 4	Recycle, recover, treat, and dispose	2024/2025
7.2	Streamline data collection	Investigate/support data collection on waste diversion through other sources e.g., reuse shops, foodbanks, etc.	R	OB1, OB7	Enabler Advisor	1, 2, 3, 4, 5	Reuse/repurpose	2024 - 2030

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Appendix C West Coast Regional Waste Assessment

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BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 11

Prepared by Jamie Cleine
Mayor

Reviewed by Simon Pickford
CEO

Attachments 1. LGNZ 2025 AGM Remits
2. LGNZ AGM Resolution Report – Rates Capping
3. Mayors Correspondence

Public Excluded: No

MAYORS MONTHLY UPDATE REPORT

1. **REPORT PURPOSE**

This report is to provide commentary and updates on significant events, meetings and workstreams attended by or involving the mayor. The Mayoral inwards and outwards correspondence is provided for information, discussion and direction on any responses required.

2. Council is also asked to consider any direction it wishes to provide to the mayor for voting as delegate at the LGNZ national conference.

3. **DRAFT RECOMMENDATION**

That the Council:

- 1. Receives the Mayors Monthly Update Report dated 25 June 2025 for information and discussion.**
- 2. Notes Inwards and Outwards Correspondence and provide direction for any responses required.**
- 3. Notes the proposed LGNZ remits to be considered at national conference and provides direction on how these votes are cast.**

4. **DISCUSSION**

5. **MAYORS TASKFORCE FOR JOBS (MTFJ)**

6. **MTFJ Buller Co-ordinator Julie Moore:**

We have received a steady number of referrals from MSD, most engage with us, although finding employment is still a challenge.

7. Ruby has constant emails/phone calls with case managers regarding referrals; communication has been very consistent.

8. Very pleased to have accomplished our 30 outcomes. Following up with all remaining clients to remind them support for F25 is finishing end of June.

9. Currently working alongside Te Reo a Te Taiohi to help deliver workshops to the Buller Youth Festival in August. This festival has been created to fill the void left by Festival for the Future.

10. The West Coast Employment Expo was once again, a success, with positive feedback from both employers and attendees. Over 40 exhibits were present, giving a broad range of options for careers.

11. MTFJ and MSD were both approached by a local employer, wanting to employ a job seeker (part-time) currently on a sickness benefit. The three of us worked together to provide support for the employer, enabling them to offer the client 30 hours a week and pastoral care support by MTFJ that included purchasing suitable work clothes. Great collaboration by us all and a very happy client.

12. **Mayors Comment:**

I was amazed at the turnout to the recent employment expo. This was well supported by local businesses and Buller High School. I am very proud of the efforts of Julie and Ruby to achieve our contracted outcomes and to be on target to end the contract on a high note.

13. Unfortunately, the Draft MTFJ contract for 2025/26 included obligations on council that increased our risk and ability to fulfil the obligations. I have determined we will not be executing the contract.

14. The MTFJ Buller programme and our obligations will conclude at the end of current contract, 30 June 2025.

15. This decision is regrettable, but I feel it highly unlikely we would be successful in meeting the new contract terms and would rather end on a high note, having achieved (or better) on each MTFJ contract we have held over the four years.

16. We have reached our 30 outcomes which completes the 2024/25 contract successfully. This means that BDC has reached or exceeded our contracted

outcomes in every year we have been involved. A total of 286 participants have passed through the programme since it began in 2020, completing job placements and apprenticeships in a range of local industries.

17. There is significant uncertainty in entering into a new contract with the new contract obligations.
18. My primary concerns with the new contract parameters and rationale are as follows:
 1. Sustainable outcomes goalposts have shifted from 3mnths to 6 months before they can be counted. This raised serious concerns about placing jobseekers into seasonal employment as is often the case in Buller with first time employees.
 2. Huge focus on working with those already registered with MSD. This draws BDC into a level of detail with MSD products and other client reporting obligations, hard to place/complex long term unemployed cases. Council is simply not the correct agency to be dealing with this cohort.
 3. Reputational risk as the above situation could lead to Mayor being seen as involved in complex MSD client relationships and a risk of not meeting MTFJ contract obligations leading to a requirement to return funds.
 4. MSD Client relationships not core Council business and BDC not being well set up nor connected with the target cohort. A key feature of our success to date has been leveraging the Buller REAP relationship and existing networks, this is highly unlikely to work practically with an in-house model starting from scratch.
 5. It is unclear what initiatives I would take as Mayor to support MSD in meeting Job Seeker targets given the requirement to work almost entirely with established MSD clients. Previously MTFJ was an intervention at the top of a cliff focussed on those Not in Education or Employment (NEET's) and very positive experience and success rate. The new contract see us getting involved at the "bottom of the cliff" once young people are already disengaged and enrolled with MSD. Of this cohort it is expected the more difficult cases would be referred that are hard for existing MSD resources to place into work.
19. **DEVELOPMENT WESTCOAST – TRUSTEE APPOINTMENT**

As the Appointed Trustee on Development West Coast's (DWC) Board, Sam MacDonald's term is due to expire on 30 June 2025. This appointment is made by an Appointments Panel comprised of a person appointed by resolution by each of the district and regional councils. This process is set out in the Development West Coast Trust deed.
20. BDC appointed Mayor Cleine to the appointment panel at its April 2024 meeting.
21. The appointments panel consisted of Mayor Gibson, Mayor Lash and WCRC Chair Peter Haddock and Mayor Cleine.

22. The Panel met and determined its preferred approach to considering an appointment to the Trust on behalf of Councils. On 3 June the panel conducted interviews with current DWC Chairperson Renee Rooney and incumbent trustee Sam Macdonald. Following deliberation, the panel unanimously approved the re-appointment of Sam MacDonald for a further term of 3 years to begin 1 July 2025. Sam has provided a great conduit between DWC and Councils and has worked hard to ensure a meaningful investment is considered across our Districts. This has included support and advocacy for investments by DWC into Council led Regional Infrastructure Fund applications as well as direct investment into Reefton Motor Camp accommodation capital upgrade.

23. **LGNZ NATIONAL CONFERENCE - CHRISTCHURCH**

The annual conference of LGNZ (SuperLocal) is being held in Christchurch 16-17 July 2025. The conference also coincides with the LGNZ Annual General Meeting, as the only elected representative attending Mayor Cleine will be the voting delegate for the AGM. Councillors have the opportunity to consider the remits and provide direction to how BDC should vote. LGNZ is also proposing a special resolution to get guidance from members on potential advocacy for the sector on proposed government policy to introduce rates capping. The remits and AGM report on rates capping are included as **Attachment 1 and 2**.

Proposed Remit	For/Against	Priority Ranking
1. Security System Payment		
2. Improving Joint Management Agreements		
3. Alcohol Licensing Fees		
4. Aligning public and school bus services		
5. Review of local government arrangements to achieve better balance		
Other AGM Topic on Rates Capping		

24. The Conference dinner also hosts the annual SuperLocal awards evening. This year Council entered the awards for the first time and has been announced as a finalist in the SuperIdea award for the Resilient Westport Master planning work. Being selected as a finalist is a fantastic acknowledgement to the efforts of BDC staff and contractors as well as our community stakeholders that contributed so much to the masterplan.

25. The SuperIdea Award honours a stand-out solution to a long-standing community challenge - a smart, surprising approach that's made a real difference. The finalists include:
- AI-Volution: Harnessing GenAI to transform local government, Hutt City Council
 - Cutting our own track, Buller District Council
 - No limits try-athlon, Napier City Council
 - Re-connect project, Selwyn District Council
 - Rotorua Lakes Council community safety plan,
26. **CEO KEY PERFORMANCE INDICATORS KPI'S**
Council is required to set KPI's for the CEO in order to monitor performance for 2025/26 year. The Individual Employment Agreement council has with the CEO sets out the requirement to agree the KPI's.
27. The draft KPI's are agreed between Mayor, Deputy Mayor and CEO. These are presented for further feedback of councillors via a report to council with the aim of approving these in line with adoption of the Long Term Plan or Annual plan in any given year.
28. The Mayor and deputy mayor have agreed that the Draft KPI report will come to the July council meeting for approval, this is one month later than anticipated. The reason for agreeing to the delay is twofold, firstly the workload has been significant with LTP and LWDW meaning that time to consider what specific priorities are achievable has not been sufficient, and secondly there has been a number of changes to the LTP as a result of submissions and Councillor decision making and pending LWDW decisions that may influence what KPI's elected members wish to have included for the 2025/26 and multi-year.
29. The 2025/26 CEO KPI's will be presented in draft form in July.
30. **MAYOR'S CHAIRS AND IWI FORUM (MCIF)**
The MCIF met at West Coast Regional Council on 30 May. Key topics included:
- Mike Burrell, CEO Sustainable Business Council. Mike presented on the significance of sustainability in key, large industries globally. That sustainability initiatives are no longer just to tick boxes or meet statutory obligations, they are real and happen because they make financial sense by adding value.
 - Tertiary Education Commission, met with MCIF at the request of Minister Penny Simmonds. The purpose was to hear regional advocacy for Tai Poutini Polytechnic and potential alternative models of vocational training for the West Coast. This discussion has further informed a high-level proposal that is currently with TEC for consideration.
 - Roundtable discussion on our respective Long Term Plan processes and Local Water Done Well.

31. **WEST COAST EMERGENCY MANAGEMENT JOINT COMMITTEE**

The Joint Committee met at WCRC on 30 May. The agenda is available at the following link:

<https://www.wcrc.govt.nz/repository/libraries/id:2459ikxj617q9ser65rr/hierarchy/Documents/Council/Meetings, Agendas and Minutes/Council Meetings/2025/Joint Committees/WCEM/Agenda - West Coast Emergency Management Joint Committee 30 May 2025.pdf>

32. The meeting was also attended by NEMA CEO Dave Gawn who is working his way around all emergency management groups over a few months to meet and familiarise himself with the various leadership.

33. **LOCAL EVENTS & STAKEHOLDER ENGAGEMENT**

I continue to take opportunities to promote and advocate for Buller. This includes providing ad hoc media comment, attending various meetings with stakeholders and attending events across the District. Some of these include:

- Parkrun “Lost Lagoon”. I attended the inaugural event for parkrun in Westport. Parkrun is a free, community event where you can walk, jog, run, volunteer or spectate. parkrun is 5k and takes place every Saturday morning parkrun is positive, welcoming and inclusive, there is no time limit, and no one finishes last. Everyone is welcome to come along.
- West Coast Regional Council. I attended and presented at WCRC monthly meeting in support of West Coast Emergency Management Joint Committee budgets. Funding for a Recovery management role for the region. This was subsequently support by WCRC councillors who voted to maintain previously agreed LTP budgets that included this additional resource.
- Westland Mineral Sands, this was a relationship meeting to understand current developments planned by WMS.
- Buller Electricity Limited, I met with Chair Shannon Hollis for an update on BEL activities and local sponsorship and support provided by BEL to the community.
- SouthPeak Homes. I visited the factory in Westport to view the Reefton Campground accommodation units now well under construction. SPH are utilising many local contractors in completing this project to a very tight timeframe.

34. The standard considerations have been thoroughly evaluated, and there are no additional comments at this time.

35. **CORRESPONDENCE**
For Council consideration – see **Attachment 3**

Outgoing Correspondence 2025	From	Subject
23 May 2025	Minister Mitchell	Flood Prevention – Local Waterways
27 May 2025	Dr V Leigh	Letter of Thanks - Retirement
28 May 2025	Kevin Smith	Public Forum Response
5 June 2025	Department of Conservation	Proposed Parking Trial - Punakaiki



2025 Remits



// 01 Security System Payments

Proposed by:	Far North District Council and Central Otago District Council
Supported by:	Zone 6 and Zone 1
Remit:	<i>That LGNZ advocates for security system payments to be included as an allowance under the Local Government Members Determination, in line with those afforded to Members of Parliament.</i>

Why is this remit important?

The importance of safety for elected members has become more apparent in recent times. With an increase in animosity towards “government figures,” both online and in person, the time has come to address this. Recent examples of elected members being threatened, harassed and abused, including incidents occurring at or near their home address, highlights the need for changes to the Local Government Act to be updated. The ability for security system payments to be made as an allowance would go some way towards encouraging actual and perceived safety for existing elected members, as well as ensuring future candidates can feel safer while representing their communities.

Background and Context

Democracy worldwide is currently considered a “tinderbox” according to multiple news sites. In 2024, 37 candidates for election were murdered in Mexico. While this may seem extreme – our own Electoral Commission in NZ has a page dedicated to “security advice” for potential candidates. The rise of fringe groups, anonymity of online forums, general mistrust of government figures and polarising coverage of worldwide democratic outcomes has been creating a platform for those with singular or disaffected viewpoints. While we recognise that some of the sentiment is online, there have been instances of this spilling over into daily life for our elected members. Much of “being safe” is about “feeling safe.”

The Members of Parliament Determination 2023 (Section 48) allows for up to \$4500 to install a security system at a member’s primary place of residence, along with up to \$1000 per year to monitor this.

LGNZ’s own research carried out last year identified three quarters of elected members had suffered abuse or harassment at public meetings, a third at the supermarket or school pick up, and that half of EM’s felt it was worse than a year ago. Supporting new anti-stalking and harassment Legislation is a good start, but this is something that could immediately help our elected members to feel safer at home.

Some councils are already supporting elected members in personal safety. Central Otago District has paid for a member to install a camera at their home address where they live with young kids following an obnoxious campaign including items being left in their letterbox. There will be multiple other examples where councils are promoting personal safety, wellbeing initiatives and also installing or providing additional security measures at homes and council offices.

Far North and Central Otago Districts are just two examples of our huge, remote areas. Overnight Central Otago, all 9,968 square kilometres of it, is covered by two on-call Police officers, based 30km



apart. Feeling safe plays a big role in actual safety. Expectations of safety will be different for an older female to a young dad with kids, a large family or a person living alone, and they are also different between rural and urban areas.

This election, we want to ensure worry about how safe someone is in their own home is not a barrier to putting their hand up to fulfil a wonderful role for our communities.

How does this remit relate to LGNZ's current work programme?

Ties into the research on safety that LGNZ carried out last year, and also the support of the Crimes Legislation (Stalking and Harassment) Amendment Bill.

How will the proposing council help LGNZ to make progress on this remit?

Connect with Minister Mark Patterson (Minister for Rural Communities) for support

Investigate the possibility for a partnership with a national retailer/supplier of home security systems and/or trail cams

Timeframe - depends how quickly things could progress before the election?



// 02 Improving Joint Management Agreements

Proposed by:	Northland Regional Council
Supported by:	LGNZ Zone 1
Remit:	<i>That LGNZ advocate to Government for: a) legislative change to make the Joint Management Agreement (JMA) mechanism more accessible for councils to use with iwi/hapū, b) for the provision of technical, legal and financial support to facilitate the use of JMAs for joint council and iwi/hapū environmental governance, and c) for a mechanism such as JMAs to be included in the Government's new resource management legislation.</i>

Why is this remit important?

JMAs are a valuable tool for councils and iwi / hapū to work together on environmental governance. Many councils support stronger partnerships with tangata whenua, but the statutory and practical barriers to formalising JMAs have severely limited their uptake by councils and iwi/hapū. There is thus a need to address the limitations of the current mechanism under the RMA, to make it more accessible to councils and tangata whenua, as well as to ensure a mechanism such as JMAs is included in the Government's new resource management legislation.

Recommended improvements include a) simplification or modification of the JMA statutory requirements and criteria; b) provision of a customisable JMA template and detailed guidance on when JMAs might be appropriate and how to establish them; c) explanation of the legal implications for the parties, and the Health & Safety obligations; d) making JMAs mandatory in appropriate circumstances in addition to Treaty settlements; and e) provision of funding to support iwi/hapū capacity to develop and implement JMAs.

Background and Context

JMAs under the Resource Management Act 1991 (RMA) provide for agreement between a local authority and an iwi authority and/or groups representing hapū to jointly perform or exercise any local authority functions, powers or duties under the RMA relating to a natural or physical resource.

Since inclusion as a mechanism under sections 36B-E of the RMA in 2005, only two JMAs have been established, apart from their mandatory use in some Treaty settlements.

For a JMA to be developed, the local authority must be satisfied that the agreement is an "efficient" method of exercising the function, power or duty. However, if a JMA were to require more funds and resources to support administrative costs and extra person-hours than what council would itself expend, the "efficiency" criterion might not be satisfied. Thus, "efficiency" could compel an iwi/hapū to contribute its own resources to the collaborative management process if it wished to conclude a JMA. A lack of financial resources is repeatedly identified by iwi/hapū as being the most significant barrier to their full participation under the RMA.

Another requirement of s36B is that the local authority must be satisfied that the other party to the JMA has the "technical or special capability or expertise to perform or exercise the function, power,



or duty jointly with the local authority". Many (especially unsettled) iwi/hapū are under-resourced, often having to rely on voluntary contributions of resources and expertise; thus funding and technical support may be needed to facilitate iwi/hapū participation in JMAs.

Another deterrent to JMA uptake is that the agreement can be cancelled by either party at any time. If conflict arises, the local authority will always have the "upper hand" because the function(s) shared under the JMA will revert exclusively to local authority control. More stringent cancellation requirements could be introduced that give JMA parties greater assurance of continuation.

Only those JMAs created as part of Treaty Settlements are currently mandatory for local authorities. A similar mandatory requirement under the RMA for councils to enter into JMAs in appropriate circumstances would facilitate uptake.

Currently there is very little information available on the legal implications of JMAs, and on the process and considerations for developing and implementing such an agreement. There is also no template provided for such agreements. Technical guidance from central government would further facilitate uptake.

In summary, very low uptake of JMAs reflects the high barriers to their uptake by councils and iwi/hapū. They remain a potentially useful tool if sufficient guidance, resourcing and technical support is provided, and if criteria for developing them are made more enabling.

How does this remit relate to LGNZ's current work programme?

This remit aligns with LGNZ's strategy, in particular the long-term goal that Te Tiriti partnerships between local government and Māori are authentic, strong and respected. We are not aware of any existing or planned work to advocate for improved legislative mechanisms and implementation support for Joint Management Agreements.

How will the proposing council help LGNZ to make progress on this remit?

We can provide some technical expertise to support analysis of specific options to improve how JMAs function and some advocacy support.



// 03 Alcohol Licensing Fees

Proposed by:	Far North District Council
Supported by:	LGNZ Zone 1
Remit:	<i>That LGNZ advocates for the government to update the Sale and Supply of Alcohol (Fees) Regulations 18 December 2013 to account for inflation and include a mechanism for automatic annual inflation adjustments.</i>

Why is this remit important?

If a local council does not have a bylaw that sets alcohol licensing fees and charges it must default to the schedule of fees in the Sale and Supply of Alcohol (Fees) Regulations 2013. These default fees were set 12 years ago and, with the impact of inflation over this period, no longer enable local councils to reasonably recover the costs to administer the alcohol licensing system. This has led to increasing ratepayer subsidisation of these costs. Currently the only way that councils can increase these fees and charges is to make an Alcohol Fees Bylaw under an Order in Council associated with the Sale and Supply of Alcohol Act 2012. This is an inefficient and expensive way for councils to raise their alcohol licensing fees and charges, when this issue could be simply resolved by the government updating the schedule of fees in the Regulations.

Background and Context

Objectives relating to the setting of alcohol licensing fees were listed in the review of the Supply of Alcohol (Fees) Regulations 2013 conducted by the Ministry of Justice in 2017. These objectives include: - recovering the total reasonable costs incurred by local councils and ARLA in administering the alcohol licensing system - ensuring that those who create the greatest need for regulatory effort bear the commensurate costs.

Alcohol licensing fees and charges are intended to cover the reasonable costs of administering the alcohol licensing system via a 'user pays' approach. The fees and charges set in the Sale and Supply of Alcohol (Fees) Regulations 2013 are now 12 years out of date and have not been updated since 2013, despite two reviews of these fees conducted in 2018 and 2022 as required by section 404 of the Sale and Supply of Alcohol Act. With inflation since 2013, costs to manage alcohol licenses cannot be recovered through the fees prescribed in these Regulations. This means that every time Council processes an alcohol licence it costs more than the fee paid by the licensee and the difference must be covered by general rates.

To increase these fees and charges in their districts, local councils can make Alcohol Fees Bylaws under the Sale and Supply of Alcohol (Fee-setting Bylaws) Order 2013. However, making a bylaw is a relatively costly and inefficient way to address this issue as it involves: - time and effort to research and draft the bylaw - costs for public consultation - the need to regularly review the fees and charges set in the bylaw. A better solution would be for the government to update the fees and charges listed in the 2013 Regulations to reflect current costs. The schedule of fees in the revised Regulations should also allow for an annual CPI increase and allow cost recovery for hearings objections to District Licensing Committee decisions.

**How does this remit relate to LGNZ's current work programme?**

This remit sits within the Funding and Financing advocacy area within LGNZ's Advocacy Work Programme. Specifically, this relates to: - Advocating for changes to local government funding and financing - Building and working with a coalition of the willing to support LGNZ's advocacy for changes to local government funding and financing. Fees and charges are also specifically mentioned in LGNZ's funding and finance toolbox. We understand that the regulation of alcohol fees is not currently part of this Work Programme.

How will the proposing council help LGNZ to make progress on this remit?

We can provide detailed evidence of the current income received by FNDC from licensing fees based on applying the outdated fee schedule in the 2013 Regulations, compared with the costs to administer the alcohol licensing system. In summary, in the 2023/24 financial year FNDC received \$410,000 in income from licence application fees compared with costs of \$581,000. This means there was a shortfall of \$171,000 which has to be recovered from general rates. In 2023/24 licence application fees covered 71% of costs for the Council. By contrast, the 2017 Review of the 2013 Regulations reported that cost recovery across all local councils was 108%.



// 04 Aligning public and school bus services

- Proposed by:** Nelson City Council
- Supported by:** LGNZ Regional Sector
- Remit:** *That LGNZ advocate for the reform of the Ministry of Education funded school bus services to provide an improved service for families and to better integrate the services with council provided public transport services, including the option of Public Transport Authorities (e.g. regional and unitary councils) managing such services (with appropriate government funding), noting that:*
- a. councils better know their local communities; and*
 - b. the potential to reduce congestion from better bus services for schools; and*
 - c. the efficiency gains realised from integrating these two publicly funded bus services*
 - d. the outdated and inflexible rules of the current centralised school bus system*

Why is this remit important?

The quality and efficiency of school and public bus services is compromised by school and public bus services being funded through two different arms of Government. Some services are funded through the New Zealand Transport Agency and councils, and others are through the Ministry of Education School Bus Transport Service. This remit proposes to align those functions by transferring the funding and management to Regional Public Transport authorities which are better placed to understand and respond to local transport needs. By improving our bus services for students, we can also reduce congestion which is noticeably less during the school holidays in towns and cities around New Zealand.

Background and Context

There are essentially two drivers for this reform. The first is that it makes no sense to have two different arms of Government separately planning and contracting publicly funded bus services. The second is that decisions about bus services are best made locally.

The co-ordination and contracting of public bus services, whether for getting students to school or for other passengers, is a complex job. Decisions about the routes, frequency, bus size and convenient bus stops are difficult, requiring the juggling the objectives of making the service as convenient as possible, maximising usage, managing costs and ensuring safety. These decisions are inherently local.

The centralised school bus transport system is a huge source of frustration to communities and councils all over New Zealand. It is governed centrally by archaic, rigid rules that date back nearly 100 years, and are unchanged to this day.



The Ministry of Education officials do the best they can within the current policy, but the system is fundamentally outdated and broken. It makes no sense for education officials to be running transport services, and it is impossible to run a community focused, flexible school transport system over thousands of schools and communities from Wellington.

One of the big opportunities of this reform is to reduce congestion by improving our bus service for students. The potential is highlighted in towns and cities all over New Zealand during school holidays when there is much less congestion. An improved bus service with timetables and routes tailored to students' needs would be a wise investment for the overall transport network.

Regional councils, unitary authorities and Auckland Transport are all public transport authorities with delegated responsibility for the development, planning and delivery of public transport services in New Zealand.

The current system has perverse incentives in that if a public transport authority uses rates to improve public transport service to an area, the Ministry of Education withdraws its service. The current system discourages councils to provide public transport services on routes and times that work for students.

Nelson/Tasman are exploring trialling the integration of the management of public and school transport services. We believe there is the opportunity to provide a more responsive service to families of school aged children, to expand our public transport network and to get efficiency gains from contracting for both types of services. If successful, the trial may result in wider reforms.

This is a significant proposal currently involving more than \$125 million of annual public expenditure on school bus services that would need to be transferred to public transport authorities. It would be a complex reform that requires careful attention to detail and consultation with parents, schools, bus service providers and councils. The prize is a better bus services in places like Nelson, less congestion on our roads and more efficient use of public money.

How does this remit relate to LGNZ's current work programme?

Transport is a critical issue facing all councils and we need to be proactively looking for way to better deliver services. This remit goes to the heart of LGNZ's vision of localism in that it proposes to localise the delivery of school bus services. This remit also compliments LGNZ's strategic relationship with Government in that it proposes reforms that improve efficiency, and is not just asking for more funding in fiscally constrained times. It also supports LGNZ's sustainability goals by providing opportunities for expansion of public transport services.

How will the proposing council help LGNZ to make progress on this remit?

Nelson City Council is keen to help advance the case for this reform. We have already engaged with the Ministry of Education, the Minister of Education and the Minister of Transport who are interested in the reforms and keen to trial this alternative approach for the delivery of school bus services. We also commit to sharing our experiences should Nelson Tasman proceed to trialling this reform.



// 05 Review of local government arrangements to achieve better balance

Proposed by: Tauranga City Council

Supported by: LGNZ Metro Sector

Remit: *That LGNZ works with the Government and Councils to review current local government arrangements, including the functions and structure of local government, to achieve a better balance between the need to efficiently and effectively deliver services and infrastructure, while enabling democratic local decision-making and action by, and on behalf of communities.*

Why is this remit important?

Efficient and effective local democracy and associated decision making is paramount.

Background and Context

A number of local government reviews undertaken previously, have concluded that the current structure and arrangement of the local government sector, is not conducive to ensuring that infrastructure and services delivered to communities, are always done so in a cost effective and efficient manner.

Current sector arrangements are a legacy, and do not always reflect how our communities have expanded, nor how modern services are delivered.

Central government is underway with key policy and legislations changes that both directly and indirectly significantly impact the local government sector. This will require an agile and well planned response by the sector.

How does this remit relate to LGNZ's current work programme?

This is an important issue for local government as the sector responds to the current central government policy and legislation changes and reforms underway. Seeks advocacy for a work programme between central government, local government and LGNZ, to undertake this review, and ensuring local communities are well considered.

This remit sits within the principles of the Local Government Act 2002 in that it would give local government a tool to provide services more efficiently. While this is not currently part of LGNZ's work programme, engaging with central government will be essential to making progress in this area.

How will the proposing council help LGNZ to make progress on this remit?

Metro sector councils will provide support and resource to participate and work on the programme established.



Rates capping AGM paper

Purpose of this paper

- To update members on the Government's approach to rates capping and seek agreement on LGNZ's direction of travel.

Recommendations

- That the AGM **approves** the direction of travel set out in this paper.
- That the AGM **notes** members will agree the next phase at a Special General Meeting after the 2025 elections (in March 2026 or earlier if needed).

Background

What is rates capping and what is being proposed?

Rates capping sets a limit on how much councils can increase rates. Often the cap is indexed to economic measures such as consumer inflation, local government inflation or population.

All rates capping policies effectively transfer local fiscal decisions from local communities to central government politicians or bureaucracies.

In August 2024, the then Local Government Minister set out a Local Government Forward Work Programme. This programme included a proposal to investigate a rates cap on "non-core" expenditure by councils. This policy was to be modelled on similar policies in Australian states New South Wales and Victoria.

The Government plans to distinguish between core and non-core spending, applying the cap only to non-core expenditure. Core services may be identified in the soon-to-be-reinstated Section 11A of the Local Government Act 2002 and new purpose of local government. It's still unclear how the Government will enable the cap to apply only to non-core expenditure as this is not a feature of other rate caps overseas. The distinction is likely to be unworkable at a practical level and generate significant bureaucracy. It is unclear for instance how support activities which are used across all councils services, such as call centres and human resource functions would be defined in such a cap.

What rates capping looks like in other countries

Rates capping looks slightly different in each jurisdiction. In NSW, rates capping extends to charges like development contributions. An independent authority decides the rates cap level and considers exemptions to it. However, in Victoria, the essential services commission provides advice to the state's Minister of Local Government who then decides the level of the rate cap.



LGNZ has engaged with local government experts from New South Wales and Victoria to understand how rates capping has affected their councils. They told us rates capping has led to negative outcomes for councils and communities, including:

- Degraded infrastructure and service delivery;
- Financial instability among councils;
- Severe infrastructure backlogs;
- Bureaucratic and expensive processes to approval rates above the cap;
- Reduced local economic growth; and
- Diminished local voice in council investment and revenue decisions.

NSW and Victoria's experience also suggests that once rates caps are in place, removing them is very challenging politically. NSW and Victorian councils also say that impacts worsen over time. Initially councils in those states were able to sell assets, and reduce services and staffing, to offset impacts of the rates cap. After several years, this is no longer an option.

LGNZ's advocacy so far

LGNZ's top advocacy priority (as set by members) is better local government funding and financing. Rates capping directly constrains local government funding and financing. Rates capping also runs counter to localism. Locally elected representatives – who are directly accountable to communities – are better placed than Wellington to make local taxation and investment decisions. Rates capping is not primarily about rates increases: it's about who decides what rates increases should be.

So far, LGNZ has communicated our views on rates capping in conversations and meetings with politicians and officials, via submissions, and through media. Some elected members around the country have publicly spoken out against the policy of their own accord.

Our advocacy needs to step up a gear

If we don't strengthen our advocacy, the Government is likely to implement rates capping. The Government is likely to introduce legislation next year. However, it is still politically possible to prevent rates capping. LGNZ successfully opposed a similar proposal in 2009. More recently, South Australia has held off a rates cap through lobbying and a strong public campaign.

Others will campaign for rates capping

Pressure group the Taxpayers Union has launched a campaign in support of rates capping that features anti-council rhetoric ("ballooning staff numbers and vanity project spending see councils delivering fewer core services"). This campaign is targeting particular councils and Mayors ahead of the local government elections.

Without balance, supportive voices will capture the public narrative around rates capping.

How we could stop rates capping



We would develop a comprehensive advocacy plan

This plan would draw on the strategies from LGNZ's 2009 advocacy and South Australia's successful campaign. We anticipate that public intensity would need to build as key policy milestones are passed (for example, when the Bill is introduced).

Being louder publicly would be essential

To argue that councils are better placed than central government to make rates decisions, we must boost public trust and confidence in local government. This would be one prong of our campaign, including highlighting popular council services and infrastructure that would be threatened by rates capping. A campaign centred on what the public would lose to a rate cap – and who has the right to decide – is more likely to succeed than one focussed on technicalities.

LGNZ sets the tone for rate capping advocacy. We know other groups and organisations oppose this policy but given this sits squarely in our space, no one will stick their neck out more than we do. Visible advocacy from LGNZ would be required to activate a "coalition of the willing".

The consequences of being louder

We also need to consider what political consequences might result from strongly and vocally opposing rates capping. Misinformation about LGNZ's political neutrality already exists. While we do (and will continue to) work closely with the Government on many other policies and portfolios, opposing specific proposals gains more attention.

However, other membership bodies talk loudly and publicly to the Government when certain lines are crossed. For example, Federated Farmers' "SOS: Save Our Sheep" campaign is aggressively calling on the Government to stop carbon forestry and preserve the sheep industry. Playing out across billboards, social media and media. It's important to note that opposing a policy does not prevent us from working constructively with the Government on other policy areas.

We need a mandate from members

The paper and the AGM 2025 vote are about confirming our direction of travel rather than agreeing explicit actions.

If the AGM agrees to the direction of travel, we will continue our current approach while developing a plan for the next phase.

That next phase would go to a Special General Meeting for approval. This SGM would be held after the 2025 elections so that we have an explicit mandate from the next triennium's members. It would potentially be held in March 2026 (or earlier if necessary).

LGNZ is clear that a mandate is needed from members to proceed with a strong public campaign.



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Reefton Visitor & Service Centre
67-69 Broadway, PO Box 75
Reefton 7851, New Zealand
Phone 03 732 8821
Phone 03 732 8391

23 May 2025

Attn: Darren Brunk
Emergency Management and Recovery Private Secretary
emprivatesecretary@parliament.govt.nz

Dear Minister Mitchell,

Thank you for your letter dated 12 May regarding the management of local waterways to prevent flooding ahead of and during significant weather events.

I am confident Buller has good decision-making processes in place, particularly with the structured approach we now follow to assess the potential impacts of severe weather events. We use the attached 'Buller River Flood Triggers and Actions' standard operating procedure which establishes clear guidelines and protocols for responding to flood events in Westport caused by the Buller River. We work alongside West Coast Emergency Management where appropriate in preparation and response to emergencies.

The new Flood Impact Risk Specialist Team (FIRST) team from West Coast Regional Council (WCRC) has been providing excellent information, and they have shown a strong willingness to share additional insights and work with MetService whenever we have questions. This team is in the process of rewriting the West Coast Flood Manual which will enhance the understanding of flood management and clarify roles and responsibilities around managing flooding.

The Westport flood protection works are still under design and construction. This makes it challenging to make fully informed decisions during critical events. However, the council is working with West Coast Regional Council to understand how the partially completed protections might affect water flow in Westport and the surrounding areas.

Kind regards,

Mayor Jamie Cleine

27 May 2025

Dr Vaughan Leigh – Letter of thanks

Dear Dr Leigh,

On behalf of the Buller District Council and our wider community, I would like to extend our sincere thanks for your many years of dedicated service to healthcare in our region.

Your professional and compassionate approach has made a lasting impact, and it has been heartening to hear so many speak highly of the care you have provided. Buller has been truly fortunate to benefit from your expertise, and we are grateful that you chose to make this district your home.

Please accept my personal appreciation and best wishes as you move into retirement. I hope you enjoy this well-earned next chapter and find time to pursue the things you love beyond medicine.

Warm regards,



.....
Jamie Cleine, Mayor
Buller District Council



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OFFICE OF THE MAYOR

JAMIE CLEINE

29 May 2025

Kevin Smith

Via email: [REDACTED]

Dear Kevin,

Public Forum Response– 28 May 2025

Thank you for speaking at the public forum and for sharing your reflections on Council's Long-Term Plan (LTP) engagement process.

Councillors would like to acknowledge and commend your commitment to attending most of the public sessions held throughout Buller during the LTP consultation period.

Council agrees that effective and inclusive engagement with our community is essential. As with previous processes, both councillors and staff intend to review the recent LTP engagement and consider what improvements might be made for the future.

Finding the perfect approach to engagement is challenging, but we welcome any suggestions you may have—particularly those that could help us achieve better outcomes while making efficient use of Council resources.

Thank you again for your contribution.

Best Regards,

Jamie Cleine

Buller District Mayor



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OFFICE OF THE MAYOR

Department of Conservation Proposed Paid Parking Trial – Dolomite Point Punakaiki

5 June 2025

Sent via email: paidcarparking@doc.govt.nz

To whom it may concern,

Thank you for the opportunity to provide early feedback on the proposed paid parking trial at Dolomite Point, Punakaiki. I would like to acknowledge and commend the Department of Conservation (DoC) for the significant investment and quality improvements made in the area. DoC continues to play a vital role in our region's economic, social, and environmental well-being and remains a valued partner to our community.

Having reviewed the factsheet outlining the intentions of the proposed trial and some direct community conversations, I wish to offer the following feedback:

1. Local Use – Community Access

There are two key elements to consider under the banner of “local use.”

Firstly, there are local residents who rely on Dolomite Point as a central gathering space and service hub – including post boxes, meeting points, and business services. These residents already bear the cost of supporting a visitor-focused infrastructure through their rates. For example, while I understand the Council water supply does not directly service Dolomite Point, local ratepayers still contribute toward the wider infrastructure required for the influx of visitors. Introducing paid parking risks undermining the community's social licence to host and support the visitor economy. A perceived lack of recognition for this contribution could create resentment among residents.

Secondly, consideration should be given to medium-term visitors who stay locally in accommodation such as baches or motels. These visitors often return to Dolomite Point multiple times during their stay—for example, for morning coffee, blowhole viewings at high tide, or social meet-ups. Being charged each time they park risks diminishing the appeal of Punakaiki as a destination and may inadvertently discourage return visits or extended stays, ultimately impacting local business.

2. Community Events and Accessibility

Council has historically used Dolomite Point precinct venues for community events, drop-in sessions, and local engagement initiatives. If locals are required to pay for

parking in order to attend these events, it is likely to deter attendance and engagement. This would necessitate a shift to alternative venues that offer free parking, reducing the practicality and visibility of community outreach within the area most directly affected.

3. Parking Charges – Suggested Model

To balance the needs of residents, visitors, and local businesses, I propose that the Department consider implementing a first-hour free parking period as part of any paid parking model. This approach would accommodate the majority of local use scenarios and has proven successful in other high-visitation areas.

There are many examples of paid parking exemptions or free parking at highly visited sites. A few examples include:

- Nelson City, Blenheim, and Picton CBDs, which offer the first hour of parking free in areas heavily frequented by tourists and locals alike.
- Highly visited environmental attractions such as the Christchurch Botanic Gardens and Hamilton Gardens in the Waikato, which offer free parking options near their mixed commercial and visitor facilities.

These models strike a thoughtful balance between revenue generation and accessibility, and could serve as a template for implementation at Dolomite Point.

Summary

I strongly support the Department's continued investment in infrastructure and visitor experience at Punakaiki. However, the success of any paid parking initiative will hinge on retaining the goodwill and participation of local residents and businesses. Providing free short-term parking is a sensible and proven method to protect community use, encourage longer visitor stays, and maintain the area's appeal without compromising its economic or social sustainability.

Thank you for considering this feedback.

Yours sincerely,



Jamie Cleine | Mayor
Mobile 027 423 2629 | Email jamie.cleine@bdc.govt.nz

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 12

Prepared by Simon Pickford
Chief Executive Officer

Attachments 1. Regulatory Report June 2025

Public Excluded: No

CHIEF EXECUTIVE OFFICER'S REPORT

1. **REPORT PURPOSE**

This report provides an overview of activities across the previous month and a 'horizon-scan' of upcoming strategic focus areas and opportunities. No decision is needed in relation to this information.

2. **DISCUSSION**

3. **Legislation tracker**

Additions and amendments are highlighted in yellow.

4. The table below outlines the known and anticipated future legislation with some direct impact on the local government sector. Legislation is classified into three categories:

- in the final stages of the Parliamentary process (**orange**) - the Bill has passed the point where public submissions or other action can influence the final design of legislation (i.e. the Bill is reported from the Select Committee. It is unusual for Parliament to accept an amendment in the Committee of the House stage that is not promoted by the Government)
- live for submissions (white) – legislation is on the Parliamentary Order paper and is either open for submission or awaits a referral to the Select Committee
- upcoming (**green**) - legislation has been signalled in coalition agreements or Ministerial statements, etc noting that some items may be speculative.

5. Note: The information provided is correct as of 19 June 2025.

Bill	Description	Status in Parliament
Privacy Amendment Bill	Updates privacy legislation	In third reading – approx. 30 minutes debate left
Rates Rebate Amendment Bill Government Bill Introduced 22 May 2025	Extends coverage of the Rates Rebate Scheme	Awaiting third reading
Responding to Abuse in Care Legislation Bill (Government Bill) Introduced 12 November 2024	Allows the Chief Archivist to audit agencies more frequently.	Awaiting second reading.
Statutes Amendment Bill (Government Bill) Introduced 23 September 2024	Omnibus Bill making technical and non-controversial amendments to legislation (often these are to correct drafting errors).	Awaiting second reading
Crimes (Countering Foreign Interference) Amendment Bill (Government Bill) Introduced 14 November 2024	The Bill strengthens the law around foreign interference targeting New Zealand. The Bill brings local authorities into the provisions related to the wrongful communication, retention or copying of official information in section 78A of the Crimes Act.	Awaiting second reading.
Resource Management Act (Consenting and Other System Changes) Amendment Bill Introduced 9 December 2024	This Bill amends the Resource Management Act 1991 to progress Government priorities, including making it easier to consent new infrastructure, encouraging investment in renewable energy, and making medium-density residential standards optional for councils.	Awaiting second reading.
Local Government (Water Services) Bill (Government Bill) Introduced 10 December 2024	Gives effect to the Government decisions about the powers and duties of new water services entities, and the framework for economic regulation. Makes changes to quality regulation and powers of Taumata Arowai.	Select Committee report delayed to 4 July.

Public Works Act (Critical Infrastructure Amendment) Bill Government Bill Introduced 14 May 2025	Bill provides for the faster delivery of critical infrastructure projects through an expedited acquisition process.	Submissions closed. Committee yet to report.
Customer Guarantees (Right to Repair) Amendment Bill (Members' Bill) Introduced 19 February 2025	Bill requires companies to hold stocks of spare parts to enable repair of goods that develop a fault.	Bill referred to Economic Development., Science and Innovation Select Committee. Submissions closed.
Term of Parliament (Enabling a 4 Year Term) Legislation Amendment Bill (Government Bill) Introduced 27 February 2025	Provide for a four year term for Parliament, subject to a referendum and certain criteria around membership of Select Committees	Bill referred to the Justice Select Committee. Submissions closed. Report due 5 September.
Land Transport Management (Time of Use charging) Amendment Bill (Government Bill) Introduced 16 December 2024	Gives effect to the Government decisions to allow time of use charging on roads that meet policy criteria.	Bill referred to the Transport and Infrastructure Select Committee. Submissions closed. Report due 4 September.
Sale and Supply of Alcohol (sale of Alcohol on the morning of Anzac Day, Good Friday, Easter Monday, and Christmas Day) Amendment Bill Members' Bill Introduced on 20 February 2025	Bill would extend the sale of alcohol to those four named days.	Submissions closed
Regulatory Standards Bill Government Bill Introduced on 19 May	Bill aims to reduce the amount of poor quality regulation by setting quality standards and reporting requirements against those standards.	Bill referred to the Finance and Expenditure Committee. Submissions close on 23 June.
Building and Construction (Small	Enables small stand-alone dwellings of up to 70 square	Bill referred to the Transport and Infrastructure Committee.

Stand-alone Dwellings) Amendment Bill (aka Granny Flats Bill) Government Bill Introduced 22 May 2025	metres to be built without a building consent if certain conditions are met	Submissions close on 23 June.
Valuers Bill Government Bill Introduced 14 May 2025	Modernises the Registration of Valuers Act	First reading on 15 May. Submissions to the Primary Production Select Committee. Submissions close 27 June.
Climate Change (Emissions Trading Scheme – Forestry Conversion) Amendment Bill Government Bill Introduced 10 June 2025	This bill seeks to amend the Climate Change Response Act 2002 to limit whole-farm conversions to exotic forestry registering in the New Zealand emissions trading scheme.	Awaits first reading
Resource Management (Prohibition on the Extraction of Freshwater for On-selling) Amendment Bill Members' Bill Introduced on 13 March 2025	This Bill would amend the Resource Management Act to make the extraction of freshwater for the purpose of on-selling in a packaged form a prohibited activity,	A member's bill awaiting first reading. (Debate started on 21 May).
Local Government (Port Companies Accountability) Amendment Bill Members' Bill Introduced on 22 May 2025	Reverses the exclusion of port companies from the rules applying to a CC).	A member's bill awaiting first reading.
Local Government Systems Improvements Bill Government Bill	Gives effect to proposed change of purpose of local government, rate-capping, and performance comparisons.	Signalled in the back-to-basics announcements at the LGNZ Conference. Expected in June 2025.
Te Ture Whenua Māori Amendment Bill Government Bill	Amends Te Ture Whenua Māori Act 1993 to “better enable Māori economic development”.	Announced in the release of the Quarter One 2025 Action Plan. Policy decisions in the first quarter and legislation late 2025. This may include changes to the Rating Act.
RMA Replacement Bill	A new act to “manage environmental effects that	Signalled in coalition agreements – late 2025.

Government Bill	arise from the use of natural resources".	
Urban Development and Infrastructure Bill Government Bill	Bill to enable urban development and infrastructure. This act will also be aligned with the Government's Going for Housing Growth plan and its 30-year National Infrastructure Plan.	Signalled in coalition agreements – mid-late 2025.
Building Act Amendment Bill Government Bill	More comprehensive changes to Building consenting making it easier for private BCAs, address barriers to voluntary consolidation, national consenting body, ensuring national consistency, strengthening roles and responsibilities, new consent pathway for commercial buildings, new assurance pathways more self certification – further streamlining, risk and liability.	Late 2025?
Emergency Management Bill Government Bill	<p>The Government will implement a programme of changes in five broad areas:</p> <ul style="list-style-type: none"> • Give effect to the whole-of-society approach to emergency management. • Support and enable local government to deliver a consistent minimum standard of emergency management across New Zealand. • Professionalise and build the capability and capacity of the emergency management workforce. • Enable the different parts of the system to work better together. • Drive a strategic focus on implementation and 	In preparation – expected late 2025.

	investment to ensure delivery.	
Treaty Clauses Legislation Bill Government Bill	Bill implementing results of the review of existing Treaty clauses in legislation.	Mid-late 2025
Local Government (Infrastructure Funding and Financing) Amendment Bill Government Bill	Bill will replace development contributions with a system of development levies. Possible changes to targeted rates.	Signalled in Ministerial speech on 28 February. Expected in September 2025
Infrastructure Funding and Financing Amendment Bill Government Bill	Would give effect to refinements to the vehicle for special purpose vehicles.	Signalled in Ministerial speech on 28 February, Expected in September 2025
Biosecurity Amendment Bill Government Bill	Bill to give effect to any policy decisions to modernise this legislation. Consultation closed December 2024. .	Mid-late 2025
Public Works Act Amendment Bill #2	Bill to implement results of the wider PWA review.	Signalled by Ministers of Land Information and Infrastructure.
Land Transport Legislation Bill Government Bill	Bill to place government under an obligation to prepare the GPS Land Transport with a ten-year investment horizon (as signalled in the draft GPS). Will empower road tolling. Will be needed to empower transition away from fuel excise, and value capture.	Signalled by minister – expected in late-2025.
Waste Management Bill	May implement the conclusions of the 2023 consultation on waste management (also apparently the current consultation).	Not clear how fast this is progressing within MFE. Mid-late 2025.
Emissions Trading Scheme Amendment Bill	Introduces the split gas approach and methane targets referred to in the National/Act agreement.	Not clear how fast this is progressing within MFE.
Hazard Substances and New Organisms Amendment Bill	Liberalises the laws around GMOs as set out in the National/Act agreement.	Not clear how fast this is progressing.
Climate Adaptation Bill	Bill sets the legal framework for powers and responsibilities with respect to climate adaptation. If there is a climate adaptation fund it will be in this Bill.	Late 2025.

Electoral Amendment Bill	Will remove the rights of prisoners to vote.	Late 2025.
GST Amendment Bill	A Bill may be needed to give effect to any decision to hypothecate a share of the revenue from GST for new builds to the sector.	Signalled in the ACT/National agreement for investigation. Likely to be and end of 2025 (if at all).

6. **Regulatory and Emergency Management Update**
See **Attachment 1**.

7. **Publication of local government metrics**

In August 2024, the Government announced measures to refocus councils in response to cost-of-living concerns.

8. In November, Cabinet approved proposals included in the Local Government (System Improvements) Amendment Bill. This Bill lays the foundation for a new council performance measurement framework.

9. The overarching objectives of the performance measurement project are to ensure that information about how councils are performing is readily accessible in a central location, consistent and comparable.

10. The Department of Internal Affairs (DIA) will publish a set of council profiles on its website annually, including key performance metrics for each council, with the first release scheduled for 30 June 2025. The initial profiles will include metrics relating to financial performance. Other metrics and benchmarks will be added in future years, following some changes to council reporting requirements in law, to provide greater context and a more complete picture of council performance.

11. DIA has provided the draft set of metrics to staff for review. Feedback has been provided feedback to DIA, and they have confirmed they will amend the profile. LGNZ has been providing guidance and support to the sector through this process.

12. **Community Renewable Energy Fund – Resilience Programme Update**

The Community Renewable Energy Fund (CREF), supported by central government through the Ministry of Business, Innovation and Employment (MBIE), is currently backing a programme aimed at boosting emergency preparedness and energy resilience in key community facilities. These are the buildings our communities rely on as welfare centres during civil defence emergencies.

13. Staff are working closely with the Energy Efficiency and Conservation Authority (EECA), who are providing support and oversight for the delivery of these projects. Together with Civil Defence, a list of priority sites across the Buller region have been identified — many of which are located on BDC reserves.

14. The plan is to install solar panels and battery systems at these sites, helping ensure they remain operational during emergencies. There is a co-funding element involved, and a range of options are being considered, including external funding and potentially using the reserves contribution fund.
15. If additional funding becomes available in the future, the programme could be extended to include more community halls.
16. **DRAFT RECOMMENDATION**
That the Chief Executive Officer's Report dated 25 June 2025 be received.



Regulatory Report

June 2025

Simon Bastion

Group Manager, Regulatory Services

Group Manager Update

There is a considerable amount of new regulation being proposed coming out of Central Government for the regulatory portfolio. Whilst we are across the potential implications of the proposed changes we do not have capacity internally for make any submissions for each. There are also some random announcements like the follow that are being made with the ability to realise the context of such and action would mean for local councils. The latest announcement the Building and Construction Minister Chris Penk says:

“Councils will be required to process building consents for new homes with solar panels within 10 working days, down from the standard 20 working days” & “We are proposing changes to the Building Act, that will make it clear that a building consent is not needed to install rooftop solar panels on existing buildings”.

We continue to follow through on the increase in non-compliance across the board which has diverted staff from direct consent processing. There will be further work in the coming months regarding a number of matters of concern.”

There many councils who are already struggling to meet the 20 days requirement let alone cut this time in half for other builds.

The new regulation for LIM's comes into effect on the 1st July and staff attend a Top of the South forum on the subject. There are some minor alterations we can apply but based on what we provide now we are in alignment with the new regulation.

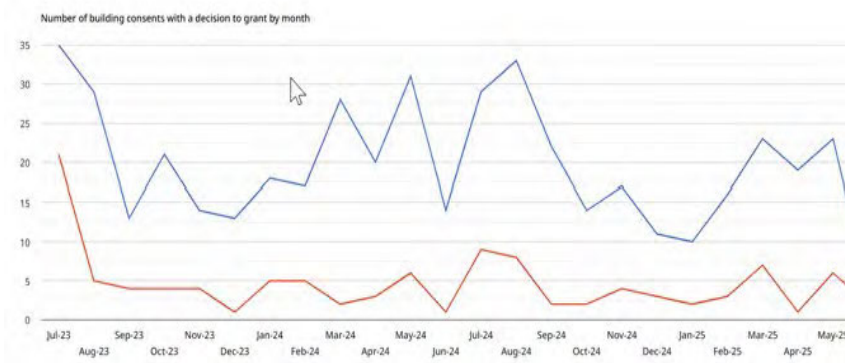
The proposed Business Connect integration for online applications forms for Food Licencing has been put on a pause whilst we complete an IT/IM strategy for the entire business.

We continue to work closely with CDEM team to validate community readiness in regard to resources and supplies. The focus will be on the community welfare centres to ensure they have the ability to stand alone during a extended crisis.

We have started workshoping the Business Continuity Plans for the Buller council with each department. The current plans need a full revision to ensure we have the plans to manage any future business crisis. The work has now been contracted and will be completed by mid-July for a final signoff in August.

Building Team

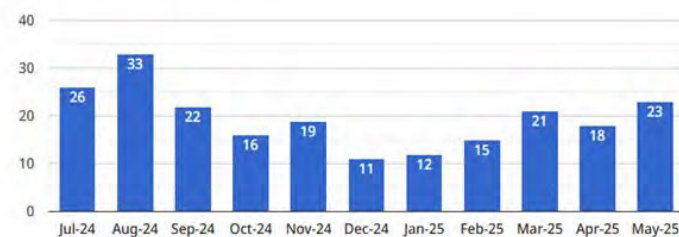
Building Consents



Total Building Consents – May – 23 consents issued (1 dwelling)

BC Granted/Issued

Monthly for All Building Types and All Complexities



INSPECTIONS – 73 inspections undertaken

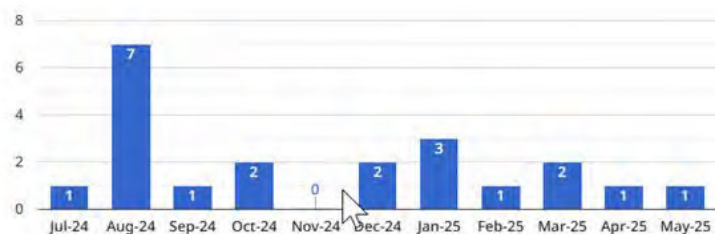
Inspections Undertaken
Monthly for All Building Types and All Complexities



An other high number of inspections for May

Project Information Memorandum (PIM) – 2 PIM's

All PIM Apps Issued (Incl. PIM Only and PIM/BC)
Monthly for All Building Types and All Complexities



- Compliance Schedule audits have been completed.
- Assessing flood damaged dwellings that were placard 2021 and 2022. Have a new format to assess properties that are still outstanding.

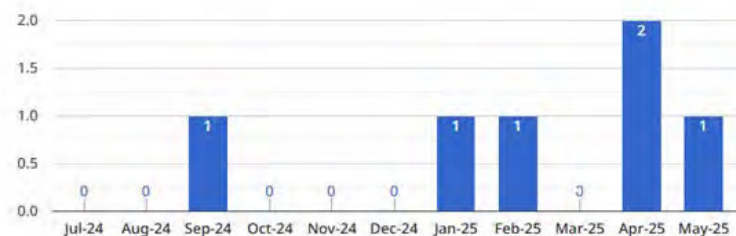
Code Compliance Certificate – 22 CCC issued – all within 20 day time frame

20 CCC issued
CCC Decision to Issue
Monthly for All Building Types and All Complexities



1 CCC over 20 days
Consent Processing Times vs Statutory Timeframe

BC Decision to Grant - 21 or More Stat Days
Monthly for All Building Types and All Complexities



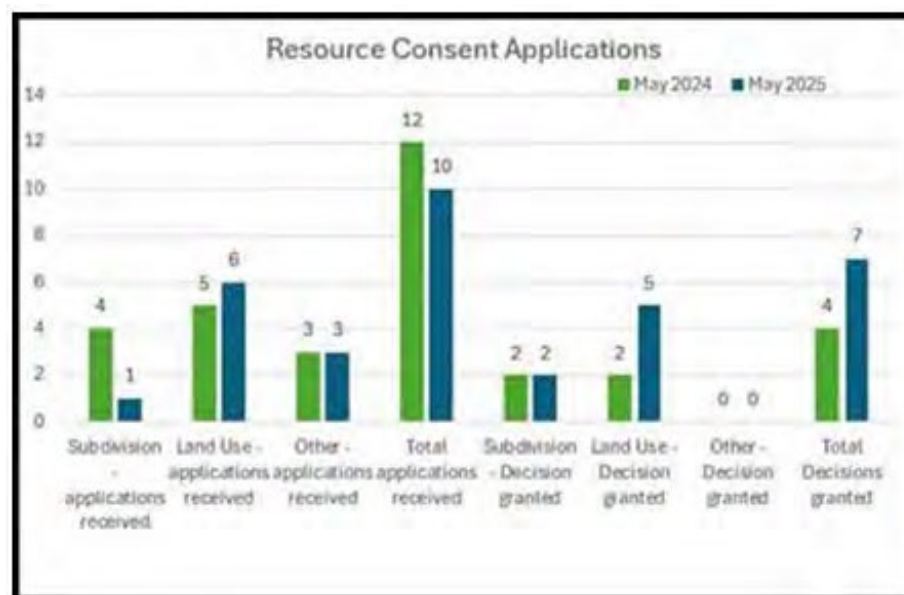
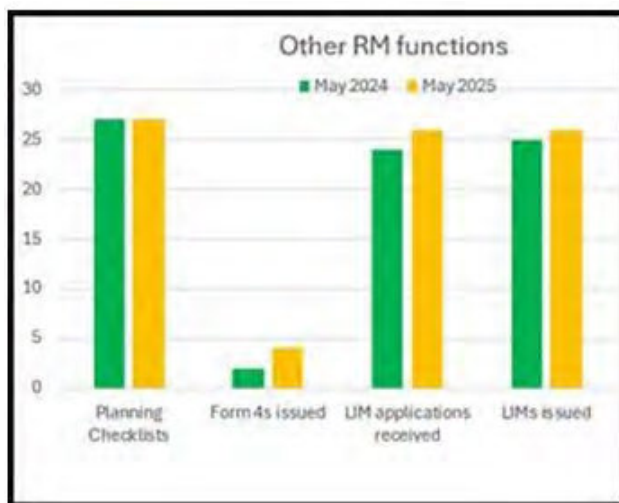
1 consent granted after 20 days.

BC250036 – file note explanation: The statutory time frame for BC has been exceeded for the following reason: 5 rounds of RFIs and multiple changes and discussions with TA required for the designer to get the inundation protection right 250036.

This consent had a difficult designer and trying to get the correct information was difficult. The plans required changes to the FFL of the dwelling to protect from flood inundation, and then the owner did not want the land title endorsed so changed to include building up the finished ground levels around the dwelling to mitigate form the hazard. Once the plans and design were detailed for mitigation, the plans had to be re-submitted to planning to check the changes to the District Plan requirements.

Planning Department

	May 2024	May 2025
Subdivision - applications received	4	1
Land Use - applications received	5	6
Other - applications received	3	3
Total applications received	12	10
Subdivision - Decision granted	2	2
Land Use - Decision granted	2	5
Other - Decision granted	0	0
Total Decisions granted	4	7
Planning Checklists	27	27
Form 4s issued	2	4
LIM applications received	24	26
LIMs issued	25	26
Enquiries	251	178



TE TAI O POUTINI PLAN (TTPP) UPDATE:

The scheduled hearings on TTPP have been completed. The independent Hearings Panel are now deliberating on the submissions received on the Plan and any additional information they heard or requested during the hearings process.

Reports from the Hearings Panel detailing their recommended changes on each plan chapter are expected to be with the TTPP Committee during August. It is anticipated that the TTPP Committee will make decisions on each of the chapters individually in September.

Compliance Team

Animal Control:

- Dog registration about to get underway for the new round of dog registrations. This involves a lot of coordination across multiple departments working to support the process.
- Unregistered dogs – We are currently at 24 unregistered dogs across the district with 24 of those now on a payment plan. This is approximately 50% reduction from last month. We will continue with property visits until the new registration begins.
- Some of these visits are tailored around working with a range of people who are struggling financially, suffer varying degrees of mental health issues etc. Working with these people takes time and delicate discussions to reach the right solution. 1 dog rehomed.

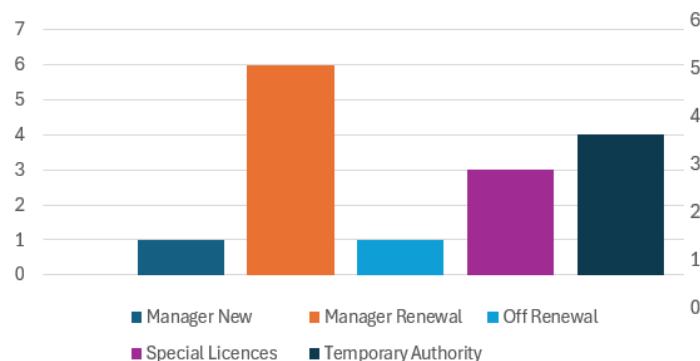
General Compliance Complaints:

- An increase in noise complaints related to a couple of addresses
- Working closely with Police & Allied security on the call out process.
- Investigating camping grounds as an annual audit. Have identified several unregistered camping grounds that will be followed up over the next few months
-

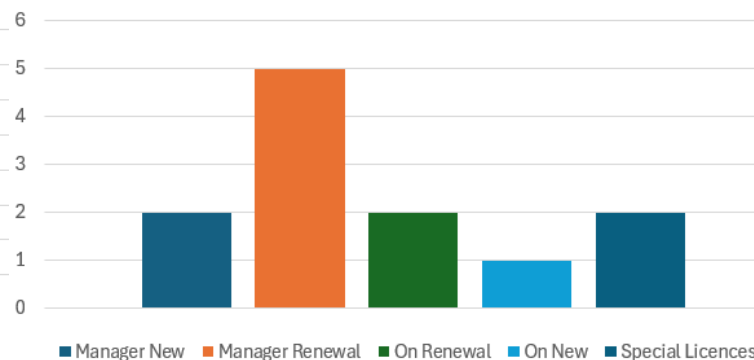
Alcohol

- 15 new applications received for May
- We have caught up on the backlog of licence applications
- Have reviewed and updated licence applications form online to ensure consistency with legislation and to ensure we capture all information required.
- Awaiting DLC Chair report on Seddonville Hotel

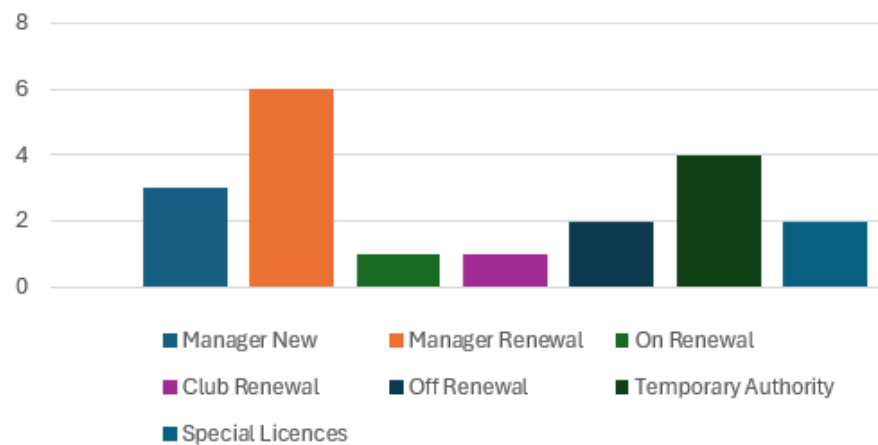
Liquor Licence Application Received
May 2025 - Total 15



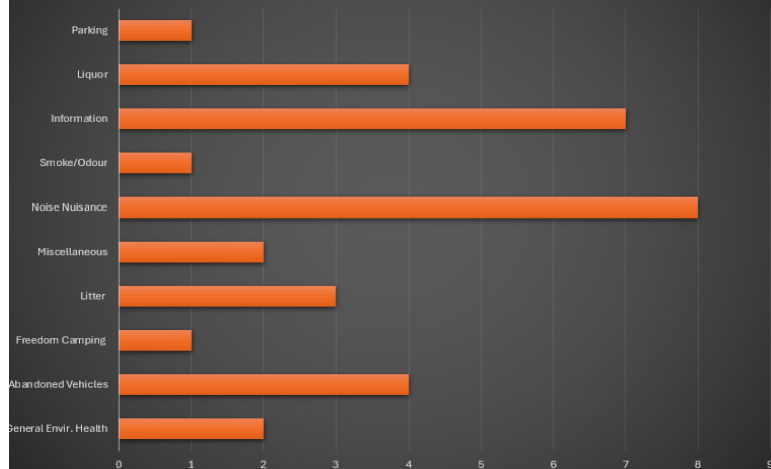
Liquor Licences Issued
May 2025 - Total 12



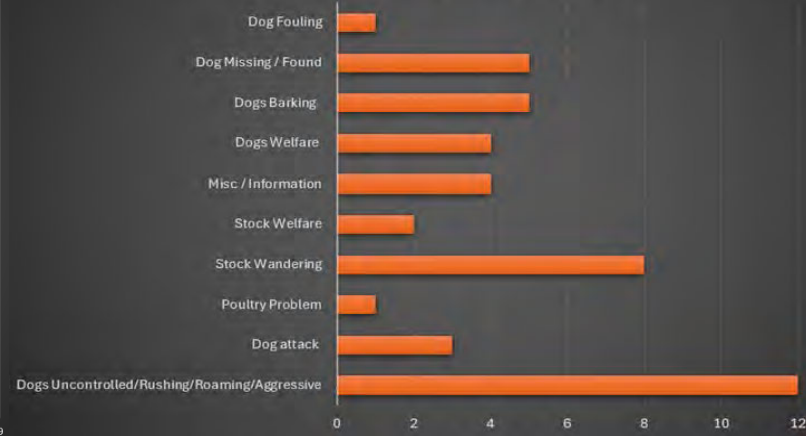
Liquor Licences in Progress May 2025 - Total 19



Enviromental Services Service Requests May 2025 (Total 33)



Animal Management and Compliance Service Requests May 2025 (Total 45)



Policies Under Review

Dangerous, Affected and Insanitary Buildings Policy

- Council approved 28 May 2025
- Public consultation 9 June to 11 July 2025

Class 4 Gambling and TAB Venues Policy

- Consultation with council on the approach completed
- Hearings and deliberations completed
- RAC approval for cap at current levels
- Draft Policy + Statement of Proposal+ Draft Adoption report to be submitted to council

Master Planning Update

Stage three enablement works continue to be actioned by the project team, the below provides a high level summary of key elements undertaken.

- A Memorandum of Understanding has been signed between PAMU and BDC;
- An initial meeting was held in Westport on 17 June to establish working relationships and clearly articulate each parties needs;
- Master Planning has been shortlisted in the LGNZ “Super Idea– Tū Auaha Award” category. The winner will be announced at the LGNZ 2025 SuperLocal Awards on 17 July in Christchurch.
- Negotiations with potential funders continues;
- Varied meetings with key local industries have been undertaken to understand future housing demands and partnership models;
- Early spatial planning works being undertaken to understand volume of land required for Westport’s growth;
- Early infrastructure servicing conversations have been initiated;
- New Zealand Climate Change Commission have requested a meeting for September 2025 to understand the adaptation works undertaken;
- Insurance Council New Zealand has contacted BDC and wishes to support the projects intentions;
- IAG insurance has requested further meetings to ensure long term insurance viability for Westport.

Emergency Management Update

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 13

Prepared by: Simon Pickford
Chief Executive Officer

PORTFOLIO LEADS VERBAL UPDATE

1. REPORT PURPOSE

A summary of updates is verbally provided by each of the new Portfolio Leads and Council Representatives listed below.

2. DRAFT RECOMMENDATION

That Council receive verbal updates from the following Chairs and Council Representatives, for information:

- a) Inangahua Community Board – Councillor Webb
- b) Regulatory Environment & Planning - Councillors Neylon and Basher
- c) Community Services - Councillors Howard and Pfahlert
- d) Infrastructure - Councillors Grafton and Weston
- e) Corporate Policy and Corporate Planning - Councillors Reidy and Sampson
- f) Smaller and Rural Communities - Councillors O’Keefe and Webb
- g) Iwi Relationships - Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine
- h) Te Tai o Poutini Plan – Mayor Cleine and Councillor Neylon
- i) Joint Committee Westport Rating District – Mayor Cleine, Councillor Howard and Councillor Reidy
- j) Regional Transport Committee – Councillor Grafton

BULLER DISTRICT COUNCIL

25 JUNE 2025

AGENDA ITEM: 14

Prepared by: Simon Pickford
Chief Executive Officer

PUBLIC EXCLUDED REPORT

1. **REPORT SUMMARY**

Subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA) s48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

2. **DRAFT RECOMMENDATION**

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 under LGOIMA
PE 1	Simon Pickford Chief Executive Officer	Confirmation of Previous Public Excluded Minutes	<p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or</p> <p>(s 7(2)(j)) - prevent the disclosure or use of official information for improper gain or improper advantage.</p> <p>(s 7(2)(b)) - protect information where the making available of the information would</p> <ul style="list-style-type: none">i. Disclose a trade secretii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.

Item No.	Minutes/ Report of:	General Subject	Reason For Passing Resolution under LGOIMA
PE 2	Simon Pickford Chief Executive Officer	Water Catchment Reserve	(s7(2)(g)) - maintain legal professional privilege
PE 3	Krissy Trigg – Group Manager Community Services	Property and Land Use	(s7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);