



AGENDA

Meeting of the
Buller District Council

Commencing at 3:30PM
Wednesday 27 November 2024

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 2024 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

27 November 2024 03:30 PM

Agenda Topic	Page
1. Apologies	7
2. Members Interests	8
3. Confirmation of Previous Minutes	9
3.1 Attachment 1 - Council Public Meeting Minutes 30 October 2024	10
3.2 Attachment 2 - Extraordinary Council Meeting Minutes 13 November 2024	18
4. Action Points Report	24
4.1 Attachment 1 - Council Action Points November 2024	25
5. Buller Holdings Limited Annual Report - 30 June 2024	26
5.1 Attachment 1 - Buller Holdings Ltd (BHL) Annual Report	28
5.2 Attachment 2 - BHL AGM 2024 - Minutes	60
6. Communication And Engagement Strategy	63
6.1 Attachment 1 - BDC Communication and Engagement Strategy	70
7. Application By The Trust Community Foundation Limited For The Cosmopolitan Hotel, Westport Under Buller District Council Class 4 Gambling And Totalisator Agency Board (TAB) Venue Policy Transfer Station	80
8. Mayors Report	88
8.1 Attachment 1 - TUJA Prospectus 2025	93
8.2 Attachment 2 - WCEM Joint Committee Meeting Papers - 6 November	105
8.3 Attachment 3 - MCI Forum - 6 November Meeting Notes	132
8.4 Attachment 4 - TTPP Committee 12 November	135

8.5	Attachment 5 - LGNZ Quarterly Update	156
8.6	Attachment 6 - Mayors Correspondence	178
9.	CEO Report	184
9.1	Attachment 1 - Key Performance Indicator (KPI) Update	190
10.	Portfolio Leads Verbal Updates	195
11.	Public Excluded Report	196

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 1

Prepared by Simon Pickford
Chief Executive Officer

APOLOGIES

REPORT SUMMARY

1. 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

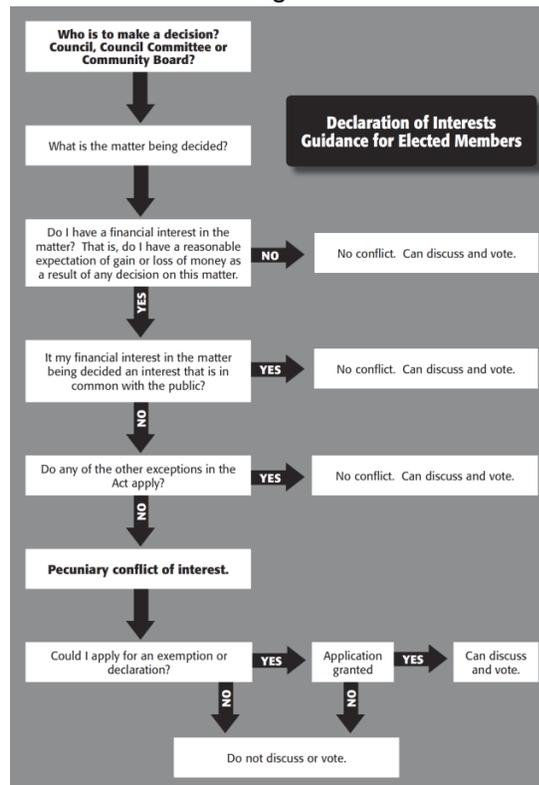
27 NOVEMBER 2024

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).



DRAFT RECOMMENDATION:

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

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 3

Prepared by Simon Pickford
Chief Executive Officer

Attachments 1. Council Meeting Public Minutes 30 October 2024
2. Extraordinary Council Meeting Minutes 13 November 2024

CONFIRMATION OF MINUTES

DRAFT RECOMMENDATION

1. **That Council receive and confirm the Public Minutes from:**
 - **Council Meeting 30 October 2024**
 - **Extraordinary Council Meeting 13 November 2024**



ORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT THE CONCLUSION OF THE RISK AND AUDIT COMMITTEE MEETING ON WEDNESDAY 30 OCTOBER 2024 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

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

PRESENT VIA ELECTRONIC LINK: Cr L Webb, N Tauwhare (Iwi Representative)

IN ATTENDANCE: S Pickford (CEO), J Salmond (Senior Project Lead), P Numan (Group Manager Corporate Services), M Aitken (Interim Group Manager Infrastructure Services, Interim Group Manager Regulatory), M Sutherland (Acting Manager Infrastructure Delivery), B Litte (Senior Policy Advisor), C Borrell (Governance Assistant)

IN ATTENDANCE VIA ELECTRONIC LINK: Nil

MEDIA: Ellen Curnow (Westport News)

PUBLIC FORUM: Nil

MEETING DECLARED OPEN AT: 5.05PM

1. APOLOGIES (Page 7)

Discussion:

Cr A Pfahlert required to leave at 6pm.

Cr T O'Keefe required to leave at 6.30pm.

RESOLVED that there are no apologies to be received and accepts Cr A Pfahlert and Cr T O'Keefe request for leave of absence.

Mayor J Cleine/Cr A Pfahlert

11/11

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 8)

Discussion: Nil

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

Mayor J Cleine/Deputy Mayor A Basher

11/11

CARRIED UNANIMOUSLY

14. LATE AGENDA ITEM - Retrospective Approval Of The Appointment Of Proxy Vote For Council- Buller Holdings Limited Annual General Meeting 2024

Mayor J Cleine explained the reasons for the late item.

RESOLVED That Council allow the late agenda item titled “**Retrospective Approval Of The Appointment Of Proxy Vote For Council- Buller Holdings Limited Annual General Meeting 2024**” to be heard at this meeting.

Cr C Reidy/Cr A Pfahlert

11/11

CARRIED UNANIMOUSLY

Discussion: Nil

The recommendation has been amended from: “*That retrospective approval be given to appoint the Mayor Jamie Cleine, or the Deputy Mayor, Andrew Basher, in the Mayor’s absence, as the proxy vote for the Council at the 2024 Annual General Meeting for Buller Holdings Limited and its subsidiaries, which was held on 30 October 2024.*” and reads as is written below.

RESOLVED That retrospective approval be given to appoint the Mayor Jamie Cleine, and the Deputy Mayor, Andrew Basher, as the proxy vote for the Council at the 2024 Annual General Meeting for Buller Holdings Limited and its subsidiaries, which was held on 30 October 2024.

Cr A Pfahlert/Cr P Grafton

11/11

CARRIED UNANIMOUSLY

3. CONFIRMATION OF PREVIOUS MINUTES (Page 9)

Discussion: Mayor J Cleine confirmed he is awaiting bank account details to transfer the \$550.00 funding to the Playcentre.

RESOLVED That Council receive and confirm the Public Minutes from:

- Council Meeting 25 September 2024

Cr P Grafton/Cr J Howard

11/11

CARRIED UNANIMOUSLY

4. ACTION POINTS REPORT (Page 22)

Discussion:

Update to Action Point 26 – Staff to investigate if the report needs to come to council prior to 18 December meeting.

RESOLVED that Council receive the Action Point list for information.

Mayor J Cleine Deputy/Mayor A Basher

11/11

CARRIED UNANIMOUSLY

5. COMMUNITY OUTCOMES AND LONG-TERM PLAN 2025-2034 STRATEGY (Page 24)

Discussion:

J Salmond (Senior Project Lead) spoke to the report and answered questions.

Recommendation two has been amended from: *“Agree as to whether the community outcomes will remain as part of the Long-Term Plan or not.”* and reads as is as written below.

Recommendation three has been amended from: *“If they are to remain, Council are to confirm which of the community outcomes are to be included in the draft Long-Term Plan document. It will be up to the elected members to decide which ones remain in the document.”* and reads as is as written below.

Note: Recommendation four was left on the table

RESOLVED That Council:

1. Receives the report.

Cr T O’Keefe/Deputy Mayor A Basher
11/11
CARRIED UNANIMOUSLY

2. Agree the community outcomes will remain as part of the draft Long-Term Plan.

Cr T O’Keefe/Deputy Mayor A Basher
9/2
Cr C Reidy against
MOTION CARRIED

3. Five community outcomes are to be included in the draft Long-Term Plan document under the headings social, affordability, prosperity, culture, environment.

Cr T O’Keefe/Deputy Mayor A Basher
9/2
Cr C Reidy against
MOTION CARRIED

4. Adopts the proposed strategy for the Long-Term Plan 2025-2034 of ‘holding the line’ and ‘going back to basics’.

J Salmond departed the meeting at 5.40pm.

6. ADOPTION OF THE DRAFT WEST COAST REGIONAL WASTE MANAGEMENT AND MINIMISATION PLAN 2024 FOR PUBLIC CONSULTATION (Page 28)

Discussion:

M Sutherland (Acting Manager Infrastructure Delivery) spoke to the report and answered questions.

RESOLVED That Council:

1. Receives the report

2. Adopts the draft West Coast Regional Waste Management and Minimisation Plan for public consultation including the Addendum.
3. Adopts the Statement of Proposal for the draft West Coast Regional Waste Management and Minimisation Plan for public consultation.
4. Approves proceeding with public consultation to seek feedback related to the draft West Coast Regional Waste Management and Minimisation Plan including the Addendum.

Mayor J Cleine/Cr G Weston
11/11
CARRIED UNANIMOUSLY

7. BUILDING AND OPERATION OF A CONSTRUCTION AND DEMOLITION (C&D) WASTE RECOVERY FACILITY AT THE WESTPORT TRANSFER STATION (Page 88)

Discussion:

M Sutherland (Acting Manager Infrastructure Delivery) spoke to the report and answered questions.

RESOLVED That Council:

1. Receives the report
2. Approves the building of a Construction and Demolition (C&D) Recovery Facility at the Westport Transfer Station.
3. Approves the use of Council revenues (gates fees and commercialization of reusable items), Waste Disposal Levy Funds and general rates to cover the ongoing cost of facility operation, maintenance, insurance and depreciation.
4. Notes that the net cost of operating the facility is estimated at \$10,680 and will be included, along with the expected savings in transportation costs, in the 2025-2034 Long Term Plan, for a net positive position of \$10,320 per annum.

Cr P Grafton/Cr T O'Keefe
9/1
Cr C Reidy abstained
MOTION CARRIED

Cr A Pfahlert departed the meeting at 5.56pm.

8. DELIBERATIONS REPORT - LOCAL ELECTION 2025: FINAL PROPOSAL REPRESENTATION ARRANGEMENT (Page 153)

Discussion:

Councillors reviewed the submissions.

B Litte (Senior Policy Advisor) spoke to the report and answered questions.

Deputy Mayor A Basher departed the meeting at 6.01pm.

Deputy Mayor A Basher returned at 6.02pm.

RESOLVED That Council:

- a. Consider the submissions received to the Initial Proposal as adopted on 31 July 2024 and subsequently publicly notified for submissions.

- b. Adopt, in accordance with sections 19H and 19J of the Local Electoral Act 2001, the following final proposal for representation arrangements to apply for the 2025 and 2028 elections:
 1. Buller District will be divided into three wards.
 2. Those three wards will be:
 - a) Seddon Ward as shown in Attachment 1 and comprising the area delineated on SO Plan 14452 deposited with Land Information New Zealand
 - b) Inangahua Ward as shown in Attachment 1 and comprising the area delineated on SO Plan 14454 deposited with Land Information New Zealand
 - c) Westport Ward as shown in Attachment 1 and comprising the area delineated on SO Plan 14453 deposited with Land Information New Zealand
 3. The council will comprise the Mayor and 10 Councillors elected as follows:
 - a) 2 Councillors elected by the electors of Seddon Ward
 - b) 2 Councillors elected by the electors of Inangahua Ward
 - c) 6 Councillors elected by the electors of Westport Ward.
 4. There will be an Inangahua Community Board, comprising the area of Inangahua Ward.
 5. The Inangahua Community Board will comprise four elected members and two members appointed by the council representing Inangahua Ward; and c. Direct the Chief Executive Officer, as required by section 19M of the Local Electoral Act 2001, to publicly notify the Final Proposal, as adopted in b. above and distribute the Final Proposal for public consultation.

Cr T O'Keefe/Cr P Grafton
 11/11
CARRIED UNANIMOUSLY

B Little departed the meeting at 6.15pm.

9. PROPOSED MEETING CALENDAR 2025 (Page 179)

Discussion:

Discussion was held around appropriate workshop and meeting start times.

It was decided that workshops held on non-meeting days that are likely to be brief will start at 3.30pm.

RESOLVED

1. That Council receive the report for information.
2. That Council adopt the proposed meeting calendar for 2025 as set out in Attachment 1 (noting minor amendments as advised and discussed).

Cr P Grafton/Cr T O'Keefe
 8/2
MOTION CARRIED

10. MAYOR'S REPORT (Page 183)

Discussion:

Mayor J Cleine noted that due to being involved in the response to the heavy rain event on Saturday 26 October he was unable to attend events as anticipated in his report.

He did not attend the whitebait festival due to its cancellation. The Mayor acknowledged the organisers that put effort into the family friendly event.

He did not attend the Reefton Fire Brigade 150th Anniversary celebration and parade. The Mayor acknowledged the huge commitment that the Reefton volunteers provide to the community and travelling public in fire and rescue callouts.

Noted and amended.

RESOLVED That Council:

1. Receive the report for discussion and information.
2. Notes Inwards and Outwards Correspondence and provide direction for any responses required.

Cr P Grafton/Cr G Weston
10/10
CARRIED UNANIMOUSLY

11. CHIEF EXECUTIVE OFFICER'S REPORT (Page 215)

Discussion:

Staff to provide councillors further breakdown around building and resource consent processing.

Cr T O'Keefe departed the meeting at 6.28pm.

RESOLVED

1. That Council receive the Chief Executive Officer's Report for information.

Mayor J Cleine/Cr J Howard
9/9
CARRIED UNANIMOUSLY

12. PORTFOLIO LEADS VERBAL UPDATE (Page 221)

Discussion:

ACTION POINT: Regional Transport Committee - Staff to bring Speed Management options for Council to consider in due course.

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

a. Inangahua Community Board – Cr L Webb

Meeting is next Tuesday 5 Nov at Inangahua Junction Hall.

b. Regulatory Environment & Planning - Councillors Neylon and Basher

District Licencing Committee is one member short. Local alcohol bylaws to be looked at.

c. Community Services - Councillors Howard and Pfahlert

“Let's Talk” community engagement platform has been rolled out. Community Facilities survey and input on the Reserve management Plan are online. Encourages people to fill in a survey. Punakaiki experience is having its formal

opening 1pm on 29 November. A funding application for the Carters Beach hall stage has been made.

d. Infrastructure - Councillors Grafton and Weston

Trunk main tender to go out shortly.

e. Corporate Policy and Corporate Planning - Councillors Reidy and Sampson

Nothing to report.

f. Smaller and Rural Communities - Councillors O’Keefe and Webb

Attending subcommittee meetings. Subcommittees are holding workshops with communities for input into the LTP.

g. Iwi Relationships - Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine

Involved with interpretation panels for Punakiki for the last 3 months.

h. Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon

There was discussion around delaying the Plan due to hazard mapping concerns. The committee concluded the original introduction of the Plan could have informed the public better. There will be a press release about the history of the TTP to inform the public. Hearings are scheduled and the process is continuing according to the law. Changes to the RMA have not been made. Government has indicated Hazard zones will stay. The Buller view is that the Plan needs to be landed as soon as possible due to the significant cost to the ratepayers, the statutory requirements, and that if TTPP was not adopted, the statutory obligations for planning would fall on BDC at additional cost.

i. Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy

Has not met.

j. Regional Transport Committee – Cr Phil Grafton

Speed management plan has been revoked by current government.

Mayor J Cleine/Deputy Mayor A Basher

9/9

CARRIED UNANIMOUSLY

Cr R Sampson departed the meeting at 6.43pm.

Cr R Sampson returned at 6.45pm.

13. **PUBLIC EXCLUDED (Page 222)**
Discussion:

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

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE 1	Simon Pickford Chief Executive Officer	Confirmation of Public Excluded Minutes	(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 (s 7(2)(j)) - prevent the disclosure or use of official information for improper gain or improper advantage.
PE 2	Brendon Russ, Project Manager	Road Reseals 2024/2027 – Tender Recommendation	(s7(2)(bii)) - protect information where the making available of the information would: ii. Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
PE 3	Paul Numan, Group Manager Corporate Services	Insurance Cover Placement 2024-25	(s7(2)(i)) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

Mayor J Cleine / Deputy Mayor A Basher

9/9

CARRIED UNANIMOUSLY

MOVED INTO PUBLIC EXCLUDED: 6.51PM



EXTRAORDINARY MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 3:30PM MEETING ON WEDNESDAY 13 NOVEMBER 2024 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: Mayor J Cleine, Cr P Grafton, Cr T O'Keefe, Cr Joanne Howard, Cr G Neylon, Deputy Mayor A Basher, Cr R Sampson, Cr A Pfahlert

PRESENT VIA ELECTRONIC LINK: Nil

IN ATTENDANCE: S Pickford (CEO), B Little (Policy Advisor), T Armstrong (Licensing Officer), M Aitken (Interim Group Manager Regulatory Services), C McDonald (Governance Secretary)

IN ATTENDANCE VIA ELECTRONIC LINK: Nil

MEDIA: Nil

Class 4 Gambling Application Cosmopolitan Hotel

Time	Zoom/In Person	Name	Organisation	For/Against
3:35PM	In Person	Paul Adams (Applicant)	The Trust Community Foundation	Applicant
3:45PM	Zoom	Charles Egwuba	PGF Services	Against
3:55PM	Zoom	Hebe Gibson	Te Whatu Ora	Against
4:05PM	Zoom	Trevor Wilson	Individual	Against

Buller District Council Class 4 Gambling and TAB Venue Policy Review

Time	Zoom/In Person	Name	Organisation	Notes
4:20PM	Zoom	Lucy Waterreus	Clubs New Zealand	Clubs NZ is in favour of retaining the status quo.
4:30PM	Zoom	Cheryl Brunton	Te Mana Ora / Community and Public Health Te Whatu Ora	In favour of Sinking Lid for each of the categories. Option B is the favourable one for relocation.

4:40PM	Zoom	Charles Egwuba	PGF Group	In favour of Sinking Lid with No Relocations
4:50PM	Zoom	Ben Hodges	New Zealand Community Trust (NZCT)	In favour of retaining the Status Quo.
5:00PM	Zoom	Samantha Alexander	Lion Foundation	In favour of the Status Quo with a relocation provision.
5:10PM	Zoom	Jarrold True	Gaming Machine Association of New Zealand (GMANZ)	Supports a flexible relocation provision and the Status Quo.

MEETING DECLARED OPEN AT: 3:31PM

1. APOLOGIES (Page 6)

Discussion:

Cr C Reidy, N Tauwhare (Iwi Representative), Cr G Weston and Cr L Webb.

RESOLVED That Buller District Council receives apologies from Cr C Reidy, N Tauwhare (Iwi Representative), Cr G Weston and Cr L Webb.

Mayor J Cleine / Cr A Pfahlert

8/0

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 7)

Discussion:

Cr R Sampson has received funding through groups she has been associated with but has no conflict.

Mayor J Cleine declared receiving funding for Buller Health Trust but has no conflict.

Cr T O'Keefe has received through groups some funding but has no conflict.
Deputy Mayor A Basher – Buller High School has received funding but there is no conflict.

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

Deputy Mayor A Basher / Cr R Sampson

8/0

CARRIED UNANIMOUSLY

RESOLVED that Council hears all verbal submissions on 'Application By Cosmopolitan Hotel, Westport Under Buller District Council Class 4 Gambling And Totalisator Agency Board (TAB) Venue Policy' and 'Class 4 Gambling And TAB Venue Review – Consideration And Hearing Of Submissions To Statement Of Proposal'

Mayor J Cleine / Deputy Mayor A Basher

8/0

CARRIED UNANIMOUSLY

Cr L Webb is noted as an apology and will be added to the apologies.

Cr P Grafton departed the room at 4:11PM

Cr P Grafton returned at 4:12PM

Cr T O'Keefe departed the room at 4:22PM

Cr T O'Keefe returned at 4:24PM

Cr A Pfahlert departed the room at 4:35PM

Cr A Pfahlert returned at 4:37PM

Deputy Mayor A Basher departed the room at 4:59PM

Deputy Mayor A Basher returned at 5:02PM

Cr P Grafton departed the meeting at 5:31PM

Cr P Grafton returned at 5:32PM

Meeting adjourned at 5:33PM

Meeting reconvened at 5:47PM

3. APPLICATION BY COSMOPOLITAN HOTEL, WESTPORT UNDER BULLER DISTRICT COUNCIL CLASS 4 GAMBLING AND TOTALISATOR AGENCY BOARD (TAB) VENUE POLICY (Page 8)

Discussion:

Supporting letters from community groups for the applicant were shown to Elected Members.

The last application (Club Buller) was declined. This application (Cosmopolitan) is asking for more machines which would indicate that the applicant will make more money, and this does not seem to be in the best interest of our community.

As adults, we have a choice about what we do. We need to support the members of our community that have problems with drinking, gambling etc. The vast majority of people use gambling machines as a personal choice. If someone is going to spend money, then they are going to spend it regardless of whether the extra machines are there. Problem gamblers will find a way to spend money.

Trust Community Foundation is very responsible and supportive of operators and the community.

Significant funds come back to this district (where it was collected) and we don't want to see it disappear. The Westport Trotting Club has been an annual recipient of funds, and it is used to maintain their facilities.

RESOLVED That Council:

a. Receives this report and accompanying officer's report.

b. Considers the application by The Trust Community Foundation Limited to operate a further three gaming machines at the Cosmopolitan Hotel, 136 Palmerston Street, Westport.

c. Considers all the submissions received to the application; and

Cr P Grafton / Cr A Pfahlert

8/0

CARRIED UNANIMOUSLY

d. Either:

~~i. Grants the application by The Trust Community Foundation Ltd for the addition of three new machines to the Class 4 gambling venue at the Cosmopolitan Hotel in Westport:~~

OR

ii. Declines the application by The Trust Community Foundation Ltd for the addition of three new machines to the Class 4 gambling venue at the Cosmopolitan Hotel in Westport.

Cr P Grafton / Cr A Pfahlert

Vote by Division

For: Cr A Pfahlert, Cr P Grafton, Cr Joanne Howard, Cr G Neylon

Against: Mayor J Cleine, Deputy Mayor A Basher, Cr T O'Keefe, Cr R

Sampson

4/4

VOTE IS TIED

An additional recommendation was proposed and reads as follows:

Council requests advice to be brought to the next meeting on how this application is determined because of a tied vote to decline the application (in the absence of a casting vote)

Cr T O'Keefe / Cr A Pfahlert

8/0

CARRIED UNANIMOUSLY

4. CLASS 4 GAMBLING AND TAB VENUE REVIEW – CONSIDERATION AND HEARING OF SUBMISSIONS TO STATEMENT OF PROPOSAL (Page 75)

Discussion:

B Little spoke to the proposed options for the review of the policy and answered Elected Members questions around what each option would mean.

RESOLVED That Council:

1. Receives the submissions to the Statement of Proposal for the review of the Class 4 Gambling and TAB Venue Policy.
2. Hears the verbal submissions of those submitters who wished to be heard.
3. Considers all the submissions to the Statement of Proposal.

Deputy Mayor A Basher / Cr T O'Keefe
8/0

CARRIED UNANIMOUSLY

4. Either:

~~a. Requests Te Whatu Ora to undertake a Social Impact Assessment to establish to assess the current policy with respect to how well it was meeting the legislative requirement to prevent and minimise gambling related harm and report back to Council with the results for consideration prior to the preparation of a draft policy.~~

OR

b. Directs the Chief Executive Officer to prepare a draft Class 4 Gambling and TAB Venue Policy to the Risk and Audit Committee by April 2025 based on the following:

~~i) Status Quo – with OR without new relocation of venues provisions.~~

OR

ii) Relocation of venues provisions and restrictions on:

- Number of machines in district
- Number of venues in district
- Location of venues
- Number of machines in venues.

OR

~~iii) Restrictions only (no relocation provisions) on:~~

- ~~• Number of machines in district~~
- ~~• Number of venues in district~~
- ~~• Location of venues~~
- ~~• Number of machines in venues~~

OR

iv) Sinking lid

Cr G Neylon / Deputy Mayor A Basher

7/1

MOTION CARRIED

- There being no further business the meeting concluded at 6:32PM
- **Next meeting:** 27 November 2024, Clock Tower Chambers, Palmerston Street, Westport.

Confirmed: **Date:**.....

UNCONFIRMED

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 4

Prepared by Simon Pickford
Chief Executive Officer

Attachments 1. Council Action Points November 2024

COUNCIL ACTION POINT LIST

REPORT SUMMARY

1. A summary of council resolutions requiring actions.

DRAFT RECOMMENDATION

2. **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	<p>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.</p>	<p>D Marshall M Sutherland P Numan</p>	<p>Staff have been focused on achieving the additional funding from TIF during the last month and on preparing the draft enhanced annual plan.</p> <p>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.</p> <p>Update 26 June 2024 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.</p> <p>Update 31 July The 28 August Update is to include Camp Development Plans of the Leasee</p> <p>Update 28 August Due to staff illness this will be included in the September update to Council with the update on the Punakaiki Wastewater Treatment Plant</p> <p>Update 19 Sept 2024 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.</p> <p>Update 9 October 2024 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)</p> <p>Updated 12 November 2024 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.</p>	<p>26 June 2024 28 August 2024 25 September 2024 30 October 2024 27 November 2024 18 December 2024</p>
26	<p>28 February 2024 Brougham House Update Staff will report back in December 2024 on progress update on options being considered for Brougham House, EOC and Library.</p>	<p>K Trigg</p>	<p>Update 30 October 2024 Staff to investigate if the report needs to come to council prior to 18 December meeting.</p>	<p>18 December 2024</p>

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 5

Prepared by Paul Numan
Group Manager – Corporate Services

Reviewed by Simon Pickford
Chief Executive Officer

Attachments 1. Buller Holdings Ltd (BHL) Annual Report
2. BHL AGM 2024 - Minutes

Public Excluded: No

BULLER HOLDINGS LIMITED ANNUAL REPORT - 30 JUNE 2024

REPORT PURPOSE

1. The purpose of this report is to provide the Council with the BHL Annual Report for information only – noting no decision is needed in relation to this information.

EXECUTIVE SUMMARY

2. BHL presented their 30 June 2024 Annual report to their Annual General Meeting held on 30 October 2024.
3. The appointment of a shareholder proxy vote facilitated the Council vote by the Mayor and Deputy Mayor at the 2024 BHL AGM.
4. The minutes from the meeting are attached and the following matters are of note:
 - The proxies from Buller District Council were received.
 - In the 2024 year the Group generated an operating profit before taxation and distributions of \$722k (2023 \$1.46m). WestReef contributed \$613k in distributions.
 - Resolved that the Annual Report for the year ended 30 June 2024 including the report of the Chairman, financial statements for the year ended 30 June 2024, and the Auditor’s report be received.
 - Resolved that a subvention payment of \$611,774 be paid to the shareholder as the final payment for the year ending 30 June 2024.
 - Appointment and remuneration of Directors

DRAFT RECOMMENDATION

5. **That the report Buller Holdings Limited (BHL) Annual Report - 30 June 2024 and attachments be received for information.**

**Buller Holdings Limited
Consolidated annual report
for the year ended 30 June 2024**

Contents

	Page
Directors' report	2
Chairman's report	3
Statement of objectives and performance	4
Statutory information	9
Auditor's report	11
Consolidated financial statements	
Consolidated statement of comprehensive income	14
Consolidated balance sheet	15
Consolidated statement of changes in equity	16
Consolidated statement of cash flows	17
Notes to the consolidated financial statements	
1 Summary of material accounting policies	18
2 Critical accounting estimates and judgements	22
3 Financial risk management	23
4 Revenue	23
5 Other income	23
6 Finance costs - net	24
7 Operating expenses	24
8 Income tax	24
9 Cash and cash equivalents	25
10 Trade and other receivables	25
11 Property, plant and equipment	26
12 Intangible assets	27
13 Leases	27
14 Deferred tax	28
15 Trade and other payables	29
16 Interest bearing liabilities	29
17 Employee benefit obligations	29
18 Share capital	29
19 Accumulated losses	30
20 Commitments	30
21 Contingencies	30
22 Related party transactions	30
23 Investments in subsidiaries	31
24 Events occurring after the reporting period	31

Directors' report

The Board of Directors have pleasure in presenting the annual report of Buller Holdings Limited, incorporating the consolidated financial statement and the auditor's report, for the year ended 30 June 2024.

With the unanimous agreement of all shareholders, Buller Holdings Limited has taken advantage of the reporting concessions available to it under section 211(3) of the Companies Act 1993.

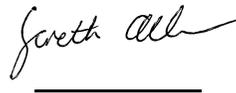
The Board of Directors of Buller Holdings Limited authorised these consolidated financial statements presented on pages 14 to 31 for issue on date shown below.

For and on behalf of the Board:



Director: Steve Grave

Date:07/10/2024



Director: Gareth Allen

Date:07/10/2024

Chairman's report

Financial results

The 2024 year has been a challenging one with rising costs across the Group driven by high inflation. The Group generated a profit before taxation of \$0.75 million compared to \$1.47 million in 2023. However, a significant change to tax legislation occurred on 1 April 2024 disallowing future depreciation on commercial buildings. As a consequence, a one-off deferred tax expense of \$1.75 million is recognised in this annual report. A subvention payment of \$613,000 was made during the year from Buller Holdings Limited to Buller District Council. The distribution is accordance with the Group Distribution Policy and is a good outcome given difficult trading conditions.

Subsidiary companies

WestReef Services Limited has had a satisfactory year, given the circumstances, generating a profit of just under \$1.3 million (before non-operating debt forgiveness) against a target of \$1.6 million. A slowing economy and rising costs have hit civil construction firms hard in recent times as costs cannot always be fully recovered in contracted works. On a positive note, WRSL completed the Westport Truck Main project for the Council during the year, has completed its IT project successfully which significantly increases organisational capability, and has been granted an extension to the NOC roading contract. WRSL has a strategy of growing competitively tendered works and remains focused on this strategy to ensure it reduces its dependency on the Council for revenue. The company is one of the largest employers in the Buller District and are proud of the social and economic benefits we provide for the community. WRSL maintained the same level of community support and sponsorship throughout the year as in previous years.

Buller Recreation Limited has performed extremely well throughout the year generating a loss before taxation of \$705,000 against a budgeted deficit of \$849,000. Insurance and power costs have increased substantially in the current environment. The management fee from Council was used towards operating costs for the Westport and Reefton pools. There have been large increases in members attending fitness sessions and increases in swim lesson numbers. BRL focused on increasing membership numbers and ensuring income streams are optimised. The multi-membership income generated by BRL for the year was a record since the inception of the centre.

BHL has completed purchase of the land for the Depot project. This area will be leased to WRSL for future development.

Governance

Monthly board meetings were held during the year to review company performance against objectives and to consider opportunities and challenges faced. Senior management attend these meetings and present reports and engage with directors. An audit committee comprising of the full board meets at least quarterly, overseeing financial management and policy issues, legislative compliance and risk management. A Health and Safety committee meets quarterly and has been operating successfully for a year and has increased the focus on the health and safety within the group.

I would like to thank all of the directors for their efforts during the year. I would like to acknowledge the board's appreciation and loyalty of all staff, for their good work and contribution to the communities they live in.



Steve Grave
Director (Chairman)

Date:07/10/2024

Statement of objectives and performance

Buller Holdings Limited

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

Objective	Key Performance Indicator	Actual / Results	
		2024	2023
Health and safety	Medical treatment injury target: nil.	0 (Achieved)	5 (Not achieved)
	Serious harm accidents target: nil.	0 (Achieved)	Nil (Achieved)
	LTI target: nil.	0 (Achieved)	3 (Not achieved)
Operational	The Board of Directors will meet with the BDC, CCTO committee on a formal basis: (per year) target: 3	2 (Not Achieved)	4 (Achieved)
	The Buller Holdings Limited Chief Executive will provide a formal and / or informal report to Council as requested.	3 (Achieved)	3 (Not achieved)
	The Chief Executive of Buller Holdings Limited will meet with the Chief Executive of Buller District Council when requested.	10 (Achieved)	9 (Achieved)
Financial (Parent) (\$'000)	Revenue (target: \$691)	\$660 (Not Achieved)	\$708 (Achieved)
	Expenditure (target: \$688)	\$771 (Not Achieved)	\$710 (Not achieved)
	Net operating surplus/(deficit) (target: \$3)	(\$111) (Not Achieved)	\$3 (Achieved)
	Ratio of shareholders funds to total assets (target: 45%)	79% (Achieved)	69% (Achieved)
Financial (Group) (\$'000)	Group revenue (target: \$17,745)	\$21,875 (Achieved)	\$23,586 (Achieved)
	Group expenditure (target: \$16,983)	\$21,153 (Not achieved)	\$22,122 (Not achieved)
	Group net operating surplus (target: \$1,112)	\$758 (Not achieved)	\$1,464 (Achieved)
	Provision for capex (target: \$1.255m)	\$3,931	\$1,511
	Forecast distribution to shareholders (target: \$1.3m)	\$611 (Not achieved)	\$1,137 (Not achieved)
	Ratio of Shareholders Funds to Total Assets (target 45%)	86% Achieved	Not applicable
Environmental	Business Environmental Footprint (Target: establish 2024 business footprint as a baseline - Greenhouse Gas emissions for Scope 1 & 2)	1,100,359 kg CO2e	Not applicable

Statement of objectives and performance (continued)

Subsidiaries

WestReef Services Limited

The principal objective of the Company is to operate as a successful business.

The objectives of the Company for this financial year and the following two financial years were clearly specified in the statement of intent, which was approved by the shareholders.

These objectives are listed below with relevant targets and measures of performance, and the performance achieved during the financial year. Explanations are provided where the performance achieved is significantly different to the planned target.

Objective	Key Performance Indicator	Actual / Results	
		2024	2023
Health and safety	Medical treatment injuries target: Nil	7 (Not achieved)	5 (Not achieved)
	LTI target: Nil	Not applicable	3 (Not achieved)
	Notifiable Incident ICAM (investigated with recommendations actioned). (Target 100% recommendations actioned)	No notifiable incidents(Achieved)	Not applicable
	Total safety audits completed. (Target >100)	209 (Achieved)	Not applicable
	ISO 45001 accreditation (maintain)	Achieved	Achieved
Operational	Employee satisfaction – staff turnover excluding retirement, redundancy, and internal transfers within the range of +/- 5% per annum of national benchmark	Total turnover - 19.4%. 1.6% below the national average of 21% in the construction industry. This is positive as it is below the national average. Achieved.	Total turnover - 14.4%. 4.1% below the national average of 18.5% in the construction industry. This is positive as it is below the national average. Achieved.
	Client satisfaction – min 12 meetings per year	12 meetings (Achieved).	8 meetings (Not achieved).
	Renewal of TQS1 certification	Audit completed April 2024.	Audit completed April 2023.
Employee development and satisfaction	Undertake staff satisfaction survey (every 2nd year)	Not applicable. Due next year.	Survey undertaken September 2022. Achieved.
	Weekly department staff meetings	Regular weekly meetings held. Achieved.	Regular weekly meetings held. Achieved.
Financial (000's)	Revenue (target: \$16,124)	\$20,398 (Achieved)	\$22,055 (Achieved)
	Expenditure (target: \$14,156)	\$19,119 (Not achieved)	\$20,064 (Not achieved)
	Net operating surplus (target: \$1,608)	\$1,279 (Not achieved)	\$1,955 (Achieved)
	Provision for capex (target: \$900)	\$1,400 (Not achieved)	\$1,328 (Not achieved)
	Competitively procured revenue (target: 45%)	94% Achieved	97% Achieved

Statement of objectives and performance (continued)

Objective	Key Performance Indicator	Actual / Results	
		2024	2023
Financial (000's)	Ratio of shareholders funds to total assets (target: 45%)	75% Achieved	70% Achieved
Environmental	Number of enforcement notices (target: Nil)	Nil (Achieved)	Nil (Achieved)
	Business Environmental Footprint (target: establish 2024 business footprint as a baseline - Greenhouse Gas emission for Scope 1 & 2)	1,039,250 kg CO2	Not applicable
Community	Support minimum 25 community activities	46 Community activities supported.	48 Community activities supported.

Statement of objectives and performance (continued)

Buller Recreation Limited

The principal objective of the Company is to operate as a successful business.

The objectives of the Company for this financial year and the following two financial years were clearly specified in the statement of intent, which was approved by the shareholders.

These objectives are listed below with relevant targets and measures of performance, and the performance achieved during the financial year. Explanations are provided where the performance achieved is significantly different to the planned target.

Performance Measure	Key Performance Indicator	Target	Achieved	Achieved
		2024	2024	2023
Fitness membership	Average membership over 12 month period	700	761	736
	Average retention rate over 12 month period	>75%	95%	95%
Aquatic centre usage	Average visits per month over 12 months	3,750	4,347	3,855
	Achieve number of students over 4 swimming terms	140	170	190
Safety	MTI	Nil	Nil (Achieved)	Nil (Achieved)
	Serious harm accidents	Nil	Nil (Achieved)	Nil (Achieved)
	LTI	Nil	Nil (Achieved)	Nil (Achieved)
Work environment	Maintain regular communication with all employees through weekly emailed updates and meetings with all staff every 4 months	Achieve	Achieved. Weekly meetings held with Management and Quarterly meetings with each department	Achieved. Weekly meetings held with Management and Quarterly meetings with each department
	Review the succession plan for key positions and identify training needs and actions for the next 12 months	Achieve	Achieved. Consideration given at management meetings to skills and training if personnel in key positions leave	Achieved. Consideration given at management meetings to skills and training if personnel in key positions leave
	Complete annual review process with all staff	Achieve	Achieve	Achieved - 30 June 2023
	Undertake staff satisfaction survey every second year	Achieve	Achieve	Not required until June 2024
	Undertake client satisfaction survey every second year	Not required until next year	Not required until next year	Achieved - completed survey March 2023

Buller Holdings Limited
Chief executive's report
As at 30 June 2024
(continued)

Statement of objectives and performance (continued)

Performance Measure	Key Performance Indicator	Target	Achieved	Achieved
		2024	2024	2023
Asset management	Complete review of the Asset Management Plan (AMP) annually	Achieve	Achieved - comprehensive asset management plan in place	Achieved - comprehensive asset management plan in place
	Complete maintenance and replacement in accordance with AMP (monitor monthly)	Achieve	Achieved. Ongoing.	Achieved. Ongoing.
Financial forecasts (\$000's)	Revenue (excluding service level fee)	\$735	\$779	\$720
	BDC service level fee	\$851	\$851	\$851
	Expenditure	\$2,435	\$2,334	\$2,404
	Net operating deficit	\$(849)	\$(704)	\$(833)
	Cash surplus/(deficit) (after adding back depreciation)	(\$129)	\$(145)	Not applicable
	Provision for capex	\$355	\$361	\$183
	Ratio of shareholders' funds to total assets	45%	96%	98%
Environmental	Business environmental footprint	Business Environmental footprint (Target: establish 2024 business footprint as a baseline - Greenhouse Gas emissions for Scope 1 & 2)	61,109 kg CO2 for Scope 1 & Scope 2 emissions for CO2	Not applicable

Statutory information

Entries made in the Interests Register

Interests in transactions

The directors' interests have been recorded in the Company's interest register. The interest register as at 30 June 2024 as below and has been updated for changes in directors' interests during the year.

Director	Entity	Position
Gareth Allen	Buller Holdings Ltd	Director
	Buller Recreation Ltd	Director
	Explore Murchison Ltd	Director
	Buller Chartered Accountants Ltd	Director / shareholder
	Garry Anderson Investments Ltd	Shareholder (as Trustee)
	Glengarry 2010 Investments Ltd	Shareholder (as Trustee)
	Mokihinui Lyell Back Country Trust	Auditor
	WestReef Services Ltd	Director
	Cleine Investments Ltd	Shareholder (as Trustee)
	Hirere Farm Ltd	Shareholder (as Trustee)
	Gatsby Ltd	Director
	Westlink Investments Ltd	Director
	Westlink Trust Company Ltd	Director
Robert Burdekin	KIROB Ltd	Director / shareholder
	Buller Fire & Safety Ltd	Director / shareholder
	Beulah Ridge Ltd	Shareholder
	Granity School	Trustee
	Buller Holdings Ltd	Director
	WestReef Services Ltd	Director
	Buller Recreation Ltd	Director
	Kaniams Ltd	Director
Steven Grave	Corde Ltd	Chairman (ceased 30 June 2024)
	Delta Utility Services Ltd	Director
	Whitestone Contracting Ltd	Director
	Fulton Hogan Ltd	Shareholder
	Buller Holdings Ltd	Director
	WestReef Services Ltd	Director
	Buller Recreation Ltd	Director
Kieran Sweetman	Buller Holdings Ltd	Director
	Buller Recreation Ltd	Director
	WestReef Services Ltd	Director
	Rochester Hall	Trustee
Vanessa Van Uden	Admin & Business Solutions Ltd	Director
	Pan Adventures Ltd	Director
	CheckIn Ltd	Director
	Buller Holdings Ltd	Director
	Buller Recreation Ltd	Director
	WestReef Services Ltd	Director

Use of company information by directors

The Board of Directors received no notices from directors requesting to use company information received in their capacity as directors which would not have otherwise been available to them.

Shareholding by directors

No directors hold shares in the Company.

Statutory information (continued)

Remuneration and other benefits to directors

No director of the Company has received or become entitled to receive any benefit other than the benefits included in the total emoluments and remuneration, as shown below.

Indemnity and insurance: directors and employees

Directors and officer's liability insurance is held by QBE Insurance (International) Ltd.

Distribution

No distributions were paid in 2024 (2023: \$nil). A subvention of \$611,774 (2023: \$1,137,000) has been provided for.

Donations

Donations of \$3,000 were made by Buller Holdings Limited during the year (2023: \$2,000).

Auditor's remuneration

Auditor's remuneration for the year totalled \$130,721 (2023: \$125,131).

Directors' remuneration

Remuneration and other benefits paid or due and payable to Directors of the Group for services as a director and in any other capacity during the year are as follows:

	2024 \$	2023 \$
Gareth Allen	30,075	29,428
Robert Burdekin	25,417	24,870
Steven Grave	54,020	52,857
Kieran Sweetman	25,417	24,870
Vanessa Van Uden	30,075	29,428

Employees' remuneration

Remuneration and other benefits for the year totalling more than \$100,000 were as follows:

(210,000 - 230,000)	2
(140,000 - 150,000)	2
(120,000 - 130,000)	-
(110,000 - 120,000)	5
(100,000 - 110,000)	3
Total	12

The totals listed above are the actual amounts earned per employee, they do not include the impact of any accrual movements.



INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF BULLER HOLDINGS LIMITED'S GROUP FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

The Auditor-General is the auditor of Buller Holdings Limited and its controlled entities (collectively referred to as 'the Group'). The Auditor-General has appointed me, Brendan Summerfield, using the staff and resources of Ernst & Young, to carry out the audit of the financial statements of the Group on his behalf.

Opinion

We have audited the financial statements of the Group on pages 14 to 31, that comprise the balance sheet as at 30 June 2024, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion:

- the financial statements of the Group:
 - present fairly, in all material respects:
 - its financial position as at 30 June 2024; and
 - its financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with New Zealand equivalents to International Financial Reporting Standards Reduced Disclosure Regime.

Our audit was completed on 7 October 2024. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements, we comment on other information, and we explain our independence.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Responsibilities of the Board of Directors for the financial statements

The Board of Directors is responsible on behalf of the Group for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board of Directors is responsible on behalf of the Group for assessing the Group's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

Responsibilities of the auditor for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Group's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the



Group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group to cease to continue as a going concern.

- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We obtain sufficient appropriate audit evidence regarding the financial statements of the entities or business activities within the Group to express an opinion on the consolidated financial statements. We are responsible solely for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify in our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other information

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 1 to 10, but does not include the financial statements, and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report the fact. We have nothing to report in this regard.

Independence

We are independent of the Group in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners (including International Independence Standards) (New Zealand) (PES 1)* issued by New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the Group.

Brendan Summerfield
Ernst & Young
On behalf of the Auditor-General
Christchurch, New Zealand

Buller Holdings Limited
Consolidated statement of comprehensive income
For the year ended 30 June 2024

	Notes	2024 \$'000	2023 \$'000
Revenue	4	21,771	23,402
Other income	5	<u>104</u>	<u>184</u>
		21,875	23,586
Expenses			
Employee benefits expense		(8,361)	(7,548)
Depreciation of property, plant and equipment	11	(976)	(917)
Impairment expense	11	(193)	(371)
Depreciation on right-of-use assets	13	(86)	(86)
Other operating expenses	7	(11,513)	(13,151)
Total operating expenses		(21,129)	(22,073)
Finance costs - net	6	(24)	(49)
Subvention payment expense	22	(613)	(1,137)
Profit before income tax		109	327
Income tax expense	8	(1,755)	(104)
(Loss) / profit for the year		(1,646)	223
Other comprehensive income for the year, net of tax		<u>-</u>	<u>-</u>
Total comprehensive (loss) / income for the year		(1,646)	223
(Loss) / profit is attributable to:			
Owners of Buller Holdings Limited		(1,646)	223
		(1,646)	223
Total comprehensive (loss) / income for the year is attributable to:			
Owners of Buller Holdings Limited		(1,646)	223
		(1,646)	223

The above consolidated statement of comprehensive income should be read in conjunction with the accompanying notes.

Buller Holdings Limited
Consolidated balance sheet
As at 30 June 2024

	Notes	2024 \$'000	2023 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	9	2,130	1,008
Trade and other receivables	10	3,070	4,893
Investments		277	2,593
Inventories		151	316
Contract assets		<u>149</u>	<u>-</u>
Total current assets		<u>5,777</u>	<u>8,810</u>
Non-current assets			
Property, plant and equipment	11	9,051	6,400
Intangible assets	12	389	389
Trade and other receivables	10	144	-
Right-of-use asset	13	147	233
Deferred tax assets	14	<u>833</u>	<u>2,588</u>
Total non-current assets		<u>10,564</u>	<u>9,610</u>
Total assets		<u>16,341</u>	<u>18,420</u>
LIABILITIES			
Current liabilities			
Trade and other payables	15	2,070	2,278
Subvention payable	22	611	1,137
Interest bearing liabilities	16	1,500	1,500
Employee benefit obligations	17	961	931
Contract liabilities	4	39	39
Lease liabilities	13	<u>75</u>	<u>84</u>
Total current liabilities		<u>5,256</u>	<u>5,969</u>
Non-current liabilities			
Lease liabilities	13	<u>81</u>	<u>156</u>
Total non-current liabilities		<u>81</u>	<u>156</u>
Total liabilities		<u>5,337</u>	<u>6,125</u>
Net assets		<u>11,004</u>	<u>12,295</u>
EQUITY			
Share capital	18	20,472	20,117
Accumulated losses	19	<u>(9,468)</u>	<u>(7,822)</u>
Total equity		<u>11,004</u>	<u>12,295</u>

The above consolidated balance sheet should be read in conjunction with the accompanying notes.

Buller Holdings Limited
Consolidated statement of changes in equity
For the year ended 30 June 2024

		<u>Attributable to owners of Buller Holdings Limited</u>				
		Share capital	Accumulated losses	Total	Non-controlling interest	Total equity
		\$'000	\$'000	\$'000	\$'000	\$'000
	Balance as at 1 July 2022	19,934	(8,045)	11,889	-	11,889
	Comprehensive income					
	Profit for the year	-	223	223	-	223
	Total comprehensive income	-	223	223	-	223
	Transactions with owners					
	Issue of ordinary shares	183	-	183	-	183
18	Total transactions with owners	183	-	183	-	183
	Balance as at 30 June 2023	20,117	(7,822)	12,295	-	12,295
	Balance as at 1 July 2023	20,117	(7,822)	12,295	-	12,295
	Comprehensive loss					
	Loss for the year	-	(1,646)	(1,646)	-	(1,646)
	Total comprehensive loss	-	(1,646)	(1,646)	-	(1,646)
	Transactions with owners					
	Issue of ordinary shares	355	-	355	-	355
18	Total transactions with owners	355	-	355	-	355
	Balance as at 30 June 2024	20,472	(9,468)	11,004	-	11,004

The above consolidated statement of changes in equity should be read in conjunction with the accompanying notes.

Buller Holdings Limited
Consolidated statement of cash flows
For the year ended 30 June 2024

	2024	2023
Notes	\$'000	\$'000
Cash flows from operating activities		
Receipts from customers	22,926	22,906
Interest received	90	70
Payments to suppliers and employees	(19,503)	(21,585)
Interest paid	(101)	(101)
Interest paid on leases	(13)	(18)
Subvention payment	(1,139)	(1,300)
Net cash inflow / (outflow) from operating activities	<u>2,260</u>	<u>(28)</u>
Cash flows from investing activities		
Proceeds from sale of property, plant and equipment	17	-
Purchases of property, plant and equipment	(3,742)	(1,511)
Payments for investments	(277)	(617)
Receipts from investments	2,593	-
Net cash outflow from investing activities	<u>(1,409)</u>	<u>(2,128)</u>
Cash flows from financing activities		
Proceeds from issues of ordinary shares	355	183
Principal elements of lease payments	(84)	(79)
Net cash inflow from financing activities	<u>271</u>	<u>104</u>
Net movement in cash and cash equivalents	1,122	(2,052)
Cash and cash equivalents at the beginning of the financial year	<u>1,008</u>	<u>3,060</u>
Cash and cash equivalents at the end of financial year	9 <u>2,130</u>	<u>1,008</u>

The above consolidated statement of cash flows should be read in conjunction with the accompanying notes.

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024

1 Summary of material accounting policies

These consolidated financial statements are for Buller Holdings Limited (the 'Company') and its subsidiaries (together 'the Group').

Buller Holdings Limited is a council-controlled organisation as defined in section 6(1) of the Local Government Act 2002. The Buller District Council is the ultimate parent entity.

These consolidated financial statements have been approved for issue by the Board of Directors on the date listed in the Directors' report.

The principal accounting policies adopted in the preparation of the consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

(a) Basis of preparation

Buller Holdings Limited is a company registered under the New Zealand Companies Act 1993. The consolidated financial statements have been prepared in accordance with the Local Government Act 2002, Financial Reporting Act 2013 and the Companies Act 1993.

(i) Compliance with NZ IFRS

The consolidated financial statements of the Buller Holdings Limited Group have been prepared in accordance with Generally Accepted Accounting Practice in New Zealand (GAAP). Buller Holdings Limited is a for-profit entity for the purposes of complying with GAAP. The consolidated financial statements comply with New Zealand equivalents to International Financial Reporting Standards Reduced Disclosure Regime ('NZ IFRS RDR'), other New Zealand accounting standards and authoritative notices that are applicable to entities that apply NZ IFRS RDR.

The Group is eligible and has elected to report in accordance with Tier 2 For-profit Accounting Requirements (NZ IFRS RDR) on the basis that the Group has no public accountability and is not a large for-profit public sector entity. In applying NZ IFRS RDR, the Group has applied a number of disclosure concessions.

(ii) Historical cost convention

These consolidated financial statements have been prepared on a historical cost basis, unless stated otherwise in specific accounting policies below.

(iii) New and amended standards adopted by the Group

The Group has applied the following standards and amendments for the first time for their annual reporting period commencing 1 July 2023:

- *Disclosure of Accounting Policies – Amendments to NZ IAS 1 and IFRS Practice Statement 2*
- *Definition of Accounting Estimates – Amendments to NZ IAS 8*
- *Deferred Tax related to Assets and Liabilities arising from a Single Transaction – Amendments to NZ IAS 12*

(iv) Functional and presentation currency

Items included in the consolidated financial statements of the Group is measured using the currency of the primary economic environment in which the entity operates ('the functional currency'). The consolidated financial statements are presented in 'New Zealand Dollars' (\$), which is the Group's functional and presentation currency.

(b) Principles of consolidation

Subsidiaries

Subsidiaries are all entities (including structured entities) over which the Group has control. The Group controls an entity when the Group is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power over the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Group. They are deconsolidated from the date that control ceases.

Inter-company transactions and balances between group companies are eliminated. Accounting policies of subsidiaries have been changed where necessary to ensure consistency with the policies adopted by the Group.

1 Summary of material accounting policies (continued)

(c) Revenue recognition

(i) Services and management fees

Revenue from services rendered is recognised in the surplus or deficit in proportion to the stage of completion of the transaction as at the reporting date. The stage of completion is assessed by reference to surveys of work performed.

(ii) Goods sold

Revenue from the sale of goods is measured at the fair value of the consideration received or receivable. Revenue is recognised when the significant risks and rewards of ownership have been transferred to the buyer and recovery of the consideration is probable, the associated costs and possible returns of goods can be estimated reliably, there is no continuing management involvement with the goods, and the amount of revenue can be measured reliably. If it is probable that discounts will be granted and the amount can be measured reliably, then the discount is recognised as a reduction of revenue as the sales are recognised.

(iii) Vested or donated physical assets

For assets received for no or nominal consideration, the asset is recognised at its fair value when the Group obtains control of the asset. The fair value of the asset is recognised as revenue, unless there is a use or return condition attached to the asset.

(iv) Interest income

Interest income is recognised using the effective interest method.

(d) Financial assets

(i) Classification

The Group classifies its financial assets in the following measurement categories:

- those to be measured subsequently at fair value (either through other comprehensive income, or through profit or loss); and
- those to be measured at amortised cost.

The classification depends on the entity's business model for managing the financial assets and the contractual terms of the cash flows.

For assets measured at fair value, gains and losses will either be recorded in profit or loss or other comprehensive income.

The Group reclassifies debt investments when and only when its business model for managing those assets changes.

(ii) Measurement

At initial recognition, the Group measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss (FVPL), transaction costs that are directly attributable to the acquisition of the financial asset. Transaction costs of financial assets carried at FVPL are expensed in profit or loss.

Debt instruments

Subsequent measurement of debt instruments depends on the group business model for managing the asset and the cash flow characteristics of the asset.

- Assets that are held for collection of contractual cash flows where those cash flows represent solely payments of principal and interest are measured at amortised cost. A gain or loss on a debt investment that is subsequently measured at amortised cost and is not part of a hedging relationship is recognised in profit or loss when the asset is derecognised or impaired. Interest income from these financial assets is included in finance income using the effective interest rate method.

1 Summary of material accounting policies (continued)

(d) Financial assets (continued)

(iii) Impairment

The Group assesses on a forward looking basis the expected credit losses associated with its debt instruments carried at amortised cost and FVOCI. The impairment methodology applied depends on whether there has been a significant increase in credit risk.

For trade receivables, the Group applies the simplified approach permitted by NZ IFRS 9, which requires expected lifetime losses to be recognised from initial recognition of the receivables.

(e) Cash and cash equivalents

For the purpose of presentation in the consolidated statement of cash flows, cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(f) Trade and other receivables

Trade receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less loss allowance.

The Group applies the NZ IFRS 9 simplified approach to measuring expected credit losses which uses a lifetime expected loss allowance for all trade receivables.

(g) Property, plant and equipment

Plant and equipment are stated at historical cost less depreciation. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Group and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the profit or loss component of the consolidated statement of comprehensive income during the financial year in which they are incurred.

Depreciation is calculated using the straight-line method to allocate their cost or revalued amounts, net of their residual values, over their estimated useful lives or, in the case of leasehold improvements and certain leased plant and equipment, the shorter lease term as follows:

- Buildings	5.7 - 66.7 years
- Leasehold improvements	2 - 33.3 years
- Plant and equipment	1 - 25 years
- Office equipment	1.5 - 18.2 years
- Vehicles	2.8 - 12.5 years

Land is not depreciated.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. An asset's carrying amount is written down immediately to its recoverable amount if its carrying amount is greater than its estimated recoverable amount.

Asset impairment

The directors have undertaken an impairment assessment in relation to Buller Recreation Limited's assets for the year ended 30 June 2024 and determined that an impairment is necessary. The impairment is recognised in the consolidated statement of comprehensive income and consolidated statement of financial position (2023: The directors determined that an impairment is necessary.).

1 Summary of material accounting policies (continued)

(h) Intangible assets

(i) Goodwill

Goodwill represents the excess of the cost of the acquisition over the fair value of the Group's identifiable assets, liabilities and contingent liabilities acquired.

Goodwill is measured at cost less accumulated impairment losses. Goodwill is allocated to cash-generating units and is tested annually for impairment.

(i) Leases

The Group leases buildings and equipment. Rental contracts are typically made for fixed periods of 2 to 5 years but may have extension options. Lease terms are negotiated on an individual basis and contain a wide range of different terms and conditions. The lease agreements do not impose any covenants, but leased assets may not be used as security for borrowing purposes.

Leases are recognised as a right-of-use asset and a corresponding liability at the date at which the leased asset is available for use by the Group. Each lease payment is allocated between the liability and finance cost. The finance cost is charged to profit or loss over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period. The right-of-use asset is depreciated over the shorter of the asset's useful life and the lease term on a straight-line basis.

Assets and liabilities arising from a lease are initially measured on a present value basis. Lease liabilities include the net present value of the following lease payments:

- fixed payments (including in-substance fixed payments), less any lease incentives receivable;
- variable lease payments that are based on an index or a rate;
- amounts expected to be payable by the Group under residual value guarantees;
- the exercise price of a purchase option if the Group is reasonably certain to exercise that option; and
- payments of penalties for terminating the lease, if the lease term reflects the Group exercising that option.

The lease payments are discounted using the interest rate implicit in the lease, if that rate can be determined, or the Group's incremental borrowing rate.

Right-of-use assets are measured at cost comprising the following:

- the amount of the initial measurement of lease liability;
- any lease payments made at or before the commencement date;
- any initial direct costs; and
- restoration costs.

Payments associated with short-term leases and leases of low-value assets are recognised on a straight-line basis as an expense in profit or loss. Short-term leases are leases with a lease term of 12 months or less. Low-value assets comprise IT equipment and small items of office furniture.

(j) Trade and other payables

Trade payables represent liabilities for goods and services provided to the Group prior to the end of the financial year which are unpaid. Trade payables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method.

Trade and other payables are classified as current liabilities if payment is due within one year or less (or in the normal operating cycle of the business if longer). If not, they are classified as non-current liabilities.

(k) Interest bearing liabilities

Interest bearing liabilities are initially recognised at fair value, net of transaction costs incurred. Interest bearing liabilities are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption value is recognised in profit or loss over the period of the interest bearing liabilities using the effective interest method.

1 Summary of material accounting policies (continued)

(k) Interest bearing liabilities (continued)

Interest bearing liabilities are removed from the balance sheet when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any noncash assets transferred or liabilities assumed, is recognised in profit or loss as other income or finance costs.

Interest bearing liabilities are classified as current liabilities unless the Group has an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

(l) Employee benefits

(i) Short-term employee benefit obligations

Liabilities for wages and salaries, including non-monetary benefits and accumulating sick leave that are expected to be settled wholly within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liabilities are presented as current employee benefit obligations in the consolidated balance sheet.

(ii) Long-term employee benefit obligations

Provision is made in respect of the Group's liability for annual, long service and retirement leave when it is probable that settlement will be required and if these liabilities are capable of being measured reliably.

The Group's net obligation in respect of long-term employee benefits (such as long service leave and retirement leave) is the amount of future benefit that employees have earned in return for their service in the current and prior periods; that benefit is discounted to determine its present value, and the fair value of any related assets is deducted. The discount rate is the yield at the reporting date on government bond yields that have maturity dates approximating the terms of the Group's obligations. Any actuarial gains or losses are recognised in profit or loss in the period in which they arise.

(iii) Defined contribution plan

The Group contributes to a defined contribution plan which is a post-employment benefit plan under which an entity pays fixed contributions into a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to defined contribution pension plans are recognised as an employee benefit expense in the surplus or deficit in the period during which services are rendered to employees.

2 Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The Group makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

(i) Provision for expected credit losses of trade receivables

The provision rates are based on days past due for various customer segments that have similar loss patterns and are initially based on historical observed default rates.

The Group will adjust the historical credit loss experience with forward looking information. At every reporting date, the historical observed default rates are updated, and changes in the forward-looking estimates are analysed.

(ii) Impairment

In assessing impairment, the Group estimates the recoverable amount of each asset.

(iii) Determining the lease term

In determining the lease term, management considers all facts and circumstances that create an economic incentive to exercise an extension option, or not exercise a termination option. Extension options (or periods after termination options) are only included in the lease term if the lease is reasonably certain to be extended (or not terminated).

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

2 Critical accounting estimates and judgements (continued)

The assessment is reviewed if a significant event or a significant change in circumstances occurs which affects this assessment and that is within the control of the lessee.

3 Financial risk management

(a) Financial instruments by category

	2024 \$'000	2023 \$'000
Financial assets as per consolidated balance sheet		
<i>Measured at amortised cost</i>		
Cash and cash equivalents	2,130	1,008
Investments	277	2,593
Trade and other receivables	<u>2,921</u>	<u>4,040</u>
	<u>5,328</u>	<u>7,641</u>

Prepayments, inventory and GST receivables do not meet the definition of a financial asset and have been excluded from the above table.

Financial liabilities as per consolidated balance sheet

<i>Measured at amortised cost</i>		
Trade and other payables	1,319	1,955
Interest bearing liabilities	1,500	1,500
Lease liabilities	<u>156</u>	<u>240</u>
	<u>2,975</u>	<u>3,695</u>

Employee benefit obligations and GST payables do not meet the definition of a financial liability and have been excluded from the above table.

4 Revenue

	2024 \$'000	2023 \$'000
Sale of goods and services	20,920	22,551
Management fee income	<u>851</u>	<u>851</u>
Total revenue	<u>21,771</u>	<u>23,402</u>

Contract assets and liabilities

The Group has recognised the following revenue-related contract assets and liabilities:

	2024 \$'000	2023 \$'000
Work in progress	149	-
Revenue received in advance	<u>(39)</u>	<u>(39)</u>

5 Other income

	2024 \$'000	2023 \$'000
Other income	75	72
Grants received	15	66
Grants and wage subsidy income	7	43
Rental income	<u>7</u>	<u>3</u>
	<u>104</u>	<u>184</u>

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

6 Finance costs - net

	2024 \$'000	2023 \$'000
Finance costs		
Interest paid on related party loans	(100)	(101)
Interest paid - other	(1)	-
Interest on lease liabilities	(13)	(18)
Total finance costs	<u>(114)</u>	<u>(119)</u>
Finance income		
Interest received	<u>90</u>	<u>70</u>
Total finance income	<u>90</u>	<u>70</u>
Net finance costs	<u>(24)</u>	<u>(49)</u>

7 Operating expenses

	2024 \$'000	2023 \$'000
Professional service fees	141	116
Audit fees	135	125
Directors' fees	164	159
Directors' expenses	18	21
Fuel costs	574	616
Subcontractor costs	4,341	4,199
Repairs and maintenance	72	75
Sponsorships	29	27
Insurance costs	285	251
Licence costs	242	169
Loss on sale of assets	4	-
Training expenses	227	156
Materials	4,068	6,403
Other expenses	1,213	834
	<u>11,513</u>	<u>13,151</u>

8 Income tax

	2024 \$'000	2023 \$'000
Current tax:		
Current period	-	-
Total current tax	<u>-</u>	<u>-</u>
Deferred tax (note 14):		
Current period	<u>1,755</u>	<u>104</u>
Total deferred tax	<u>1,755</u>	<u>104</u>
Income tax expense	<u>1,755</u>	<u>104</u>

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

8 Income tax (continued)

	2024 \$'000	2023 \$'000
Numerical reconciliation of income tax expense to prima facie tax payable		
Profit before tax	<u>109</u>	<u>327</u>
Income tax expense at the New Zealand tax rate of 28%	31	91
Increase in income tax expense due to:		
• Non-deductible expenditure	-	5
• Deferred tax adjustment	2	1
• Removal of tax depreciation on commercial buildings	1,722	-
• Prior period adjustment	-	7
Income tax expense	<u>1,755</u>	<u>104</u>

Buller Holdings Limited, Buller Recreation Limited and WestReef Services Limited are all part of a Tax Consolidated Group. Consequently, all tax profits and losses are offset within the Group or payable as a subvention payment to Buller District Council.

On 28 March 2024, the Taxation (Annual Rates for 2023-24, Multinational Tax, and Remedial Matters) Act passed into law. The Act removed tax depreciation deductions for industrial and commercial buildings with an estimated tax useful life of 50 years or more, with effect from 2024/25 income tax year. The application of the enacted tax law has resulted in a \$1,722,000 increase in the recognition of deferred tax expense in the statement of comprehensive income and a corresponding increase to the deferred tax liability recognised in the statement of financial position.

9 Cash and cash equivalents

	2024 \$'000	2023 \$'000
Cash at bank and in hand	2,130	878
Short term deposits	<u>-</u>	<u>130</u>
	<u>2,130</u>	<u>1,008</u>

Funds are invested in accordance with the Treasury Policy of the Group.

10 Trade and other receivables

	2024 \$'000	2023 \$'000
Current		
Trade debtors	2,921	2,982
Prepayments	149	853
Other receivables	-	1,058
	<u>3,070</u>	<u>4,893</u>
Non-current		
Prepayments	<u>144</u>	-
	<u>144</u>	-
Total trade and other receivables	<u>3,214</u>	<u>4,893</u>

(a) Bad and doubtful trade receivables

During the year ended 30 June 2024, no bad debts were written off (2023: \$nil).

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

11 Property, plant and equipment

	Land \$'000	Buildings \$'000	Plant \$'000	Office equipment, furniture and fittings \$'000	Leasehold improvements \$'000	Vehicles \$'000	Capital work in progress \$'000	Total \$'000
At 1 July 2022								
Cost	980	17,494	2,482	530	273	8,391	-	30,150
Accumulated depreciation and impairment	-	(17,204)	(1,583)	(413)	(117)	(4,657)	-	(23,974)
Net book amount	<u>980</u>	<u>290</u>	<u>899</u>	<u>117</u>	<u>156</u>	<u>3,734</u>	<u>-</u>	<u>6,176</u>
At 30 June 2023								
Cost	980	17,585	2,746	551	294	9,505	-	31,661
Accumulated depreciation and impairment	-	(17,584)	(1,810)	(463)	(132)	(5,272)	-	(25,261)
Net book amount	<u>980</u>	<u>1</u>	<u>936</u>	<u>88</u>	<u>162</u>	<u>4,233</u>	<u>-</u>	<u>6,400</u>
Year ended 30 June 2024								
Opening net book amount	980	1	936	88	162	4,233	-	6,400
Additions	2,002	195	311	46	-	890	487	3,931
Disposals	-	-	-	-	-	(111)	-	(111)
Depreciation charge	-	(3)	(217)	(45)	(14)	(697)	-	(976)
Impairment	-	(193)	-	-	-	-	-	(193)
Closing net book amount	<u>2,982</u>	<u>-</u>	<u>1,030</u>	<u>89</u>	<u>148</u>	<u>4,315</u>	<u>487</u>	<u>9,051</u>
At 30 June 2024								
Cost	2,982	17,779	2,713	477	247	9,370	487	34,055
Accumulated depreciation and impairment	-	(17,779)	(1,683)	(388)	(99)	(5,055)	-	(25,004)
Net book amount	<u>2,982</u>	<u>-</u>	<u>1,030</u>	<u>89</u>	<u>148</u>	<u>4,315</u>	<u>487</u>	<u>9,051</u>

For the year-ended 30 June 2024, the recoverable amount of the recreation building operated by the Group is \$nil.

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

12 Intangible assets

	Goodwill \$'000	Total \$'000
At 1 July 2022		
Cost	<u>389</u>	<u>389</u>
Net book amount	<u>389</u>	<u>389</u>
At 30 June 2023		
Cost	<u>389</u>	<u>389</u>
Net book amount	<u>389</u>	<u>389</u>
Year ended 30 June 2024		
Opening net book amount	389	389
Amortisation charge	<u>-</u>	<u>-</u>
Closing net book amount	<u>389</u>	<u>389</u>
At 30 June 2024		
Cost	<u>389</u>	<u>389</u>
Net book amount	<u>389</u>	<u>389</u>

An annual impairment assessment is carried out on intangible assets. The asset is not impaired in 2024 (2023: \$nil).

13 Leases**(a) Amounts recognised in the consolidated balance sheet**

The consolidated balance sheet shows the following amounts relating to leases:

	2024 \$'000	2023 \$'000
Right-of-use assets net book value		
Buildings	133	213
Equipment	<u>14</u>	<u>20</u>
	<u>147</u>	<u>233</u>
Lease liabilities		
Current	75	84
Non-current	<u>81</u>	<u>156</u>
	<u>156</u>	<u>240</u>

During the year ended 30 June 2024, there were no additions to the right-of-use assets (2023: \$293,000).

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

13 Leases (continued)**(b) Amounts recognised in the consolidated statement of comprehensive income**

The consolidated statement of comprehensive income shows the following amounts relating to leases:

	2024 \$'000	2023 \$'000
Depreciation charge of right-of-use assets		
Buildings	80	80
Equipment	<u>6</u>	<u>6</u>
	<u>86</u>	<u>86</u>
Interest expense (included in finance cost)	<u>13</u>	<u>18</u>
	<u>13</u>	<u>18</u>

The total cash outflow for leases in the year ended 30 June 2024 was \$97,000 (2023: \$97,000).

14 Deferred tax

	2024 \$'000	2023 \$'000
Net deferred tax is attributable to the following temporary differences:		
Property, plant and equipment	591	2,396
Accruals	13	7
Employee benefits	226	183
Right-of-use assets	(41)	(65)
Lease liabilities	<u>44</u>	<u>67</u>
Total deferred tax assets	<u>833</u>	<u>2,588</u>

	Property, plant and equipment \$'000	Accruals \$'000	Employee benefits \$'000	Right-of- use assets \$'000	Lease liabilities \$'000	Total \$'000
At 1 July 2022	2,481	34	177	(7)	7	2,692
Credited / (charged) to other comprehensive income	<u>(85)</u>	<u>(27)</u>	<u>6</u>	<u>(58)</u>	<u>60</u>	<u>(104)</u>
At 30 June 2023	<u>2,396</u>	<u>7</u>	<u>183</u>	<u>(65)</u>	<u>67</u>	<u>2,588</u>
At 1 July 2023	2,396	7	183	(65)	67	2,588
Credited / (charged) to other comprehensive income	<u>(1,805)</u>	<u>6</u>	<u>43</u>	<u>24</u>	<u>(24)</u>	<u>(1,755)</u>
At 30 June 2024	<u>591</u>	<u>13</u>	<u>226</u>	<u>(41)</u>	<u>44</u>	<u>833</u>

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

15 Trade and other payables

	2024 \$'000	2023 \$'000
Trade creditors	1,318	1,355
Employee entitlements	140	88
Accrued expenses	226	473
GST payables	385	323
Other payables	1	39
	<u>2,070</u>	<u>2,278</u>

16 Interest bearing liabilities

	2024 \$'000	2023 \$'000
Loan from Buller District Council	<u>1,500</u>	<u>1,500</u>
	<u>1,500</u>	<u>1,500</u>

The loan from Buller District Council bears interest at the bank bill rate plus a margin of 1%, and is due for repayment on 31 October 2024. Subsequent to balance date, the Group obtained a resolution from Buller District Council to extend the loan term by a further two years.

17 Employee benefit obligations

	2024 \$'000	2023 \$'000
Current		
Annual leave and long service leave	809	758
Wage payables	<u>152</u>	<u>173</u>
	<u>961</u>	<u>931</u>

The associated expenses are recognised within 'other operating expenses' in profit or loss.

The Group estimates the employee entitlements for long service leave and retirement leave using actuarial assumptions. These include the probability of an employee receiving the benefit, wage inflation, and an appropriate risk-free discount rate.

18 Share capital

	2024 Shares	2023 Shares	2024 \$'000	2023 \$'000
Ordinary shares	<u>20,472,468</u>	<u>20,117,468</u>	<u>20,472</u>	<u>20,117</u>
	<u>20,472,468</u>	<u>20,117,468</u>	<u>20,472</u>	<u>20,117</u>

During the year, the Company issued 355,000 ordinary shares (2023: 183,000 ordinary shares).

As at 30 June 2024, there were 20,472,468 ordinary shares issued and fully paid with no par value (2023: 20,117,468).

The holders of ordinary shares are entitled to dividends. All shares have equal voting rights at meetings of the Company and rank equally with regard to the Company's residual assets on winding up.

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

19 Accumulated losses

Movements in accumulated losses were as follows:

	2024 \$'000	2023 \$'000
Balance at 1 July	(7,822)	(8,045)
Net (loss) / profit for the year	<u>(1,646)</u>	<u>223</u>
Balance at 30 June	<u>(9,468)</u>	<u>(7,822)</u>

20 Commitments

As at 30 June 2024 the Group had the following capital commitments:

- Buller Holdings Limited had no capital commitments (2023: \$1,000,000 committed to settle the purchase of a block of land).
- WestReef Services Limited had no capital commitments (2023: \$nil).
- Buller Recreation Limited had no capital commitments (2023: \$nil).

21 Contingencies

There was \$530,324 in Performance Bonds outstanding with Westpac as at 30 June 2024 (2023: \$539,788).

There were no other known contingent assets or contingent liabilities outstanding as at 30 June 2024.

22 Related party transactions**(a) Parent entities**

Buller Holdings Limited is a wholly owned subsidiary of Buller District Council.

(b) Directors

The names of persons who were directors of the Company at any time during the financial year are as follows: G R Allen, R F Burdekin, S W Grave, K J Sweetman and V C Van Uden. All of these persons were also directors during the year ended 30 June 2023.

(c) Key management personnel compensation

For the year ended 30 June 2024, total compensation for key management personnel amounted to \$439,000 (2023: \$419,000). The key management personnel are those with the greatest authority for the strategic direction and management of the Group.

Buller Holdings Limited
Notes to the consolidated financial statements
For the year ended 30 June 2024
(continued)

22 Related party transactions (continued)

	2024 \$'000	2023 \$'000
(d) Transactions with Buller District Council		
For the year ended 30 June:		
Service level fee received	851	851
Services received	149	126
Services provided	12,151	15,208
Interest paid	100	101
Interest payable	100	101
Subvention paid	1,139	1,300
Subvention payable	611	1,137
Balances as at 30 June:		
Amounts receivable	1,857	1,959
Loan payable	(1,500)	(1,500)
Amounts payable	(19)	(27)

23 Investments in subsidiaries**Material subsidiaries**

The Group's principal subsidiaries at 30 June 2024 are set out below. Unless otherwise stated, they have share capital consisting solely of ordinary shares that are held directly by the Group, and the proportion of ownership interests held equals the voting rights held by the Group. The country of incorporation or registration is also their principal place of business.

The Group had the following subsidiaries at 30 June 2024:

Name	Country of incorporation and place of business	2024 %	2023 %
WestReef Services Limited	New Zealand	100	100
Buller Recreation Limited	New Zealand	100	100

All subsidiary undertakings are included in the consolidation.

24 Events occurring after the reporting period

In September 2024, the Group obtained a resolution from the Council confirming that the current interest bearing loan will be extended for a further two years (note 16).

There were no other events occurring subsequent to balance date that materially affect the consolidated financial statements.

BULLER HOLDINGS LIMITED

MINUTES OF ANNUAL GENERAL MEETING

Held at the Clocktower Chambers, Palmerston Street, Westport

Wednesday 30th October 2024 at 12.15pm

- Present:** Jamie Cleine (Mayor, Buller District Council)
Andrew Basher (Deputy Mayor, Buller District Council)
- In Attendance:** Directors of Buller Holdings Limited: Gareth Allen, Rob Burdekin, Lynn Brooks, Rochelle Crossman, Vanessa van Uden (via speakerphone)
Councillors of Buller District Council: Rosalie Sampson, Jo Howard, Grant Weston, Phil Grafton, Toni O'Keefe, Annaleise Phahlert
Simon Pickford (Chief Executive, BDC)
Craig Scanlon (Chief Executive, Buller Holdings)
Dylan Taylor (General Manager, WestReef Services)
Katey Bermingham (Minutes)
-

1. Apologies

Steve Grave (Chair, Buller Holdings Ltd), Kieran Sweetman (Director, Buller Holdings Ltd).

2. Proxies

J Cleine confirmed that proxies for Buller District Council are Mayor Jamie Cleine and Deputy Mayor Andrew Basher.

3. Buller Holdings Limited update

R Burdekin spoke on behalf of BHL Chair Steve Grave. He acknowledged it had been a taxing and frustrating year but the Group had produced a satisfactory report in spite of this. Increased external costs (such as fuel and insurance) has increased Group expenses. WestReef should have been busier but are restricted by the work that flows to them from their contractors. They need a consistent revenue flow to maximise profits to the shareholder. BRL performed well but the increased insurance and energy costs hindered their results. BHL appreciate the shareholder increasing the management fee back to the level of 2018. Revenue was down 7% from the previous year but there was \$3m less work from BDC during this year, which impacted the bottom line. R Burdekin thanked BDC for their ongoing support. The work provided from BDC maintains the group which in turn enables the payment of a sustainable distribution back to the shareholder.

In the 2024 year the Group generated an operating profit before taxation and distributions of \$722k (2023 \$1.46m). WestReef contributed \$613k in distributions.

R Burdekin requested a meeting between BDC and BHL prior to the December meeting to allow BHL to make a presentation regarding the land purchase at Hamilton Terrace and the plans for this going forward. This purchase will be beneficial to the community for many years to come.

BHL is the second largest employer in the district. However, staff numbers have decreased this year due to less work available. This has a flow on effect to subcontractors. Health and

safety have had good results with less injuries and less severity. The new IT system at WestReef has had good benefits. The ISO accreditation was retained. PERC has had increased usage over the year. Prices will be reviewed again in February. Multimembers have increased over 100% from 4 years ago. R Burdekin acknowledged the clean audit and thanked the staff involved at WestReef and PERC. There has been less capital investment this year due to the economy.

4. Minutes 2023 AGM

RESOLVED that the minutes of the Annual General Meeting held 25th October 2023 be confirmed and adopted as a true and correct record of that meeting.

**Cleine/ Basher
Carried**

5. Matters Arising

No matters arising.

6. 2024 Annual Report

RESOLVED that the Annual Report for the year ended 30 June 2024 including the report of the Chairman, financial statements for the year ended 30 June 2024, and the Auditor's report be received.

**Cleine/Basher
Carried**

7. Distributions

RESOLVED that a subvention payment of \$611,774 be paid to the shareholder as the final payment for the year ending 30 June 2024. It will be paid from WestReef Services Ltd to the Buller District Council in accordance with the requirements of the Income Tax Act 2007, and that the subvention payment and loss offset agreement be executed by the parties recording the transaction.

**Cleine/Basher
Carried**

8. Appointment of Directors

R Burdekin thanked K Sweetman for his time as director of BHL, as K Sweetman will not be seeking re-election.

J Cleine also thanked K Sweetman for his term on behalf of BDC. He appreciated his efforts on the commercial focus for the Group. J Cleine welcomes the new directors Lynn Brooks and Rochelle Crossman. Rochelle has been appointed for one year from today, and Lynn for 3 years from today. Vanessa Van Uden has been reappointed for another 2 years from today and Steve Graves a further 3 years from today. J Cleine said he is pleased to see local directors being appointed to the Board and the number of directors increase from 5 to 6.

9. Remuneration of Directors

J Cleine confirmed that BDC has resolved to increase the remuneration of the BHL directors by 5.8%. He acknowledges the Board's request that this increase be deferred until July 2025. The remuneration is as follows:

	Current remuneration	Remuneration from July 2025
Steve Grave	\$54,020	\$57,153
Vanessa Van Uden	\$30,075	\$31,819
Gareth Allen	\$30,075	\$31,819
Rob Burdekin	\$25,417	\$26,891
Lyn Brooks	\$25,417	\$26,891
Rochelle Crossman	\$25,417	\$26,891

10. Appointment Of Auditors

RESOLVED that the Auditor-General be re-appointed as auditor of the company and that the Directors be authorised to determine the remuneration of Auditor for the ensuing year.

**Cleine/Basher
Carried**

11. General Business

Mayor J Cleine acknowledged the effort of the Board in challenging market conditions that were less than favourable. On behalf of Buller District Council the Mayor thanked all of the teams at Buller Holdings Limited, WestReef Services and Buller Recreation for their contribution to the community. The Group needs to look for opportunities within the district and he is hopeful there will be better returns in the future, although in doing so acknowledges the uncertainty surrounding weather events and other incidents outside of the control of the companies. J Cleine recognised the importance of the Group to the ratepayers, by way of dividend payments and also contributing to the local community by providing jobs, sponsorship and support (maintaining roads, being available on call etc). A successful BHL Group was good for Buller District Council.

R Burdekin thanked J Cleine for his comments and expressed his thanks to C Scanlon and D Taylor for their efforts during the year.

Meeting closed 12.42pm

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 6

Prepared by Krissy Trigg
Group Manager Community Services

Reviewed by Simon Pickford
Chief Executive Officer

Attachments 1. BDC Communication and Engagement Strategy

Public Excluded: No

COMMUNICATION AND ENGAGEMENT STRATEGY

EXECUTIVE SUMMARY

1. This report outlines the background of the Council Communications and Engagement Strategy. The strategy has been developed and designed to ensure that all stakeholders, including staff and the community are well informed, actively involved and feel heard in Councils decision making. The strategy considers the wider strategic planning and context that drives both our engagement and communication methods, whilst at the same time meeting our legal obligations.
2. The focus is on ensuring free, equitable, and timely information access for our community and stakeholders through diverse communication channels, promoting transparency and building trust. The goal is to enhance the flow of information while implementing best-practice feedback mechanisms to support effective two-way communication.
3. By prioritising inclusivity and tailoring efforts to represent all community members, this approach strives to foster stronger relationships, deepen understanding of key issues and decisions, and inspire active participation in shaping a vibrant and sustainable future for the Buller district.

DRAFT RECOMMENDATION

4. **That Council receive the Buller District Council's Communication and Engagement Strategy for information**

BACKGROUND

5. Historically, the Buller District Council (BDC) has included improving community engagement and transparency as part of its Key Performance Indicators (KPIs). However, until recently, this focus lacked a strategic, coordinated approach to addressing key challenges such as equitability and accessibility. While previous plans and KPIs included actions like updating the website and producing a quarterly newsletter, these efforts were not designed within a comprehensive strategy to ensure consistent, accessible communication for all members of the community.
6. In the Long Term Plan 2021-2031, BDC adopted a KPI regarding providing information about Council services, decisions and opportunities for engagement. This was repeated in the recent Annual Plans, the KPI reads as follows:
 - Council's website and Facebook are kept up to date as a source of information about Council projects, services and resources.
 - Quarterly newsletter is produced.
 - Communications plans are created to support projects considered to be of significant interest
7. For many years, BDC has produced the Connect newsletter on a quarterly basis, delivering it to all mailboxes throughout the Buller District. These newsletters have consistently been printed in Greymouth, as Buller does not have local printing facilities suitable for this publication. However, the quarterly production schedule often meant that the information contained in the newsletter was outdated by the time it was sourced, printed, and delivered.
8. In addition, key updates such as meeting dates and public notices were advertised in a commercial local newspaper, requiring residents to purchase the publication to access this important information. This approach has limited accessibility for some community members, highlighting the need for more equitable and inclusive communication methods.
9. The Council is legally obligated to provide notifications of meetings and public notices in accordance with the Local Government Official Information and Meetings Act 1987 (LGOIMA), this is further covered under the legal considerations in point 21 - 24.

Communications and Engagement Strategy

10. In the financial year 2024/25, Council set the following KPI for the Chief Executive Officer:

*A plan is developed and actioned to improve Council's communications, engagement and the community's perception of the organisation's openness and transparency.
Deadline 30 December 2024.*

11. Staff have developed the Communication and Engagement Strategy (**attached as Attachment 1**). This strategy represents a significant shift, modernising our approach and increasing Council's commitment to transparency, access and inclusivity. For the first time, the principles of equitable and accessible communication have been fully recognised and prioritised. This means ensuring that all residents—regardless of age, income, or digital access—can engage if they so wish with the Council and access information easily, in ways that suit their needs.
12. The need for this change was underscored by feedback from the community and recent challenges:
 - **Community Feedback:** The 2023 Customer Satisfaction Survey revealed that, while 79% of residents received the Council's 'Connect' newsletter and 80% of those read it, only 52% were satisfied with the level of information provided, and 26% called for better communication and consultation methods.
 - **Shifting Expectations:** The community increasingly expects timely, transparent, and interactive communication, highlighting the need for modern digital tools while also retaining traditional methods (printed publications) for those less comfortable with technology, free for all.
 - **Trust and Understanding:** Misunderstandings about Council responsibilities, including contentious issues like rate rises, have contributed to dissatisfaction. Clearer, more equitable communication is essential to rebuilding trust.
13. **Why We Needed to Change**
BDC's traditional approach to communication, while effective for some, left gaps in reaching the whole community.
14. Key drivers for change included:
 - **Equitability:** Many residents lack access to key information due to a reliance on paid newspapers or digital platforms that not all could access.
 - **Accessibility:** Information needs to be available in multiple formats to meet the diverse needs of Buller's residents.
 - **Strategic Oversight:** Previous communication efforts lacked a cohesive, strategic framework to ensure alignment across channels and equitable delivery.
 - **Engagement and Transparency:** Clearer, more proactive communication is needed to ensure the community can understand Council decisions and contribute meaningfully to issues they have an interest in.
15. **The Transformation:**
In order to address the issues above Council has adopted a new approach to communications and engagement. The Communication and Engagement Strategy provides a strategic approach to communication and engagement and outlines a deliberate, multi-channel approach to modernising how the Council communicates with the community. It includes the following innovations:

- **Equitable and Accessible Communication:**

The quarterly 'Connect' newsletter has been replaced by a monthly spread in a local free to access community newspaper, ensuring wider reach and increasing content by 43% each year. This newspaper is also available online for free.

Digital platforms, including the Council website, the 'Let's Talk Buller' platform, and a forthcoming app for mobile devices, provide interactive opportunities for residents to access information and provide feedback.

Printed material remains available through customer service centres, libraries, and other accessible locations across the Buller district to serve and reach all residents.

- **Proactive Engagement:**

The 'Let's Talk Buller' platform offers residents a central space to engage with Council projects and contribute feedback. Library staff are being trained to support residents in accessing digital tools and resources, promoting digital literacy and inclusion.

- **Timely and Transparent Communication:**

Meeting schedules, service updates, and urgent notices are now promptly shared through multiple channels, including the website, social media, the monthly Connect information in a free-to-access community newspaper, and advertisements in the local paid newspaper as required.

Looking Ahead

16. By recognising and addressing past gaps, the Buller District Council has taken an essential step forward with its new Communication and Engagement Strategy. This strategy ensures that equitability and accessibility are central to all communication efforts, fostering a connected, informed, and engaged community. Through this approach, the Council aims to build trust, deepen understanding, and empower all residents to actively shape the Buller District's future.

CONSIDERATIONS

Strategic Impact

17. This approach aligns with the Council's Long-Term Plan (LTP) and other strategic goals by enhancing equitable access to Council information across the district. The shift of the Connect newsletter to a free and widely distributed print publication supports the LTP's focus on community engagement and transparency, ensuring that all residents, regardless of location or financial means, can access timely and relevant Council updates. Additionally, the move towards a centralised, consistent communication and engagement strategy aligns with our broader commitment to efficient resource use and improving public trust and involvement in decision-making processes

Significance Assessment

18. No significant environmental, risk or financial matters are directly associated with this issue beyond the standard cost management considerations within existing budgets.

Policy & Legislative Considerations

19. Procurement Policy:
- 10.1(c) Where a supplier is deemed to provide a unique or specialist service that is specific to the needs of Council.
This may include a service that is not available from any other supplier or a preferred service from a specific supplier based on Council's requirements e.g. a consultant to assist in a resource consent application process
 - 11 gives the requirements to openly advertise.
 2. Council must openly advertise on the Tenderlink or GETS service:
 - a. **if the maximum total estimated value of the procurement meets or exceeds \$500,000 (which does not apply in this case)**
 - 12.1(b) Contracts with a value up to \$100,000 may be procured via a direct source process
20. Therefore, the decision to engage the Messenger for the 'one-stop-shop' Connect newsletter fits within rules 10.1(c), 11.2(a) and 12.1(b) within the Procurement Policy

Legal

21. Public notices required under legislation such as meeting notifications and public consultations, are defined in the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Local Government Act 2002 (LGA).
22. The definition in the LGOIMA, as amended in 2019, provides that "publicly notified" is defined under Section 2 (1) as follows:
- (a) is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority's Internet site; and
 - (b) is published in at least—
 - (i) 1 daily newspaper circulating in the region or district of the local authority; or
 - (ii) 1 or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district

23. Section 5(1) of the LGA defines “public notice” as one that:
- (a) is made publicly available, until any opportunity for review or appeal in relation to the matter notified has lapsed, on the local authority’s Internet site; and
 - (b) is published in at least—
 - (i) 1 daily newspaper circulating in the region or district of the local authority; or
 - (iii) 1 or more other newspapers that have a combined circulation in that region or district at least equivalent to that of a daily newspaper circulating in that region or district
24. Public notices, provided they are within the legislative timeframe, can therefore be published in the monthly free to access newspaper which has a distribution greater than the local commercial newspaper. Where necessary the local commercial newspaper will still be used for public notices.

Māori Impact Statement

25. The new approach to communication and engagement ensures information is equitably accessible to all members of the community, including Māori, by providing multiple channels for participation and information-sharing. While this decision does not involve a significant decision in relation to ancestral land, water, or other taonga, it supports inclusivity by fostering opportunities for Tangata Whenua to engage in decision-making processes that impact their communities and priorities

Financial Considerations

26. For print media, the figures for the advertising and printing the connect newsletter are commercially sensitive, therefore a full analysis is not able to be detailed within this report.
27. Collectively in the last financial year, advertising across six papers and printing the newsletter three times a year cost approximately \$36,500 per annum.
28. Looking ahead at the change in print media only, the advertising and newsletter will cost \$28,700 per annum.

Communication Internal / External

External Engagement:

29. To inform this strategy, BDC reviewed key data sources, including:

- Results from the 2023 Customer Satisfaction Survey, which provided insights into community feedback on existing communication methods.
- Demographic data from the 2023 Census to ensure the strategy aligns with the diverse needs of our community.
- Accessibility data regarding the community's access to technology, identifying gaps in digital inclusion.
- Anecdotal feedback from frontline customer service staff, reflecting recurring themes and concerns raised by residents in their day-to-day interactions.

Internal Engagement:

30. A comprehensive one-to-one consultation process was conducted internally, involving staff across departments to gather detailed insights and recommendations. This ensured the strategy reflects operational realities and aligns with organisational goals.



BULLER
DISTRICT COUNCIL
Te Kaunihera O Kawatiri

Communication & Engagement Strategy

2024-27

Contents

- Purpose 02
- Our guiding principles 03
- Strategic planning & context 04
- What do we mean by:
 - Communication 06
 - Engagement 07
- Our audiences 08
- Our goal areas 10
- Action plan
 - External communication 12
 - Internal communication 14
 - Community engagement 16

Purpose

Our Communication and Engagement Strategy guides and fosters transparent, inclusive, and effective dialogue within our organisation and community.

This strategy aims to ensure that all stakeholders, including staff and the community, are well-informed, actively involved, and feel heard in decision-making that impacts their lives and work, recognising the crucial role they play in shaping our collective future.

We are committed to delivering clear, consistent, and timely communication across multiple platforms to meet the diverse needs of our community and staff. We strive to enhance community well-being, support informed decision-making, and drive positive change in our region by building strong, trust-based relationships and encouraging open engagement.

Internally, our goal is to ensure that staff at all levels have access to the information they need, feel valued, and actively engage in organisational initiatives. We aim to enhance workplace satisfaction, efficiency, and overall performance by promoting open communication and collaboration.

Our Communication and Engagement Strategy is a living document that is continually edited and updated to reflect the changing demographics, communication platforms, and community requirements.

Our vision:

To foster a connected and resilient community where every voice is heard, valued, and contributes to the decision-making process, enhancing the quality of life for all.



Our guiding principles



Open and honest communication

Ensure our communication is clear, accurate and open, fostering trust by being accountable for the information shared with the community and stakeholders.

Everyone's voice matters

Engage with all community segments by making communication and engagement activities accessible, easy to understand and available to everyone.

Reaching out and listening

Actively seek out and encourage community participation and feedback, addressing concerns early on and keeping the conversation open.

Working together

Work closely with our community and partners to achieve the best results for everyone.

Always getting better

Assess and refine communication and engagement practices based on feedback, performance metrics and emerging trends to ensure they remain effective and relevant, demonstrating our commitment to continuous improvement and the value we place on feedback.

Strategic planning and context

This framework demonstrates the relationship between engagement and communication, with the drivers directing our work in the Buller District. Buller District Council's Community Outcomes underpin these.

The development of this Communication and Engagement strategy is driven by several key factors essential to the Council's operations. The Long Term Plan (LTP) and subsequent annual plans are central to our strategic framework, which sets out the Council's vision, objectives, and priorities. These documents serve as the overarching strategic direction.

At the same time, the Significance and Engagement Policy, which gets reviewed every LTP cycle, defines how we interact with and involve the community in significant decisions. The need for effective communication and engagement is further underscored by various drivers identified within our framework, including community expectations, legislative requirements, and the Council's commitment to transparency and inclusivity.

This strategy provides a structured approach to applying the principles outlined in the Significance and Engagement Policy, ensuring our engagement practices are consistent, aligned with strategic goals, and responsive to the identified drivers.



Supporting documents

Other documents underpin and support the Communication and Engagement strategy. They provide detailed guidance, frameworks, and tools necessary to implement the strategy effectively. These documents serve as references for best practices, set clear standards, and offer practical resources to help staff and stakeholders understand and execute the strategy, ensuring its success.

Supporting documents may include:

- Media policy
- Social media policy*
- Communication policy*
- Access & Inclusion policy*
- Brand guidelines
- Crisis communication plan*
- Significance & Engagement policy

*Documents in progress.

Legal Context

As Council, our role is to lead and represent our community. We must actively engage with the community, foster participation in decision-making processes, and empower individuals to have their voices heard.

This Communication and Engagement strategy acknowledges that specific projects are subject to legal regulations that dictate a minimum level of consultation. In these circumstances, the Council must fully comply with the relevant provisions of the legislation.

The Local Government Act 2002 (the Act) drives engagement and communication between a council and its community.

The Act outlines a set of principles intended to govern the actions of local authorities. These principles emphasise conducting business in an open and transparent manner, being attuned to community views, offering opportunities for Māori participation in decision-making processes, collaborating and cooperating with other local authorities where appropriate, and ensuring responsible stewardship of resources while adopting a sustainable development approach.

Part 6 of the Act relates explicitly to planning decision-making and accountability:

- Section 76AA Significance and Engagement Policy
 - Section 78 Community views in relation to decisions
 - Section 81 Contributions to the decision-making process by Māori
 - Section 82 Principles of Consultation
 - Section 83 Special consultative procedure
- Public consultation is required in several other acts, for example:

- Reserves Act 1977
- Land Transport Act 1993
- Resource Management Act 1991
- New Zealand Public Health and Disabilities Act 2000

It also stems from obligations such as those set out in Te Tiriti o Waitangi/the Treaty of Waitangi. The management and release of information gathered during the consultation is subject to the Privacy Act 2020 and the Local Government Official Information and Meetings Act 1987.

Guiding principles for engagement with Māori

The council is committed to upholding Te Tiriti o Waitangi (The Treaty of Waitangi) in all engagements with Māori. As mana whenua, Te Rūnanga o Ngāti Waewae is a key partner in shaping the West Coast Te Tai Poutini's future, especially for the Buller District. A strong, collaborative relationship with Te Rūnanga o Ngāti Waewae is essential, alongside meaningful consultation with Ngāti Apa and other Māori when necessary.

Our goal for engagement will be guided by whanaungatanga, emphasising the importance of building lasting, respectful relationships. Tikanga—Māori cultural practices—will be honoured in all interactions, ensuring culturally appropriate, safe, respectful engagement. Communication will be inclusive, increasing the use of Te Reo Māori and English to ensure that Māori voices continue to inform decision-making.

Council's engagement is grounded in manaakitanga, demonstrating care and respect for Māori, while tino rangatiratanga upholds Māori self-determination, empowering Māori, particularly Te Rūnanga o Ngāti Waewae, to guide decisions that positively impact their rohe. Through kotahitanga, collaboration will be fostered to create shared solutions, and kaitiakitanga will ensure that Māori environmental stewardship and cultural heritage are upheld and respected.

Te Arawhiti has created a framework and guidance for public sector engagement with Māori that we can seek advice from. Buller District Council is on a journey to grow its relationships with Māori. Partnerships between local government and Māori across Aotearoa, New Zealand, are continually evolving. It is of the utmost importance for us to maintain and foster both new and established relationships with Māori across the Buller district to ensure inclusiveness is embedded in all Council communication and engagement activities.

What do we mean by Communication and Engagement?

Communication

Communication is the process of sharing information with our community, including residents, businesses, and other stakeholders. It involves conveying key messages, updates, and decisions from the Council to the community.

The aim is to ensure that the community is informed about Council activities, policies, services, and decisions that may affect them. It's about transparency and keeping the public aware of what the Council is doing.

Communication channels we will use:



Face to face



Print media



Website



Communication app



Printed material



Email



Engagement platform



Signage



Social media



Radio



Letters

Engagement

Engagement creates a two-way relationship where the community has a say in the Council's decisions. It helps the Council understand community concerns, gather input, and build stronger, more responsive governance.

The aim is to involve residents, businesses, and other stakeholders in the Council's work, ensuring their voices are heard and considered in the decision-making process. It's about building trust, understanding community needs, and fostering a sense of ownership and participation in local governance.

Levels of engagement

The IAP2* spectrum of public participation depicts five levels of increasing influence that the public can have on an outcome or decision, from the first, low intensity level of 'Inform' to the highest level of engagement termed 'Empower'. The spectrum proposes goals and deliverables for each level. This framework will guide our work and inform our approach, helping us identify where on the spectrum we are engaging with the public as part of our commitment to best practice.

Inform



To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult



To obtain public feedback on analysis, alternatives and/or decisions.

Involve



To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate



To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

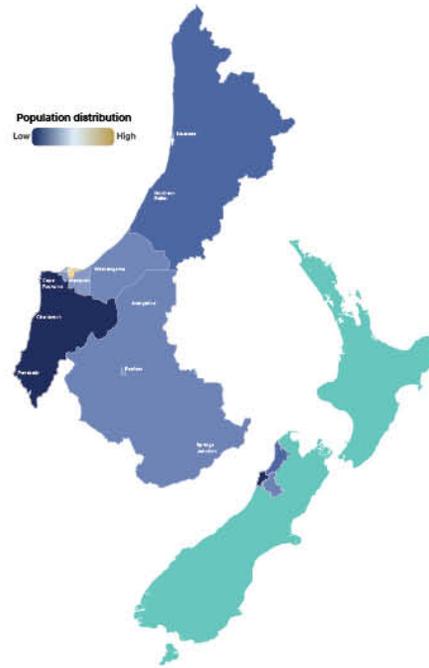
Empower



To place the final decision-making in the hands of the public.

*The International Association for Public Participation (IAP2)

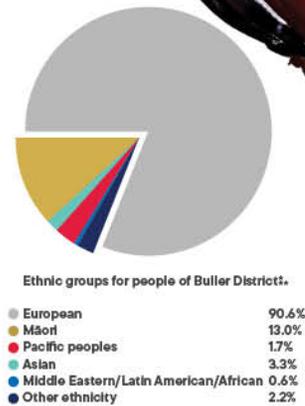
Who are our audiences?



Our Community

Our community includes the people who live, work, play and visit the Buller District, spanning 7,943 square kilometres with a population of 10,446* people.

 Population* 10,500	 Median age* 52 Years	 Population 0-15 years* 14.7%	 Population 65 and over* 26.3%	 Māori ethnicity* 13%
 Median household income* \$51,800	 Female gender* 48.3%	 Male gender* 51.3%	 Access to the internet* 79.9%	 Access to a mobile phone* 90.4%



* Ethnicity is self-perceived, and a person can belong to more than one ethnic group. StatsNZ via Infometrics.co.nz

*From StatsNZ 'Estimated Resident Population' 2024 and Census 2023 via Infometrics.co.nz

Our goal areas

External communication

 **Target:**
Develop and maintain effective communication methods to inform the community, increasing awareness and understanding of Council activities.

Be informed

Let's team up

Internal communication

 **Target:**
Enhance internal communication channels to ensure timely, accurate, appropriate and transparent information sharing among all staff to create a more informed workforce.

Community engagement

 **Target:**
Foster meaningful community engagement by creating inclusive opportunities for residents to participate in and understand Council's decision-making processes.

Let's Talk



Action plan

External communication



Target

Develop and maintain effective communication methods to inform the community, increasing awareness and understanding of Council activities.



To achieve this, we will:



Inform and engage with our community about Council decisions, services, and initiatives that impact them.



Share our stories, frequently and proactively.



Deliver timely, relevant and accessible communication via a range of communication channels.



Foster a culture of customer-focused communication by implementing best practice and strategic alignment.



Service delivery (What we do)

- Plan, create, deliver and advise on clear, accessible and consistent communication across multiple channels.
- Proactively inform the community by delivering regular updates on Council decisions, services, and initiatives.
- Develop and share compelling content, incorporating visual elements and storytelling, to raise awareness and showcase Council projects and achievements.
- Deliver high-quality, visually appealing content to promote our services and initiatives, ensuring clarity and accessibility for all audiences.
- Provide timely, transparent, and well-informed responses to public enquiries and concerns through the most appropriate communication channels.
- Develop and review communication and engagement policies, strategies and toolkits to ensure we are providing high quality strategic communication in line with best practice.



Action plan

Aim	Activity	Output	24/25	25/26	26/27
	Refresh Council's website			✓	
Improve the customer experience of BDC website and social media platforms.	Utilise effective social media platforms	Council's website and social media platforms are visually appealing and engaging.			✓
	Increase communication & engagement via app	App developed and launched	✓		
	Deliver Communication and Engagement Strategy & Action Plan	Strategy presented	✓		
Provide high quality communication policies and strategies	Develop Media, Social Media and Communication Policies	Launch internally		✓	
	Develop media crisis communication plan	Launch internally		✓	
	Develop an access and inclusion plan	Launch internally		✓	
Improve the visibility of information for Infrastructure Services projects	Develop processes, content and activities to provide regular project updates to communicate progress through a multi-channel approach.	All significant projects that impact the community to be communicated across multiple channels.		✓	
Guide consistency, style and tone for digital and print communication for all Council-associated channels and sub-brands	Refine brand and develop brand guidelines.	All Council's digital and printed materials are accessible and inline with brand guidelines	✓		
	Review all current printed and digital materials.	All Council's digital and printed materials are accessible and inline with brand guidelines	✓		
All Council collateral is in line with brand guidelines	Develop accessible content.				✓



Ongoing activities

Aim	Activity	Output
All departments take a proactive approach to aid external communications	Develop internal process to support staff.	Proactive external communication becomes standard practice across the organisation
Develop and manage Council's website, digital and social media platforms	Ensure all Council content aligns with New Zealand Government web accessibility standards.	Websites and social media platforms are kept up to date and achieve high levels of engagement.
Develop communications that are accessible and inclusive for all groups in our community	Communication is aligned to the Access and Inclusion Plan	Accessible and inclusive communications are delivered.
Foster a culture of customer-focused communication.	Deliver customer-focused communication training to staff around targeted communication methods.	Training sessions delivered and included in staff induction process to ensure improved customer-focused communication.

Internal communication



Target

Enhance internal communication channels to ensure timely, accurate, appropriate and transparent information sharing among all staff to create a more informed workforce.

To achieve this, we will:



Foster a culture of enhanced collaboration and teamwork across departments, resulting in more efficient and cohesive organisational outcomes.



Ensure staff feel genuinely listened to and valued, resulting in increased engagement and job satisfaction.



Establish clear and consistent communication channels to enhance teamwork and coordination among staff.



Develop clear and comprehensive policies that enhance communication, engagement practices, and staff efficiency through streamlined systems and procedures.

Let's team up



Service delivery (What we do)

- Support the practice of strong, ongoing internal communications.
- Continue to adapt, evaluate and elevate our internal communication systems.
- Support teams across Council to keep staff informed about internal and external BDC projects.
- Maintain digital channels that support internal communications.
- Provide templates which support managers and teams.
- Develop and implement internal communication policies and procedures to ensure clarity and consistency.



Action plan

Aim	Activity	Output	24/25	25/26	26/27
Provide high quality policies, strategies and toolkits	Create an internal communication toolkit.	Communications toolkit accessible on BDC intranet.		✓	
	Upskill staff so they understand how to utilise toolkit.	Staff regular use communication tools.		✓	
Improve internal relationships and communications across the organisation	Collaborative team building across the organisation.	All staff meetings held biannually.	✓		
	Report to SLT following staff consultation.	Cross department collaboration is common practice.		✓	
Improve internal digital communication channels	Staff training for Kawatiri Portal and SharePoint.	All staff know how to use systems and access information.			✓
	Develop internal staff social media channel.	Channel developed and regularly utilised by staff.		✓	
All staff members feel connected to SLT and have a better understanding of each department's function.	Plan created to increase visibility across the organisation.	Staff understand the structure of BDC and are more connected creating a values-driven culture.		✓	
	Departmental presentations to all staff.				✓



Ongoing activities

Aim	Activity	Output
Staff provide timely, accurate, and professional responses to enquiries and communication requests through all internal channels.	Implement clear response protocols, provide training on communication standards, and establish clear KPIs for email and internal channel enquiries.	Consistent, well-managed responses that enhance efficiency and maintain professionalism.
Foster effective and consistent internal communication to enhance collaboration and information flow across the organisation.	Develop and maintain internal communication channels, such as CEO updates, intranet updates, and regular staff briefings, ensuring ongoing feedback and improvement.	Improved organisational cohesion, informed staff, and a more connected workplace culture.
Increase awareness of the Communication and Engagement team's capabilities while enhancing staff communication skills across the organisation.	Conduct workshops, provide resources, and actively promote the Communication and Engagement team's services and expertise through internal channels.	Greater utilisation of the Communication and Engagement team's services and improved staff communication capabilities organisation wide.

Community engagement



Target

Foster meaningful community engagement by creating inclusive opportunities for residents to participate in and understand Council's decision-making processes.



To achieve this, we will:



Ensure the community has a say in Council decisions that impact them.



Increase the community awareness of how to engage with the Council.



Provide information and opportunities for our community to take part in Council decision-making.



Ensure the Council understands the community's views, values, and priorities.



Service delivery (What we do)

- Manage Council's community engagement to ensure community and stakeholder participation in Council decision making.
- Provide our stakeholders with the information and resources they need about how to participate in the BDC decision making process.
- Ensure the requirements are met for community consultations and engagement, as set out in the relevant Acts and Significant Engagement Policy.
- Support staff to engage in meaningful conversations, create engagement opportunities, and analyse the feedback received, ensuring that the findings of the engagement process inform decision making.



Action plan

Aim	Activity	Output	24/25	25/26	26/27
Educate and empower Buller District Council employees to identify the need for meaningful engagement around Council activities.	Develop a toolkit of resources and collateral for staff to support the delivery of engagement.	Toolkit developed and rolled out to staff.		✓	
	Train staff on how to effectively use the engagement platform.	Staff able to utilise the platform to its full potential.	✓		
Ensure a strong and consistent online presence for Council engagement projects	Development of 'Let's Talk' engagement platform	Platform developed and launched.	✓		
Ensure Council's approach continues to meet industry best practice guidelines	Engagement is delivered, aligned to the International Association for Public Participation (IAP2) framework	Engagement meets best practice guidelines			✓
Support a strategic approach to stakeholder identification and engagement	Develop a strategic engagement framework to identify and map stakeholders for Council consultation and engagement activities.	Strategic Engagement framework is developed and rolled out to staff.			✓
		Development of a Council-wide stakeholder database			✓



Ongoing activities

Aim	Activity	Output
More face-to-face interaction with Council staff across the Buller District	Regular outreach days held across the district.	Up-to 12 events per year are accessible to the community
	Targeted subject matter information sessions.	Community has the ability to speak directly with Council staff.
	Targeted diverse community group engagement.	More diverse communities have an understanding of the engagement process.
Ensure the engagement resources remain current and reflect staff requirements	Interactive engagement activities take place.	More active participation in Council's engagement process.
	Review the engagement resources annually and seek feedback from departments regarding effectiveness	Effective and useful engagement resources are utilised across all Council departments.
Ensure that the 'Let's Talk' engagement platform remains up to date, displaying current engagement projects.	An online presence is maintained at all times	All relevant engagement projects are uploaded to the platform and kept up to date
		Number of people registered on the platform increases each year



BULLER
DISTRICT COUNCIL
Te Kaunihera O Kawatiri

Westport office
6-8 Brougham Street, PO Box 21,
Westport 7866, New Zealand
Freephone 0800 807 239
Phone 03 788 9111



bullerdc.govt.nz

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 7

Prepared by Bronwyn Little
Senior Policy Advisor

Reviewed by Simon Pickford
Chief Executive Officer

Public Excluded: No

APPLICATION BY THE TRUST COMMUNITY FOUNDATION LIMITED FOR THE COSMOPOLITAN HOTEL, WESTPORT UNDER BULLER DISTRICT COUNCIL CLASS 4 GAMBLING AND TOTALISATOR AGENCY BOARD (TAB) VENUE POLICY

EXECUTIVE SUMMARY

1. The Trust Community Foundation Ltd has made an application for an additional three gaming machines on their premises at the Cosmopolitan Hotel at 136 Palmerston Street, Westport. Under the provisions of Council's Class 4 Gambling and TAB Venue Policy the application was publicly notified resulting in five submissions in opposition. At the Extraordinary Council meeting on 13 November 2024 Council heard from the applicant and three of the submitters. After considering the application, officer's report and all submissions the motion to decline the application resulted in a four/four tied vote.
2. The final resolution of the meeting was to request advice be brought to this meeting. Advice was sought from within BDC and other councils. The recommendation in this report seeks to resolve the matter.

DRAFT RECOMMENDATION

3. **That Council:**
 - 1) **Notes that at the Extraordinary Council meeting of 13 November 2024 the application, and submissions to the application, by Trust Community Foundation Ltd for a further three gambling machines to operate at the Cosmopolitan Hotel at 136 Palmerston Street, Westport were considered after hearing from the applicant and three of the submitters;**
 - 2) **Notes that after deliberations the motion to decline the application resulted in a tied vote with four councillors in favour and four councillors in opposition;**

- 3) Notes that a resolution ‘to request advice be brought to the next meeting on how this application can be determined because of a tied vote to decline the application (in the absence of a casting vote)’ was made at the meeting;
- 4) Notes the requirement of the Gambling Act 2003 under section 100 to either grant the application (with or without conditions) or not grant the application;
- 5) Notes the advice outlined in this report;
- 6) Grants the application by Trust Community Foundation Limited for the addition of three new gaming machines in the Class 4 gambling venue at the Cosmopolitan Hotel at 136 Palmerston Street, Westport, noting that:
 - a) Should this resolution be lost, then the application shall be declined.
 - b) Should this resolution be tied, then the application shall be declined, pursuant to clause 24(2)(b) of Schedule 7 of the Local Government Act 2002 that states ‘the mayor or chairperson or other person presiding at the meeting has a deliberative vote; and in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated, and the status quo is preserved)’

ISSUES & DISCUSSION

BACKGROUND

4. As required under legislation, Council has a Class 4 Gambling and Totalisator Agency Board (TAB) Venue Policy (the Policy). Under that Policy new gambling venues and new gambling machines are subject to an application being made and public notification being undertaken. The application and any submissions received are then considered by Council alongside an officer’s report.
5. The Trust Community Foundation Ltd made an application for an additional three gaming machines at the Cosmopolitan Hotel at 136 Palmerston Street, Westport. The venue currently has permission to operate six gaming machines, the additional number bringing the total to nine if the application was to be approved. The application was publicly notified, and five submissions (all in opposition) were received to the application.

HEARING

6. At the Extraordinary Council Meeting, attended by eight councillors, on 13 November 2024 Council heard from the applicant and three of the five submitters. An officer’s report was included in the agenda along with the application and submissions. Please refer to item 3 and attachments in the Extraordinary Council Agenda ([13 November 2024](#)).
7. After consideration of all the information, and deliberation on the relevant matters, a motion to decline the application was moved by Cr P Grafton and seconded by

Cr A Pfahlert. Further discussion ensued and a final vote was called resulting in the following:

For:

Cr A Pfahlert, Cr P Grafton, Cr J Howard, Cr G Neylon

Against:

Mayor J Cleine, Deputy Mayor A Basher, Cr T O'Keefe, Cr R Sampson

8. The vote was therefore four/four and tied. With even numbers on each side and no casting vote provided for in the Council's Standing Orders the matter remained unresolved.
9. Under the provisions of Section 100 of the Gambling Act 2003, council must determine an application and either grant or not grant a consent. Council therefore made the following resolution (unconfirmed minute):
10. **'Council requests advice to be brought to the next meeting on how this application can be determined because of a tied vote to decline the application (in the absence of a casting vote)'**

Cr T O'Keefe/Cr A Pfahlert

8/0

CARRIED UNANIMOUSLY

OUTCOME

11. The tied vote on the motion to decline the application has resulted in the application being neither approved nor declined. The matter has therefore not been determined and as noted above the Gambling Act 2003 requires the Council to make a determination to either grant or not grant the application.
12. Since the meeting Council staff have researched the matter and also consulted with other councils seeking advice on this situation. This information is included in the options discussion below.

OPTIONS

13. **Option 1 – Status Quo**
This option would leave the current situation (tied vote on the motion to decline the application) which does not determine the matter.
14. **Option 2 – Suspend Standing Orders**
Suspend Standing Orders to allow the chair to use a casting vote if required. Noting that the suspension of Standing Orders requires 75% of the members present and voting to agree to this.
15. **Option 3 – New resolution**

A new resolution which clearly states the consequences of the decision i.e. that if the motion to grant the application is lost then the application shall be declined or if it is tied then the application will be declined pursuant to provisions of the LGA which states that the act or question is defeated, and the status quo is preserved – please see 32 – 42 below for more detail.

- Grants the application by Trust Community Limited for the addition of three new gaming machines at the Class 4 gambling venue at the Cosmopolitan Hotel in Westport, noting that:
 - a. Should this resolution be lost, then the application shall be declined.
 - b. Should this resolution be tied, then the application shall be declined, pursuant to clause 24(2)(b) of Schedule 7 of the Local Government Act 2002 that states (2) '*the mayor or chairperson or other person presiding at the meeting has a deliberative vote; and in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated, and the status quo is preserved)*'

16. **The following is an assessment of the advantages and disadvantages of each option:**

Advantages:

17. Option 1

No advantages

18. Option 2

Provides for a decision to be made if the resulting vote is tied once again
Allows for a determination to be made as required under the Gambling Act 2003 thereby fulfilling Council's legal obligations.

19. Option 3

Provides a clear outcome should the motion be either lost or tied
Allows for a determination to be made as required under the Gambling Act 2003 thereby fulfilling Council's legal obligations.
Does not require suspension of Standing Orders

Disadvantages:

20. Option 1

Does not allow for a determination of the application to be made
Does not fulfil Council's legal obligations to determine the application under the requirements of the Gambling Act 2003

21. Option 2

Suspension of Standing Orders on this matter may create a precedent for future decisions
Requires support from 75% of those present and voting on this matter

22. Option 3
No obvious disadvantages as it provides a clear determination for the application as required under the Gambling Act 2003.

PREFERRED OPTION

23. Option 3 is the preferred option as it allows for a clear determination to be made to either grant or not grant the application as required under the Gambling Act 2003.

NEXT STEPS

24. Should Option 3 be adopted a motion to adopt the recommendation as set out above should be made.

CONSIDERATIONS

Strategic Impact

25. This decision will fulfil the requirements of the Class 4 Gambling and TAB Venue Policy and the Gambling Act 2003 by determining to grant or not grant the application made under the Policy.

Significance Assessment

26. This report is assessed as being of low significance.

Risk Management Implications / Opportunities

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

28. Legal requirements:

- The Council's policy, under which the application has been made, is required by the Gambling Act 2003. The Act also requires Council to determine to grant or not to grant an application made under the Policy.

29. External Engagement:

Council has fulfilled all its obligations under the current Class 4 Gambling and TAB Venue Policy. Public Notices of the application inviting submissions were placed in the local newspaper and on Council's website twice within the time periods set out in the policy.

30. With regard to the decision making matters set out in this report Council officers have been in contact with other Council Governance teams to find an answer to the situation created by the vote being tied on the motion to decline the application. Feedback from these sources has informed the options presented in this report.

31. Internal Engagement:
This report has been informed by input from the Governance Secretary and the Senior Policy Advisor.

Policy & Legislative Considerations

32. The following policy and legislative considerations have been identified:
33. Policy Considerations:
The application was made under the Council's operative/current Class 4 Gambling and TAB Venue Policy (2018). The Policy requires applications to be made for new gambling venues and additional gambling machines in existing venues. There is a requirement for applications to be publicly notified and submissions to be called for. In addition, an application and any submitters who wish to speak to their submissions must be given the opportunity to be heard in person by Council at a hearing.
34. The Policy includes some general matters for Council to consider in relation to the location of venues including proximity of sensitive activities e.g. schools, the characteristics of the district and parts of the district, along with the cumulative effects of additional opportunities for gambling.
35. The application from the Trust Community Foundation Limited was made in accordance with the requirements of the Policy and five submissions in opposition were received within the given timeframe for receipt of submissions.
36. Legislative considerations:
Council's responsibility to make and administer a policy on Class 4 gambling venues is set out in section 101 (Territorial authority must adopt a class 4 venue policy) of the Gambling Act 2003. Under section 98 of the Act the policy must cover any increase in gaming machines at a venue, a new venue or a change the venue.
37. Section 100 of the Act requires the following:

100 Considering and determining application for territorial authority consent

(1) A territorial authority must—

(a) consider and determine an application for a territorial authority consent in accordance with its class 4 venue policy; and

(b) then either—

(i) **grant a consent with or without a condition specifying the maximum number of gaming machines that may be operated at the venue (but with no other condition); or**

(ii) **not grant a consent.**

38. The Council must therefore make a determination on an application. There is no option to leave the matter undecided.
39. The Council's Standing Orders do not provide any guidance of what should happen if a vote is tied (Section 19, Voting/Te pōti). Nor do Standing Orders provide for the Mayor or Chairperson to have a casting vote.
40. Schedule 7 of the LGA (Local authorities, local boards, community boards, and their members) provides more direction on voting in Clause 24:

24. Voting

- (1) *The acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by—*
- (a) *vote; and*
 - (b) *the majority of members that are present and voting.*
- (2) *For the purposes of subsection (1), the mayor or chairperson or other person presiding at the meeting—*
- (a) *has a deliberative vote; and*
 - (b) ***in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated, and the status quo is preserved).***
- (3) *An act or question coming before the local authority must be done or decided by open voting.*
- (4) ***Subsections (1) and (2) apply unless—***
- (a) *this Act provides otherwise; or*
 - (b) ***the standing orders of the local authority expressly provide otherwise.***

41. As outlined above in Cl. 24 (2) (b) when there is a tied vote the act/question is defeated, and the status quo is preserved. Under Standing Orders (23.9) in the case of a motion being lost a new motion, with the consent of the Chairperson, may be proposed to provide direction. The motion that was lost/defeated in this case was to decline the application.
42. Advice received from other governance teams and further discussion within council suggest that the best way to come to an effective decision on the application is to recommend that a motion to grant the application be put to the vote with further explanation in the recommendation clearly stating what the outcome will be if the motion is lost.

Māori Impact Statement

43. 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, as noted in the original officer's report, statistics show that Māori are disproportionately impacted by gambling and are 3.13 times more likely to experience gambling harm compared with non-Māori. The latest Statistics New Zealand information (2023 via Infometrics) shows that 13% of Buller's population identify as Māori.

Financial Considerations

44. There are no financial implications relevant to this decision.

Communication Internal / External

45. The applicant and submitters will be notified of this decision in writing and any media enquiries will be managed by the Communications and Engagement team.

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 8

Prepared by Jamie Cleine
Buller District Mayor

Attachments:

1. TUIA Prospectus 2025
2. WCEM Joint Committee Meeting Papers - 6 November
3. MCI Forum – 6 November Meeting Notes
4. TTPP Committee 12 November
5. LGNZ Quarterly Update
6. Mayors Correspondence

MAYOR'S REPORT

REPORT SUMMARY

1. This report is to provide commentary of significant events and meetings attended by the mayor. The Mayoral inwards and outwards correspondence is provided for information and discussion.

DRAFT RECOMMENDATION

2. **That Council:**
 - 1) **Receive the report for discussion and information.**
 - 2) **Notes Inwards and Outwards Correspondence and provide direction for any responses required.**
 - 3) **Endorses participation in the TUIA mentoring programme for 2025, and a public expression of interest process to identify a suitable candidate, and, a panel including one Councillor, Iwi representation and the Mayor to select and confirm a candidate.**

COUNCIL

MAYORS TASKFORCE FOR JOBS (MTFJ)

3. This month has seen on-going emphasis on setting young people up for success in gaining employment. One of the barriers to young people moving into employment in rural areas is often their own self confidence and ability to see value in what they can offer to society. I recently spoke about this at a public awards evening when I encouraged young people to value the community that has helped shape them and the opportunities that experience provides. MTFJ Buller strives to support our young people in gaining the confidence to conquer mountains by first conquering the barriers to their sustainable employment. The pastoral care function for our applicants and

our ability to broker those “first conversations” with a prospective employer are where MTFJ continues to make a difference in Buller.

MTFJ Buller Coordinator Julie Moore:

4. Mayor Jamie has provided contacts for Federation Mining located in Reefton. We are now working alongside Development West Coast at facilitating a Mining Information Session for all mines in the area, to be held in November.
 5. We travelled to Reefton with an MSD Case Manager from the Westport office. We met with three potential clients, that have yet to reach out again for our support. We have regular MSD work broker catch-ups to discuss employer/employee opportunities with those we have placed into work recently. Two referrals from MSD for October.
 6. We facilitated a Dress to Impress for four young ladies. The course covers developing self-confidence, looking good and feeling good when presenting for job interviews and shopping for interview clothes on a budget. A personal hygiene pack was given to each of them.
 7. We visited Reefton with Buller REAP and met with two MSD referrals and two potential clients.
 8. Met with Te Ha O Kawatiri about the Maara Kai horticulture and the principles of manaakitanga workshop that will be held in November.
 9. Ruby attended the Youth Mental Health first aid course in Greymouth.
 10. We had a great response for our Gumboot Friday raffle which raised \$373.20. MTFJ nationally supports the Gumboot Friday charity.
 11. Ruby has been working for some time with a jobseeker who lives in an isolated community. She was a very anxious learner driver, but she realised it was essential to have her licence for any employment opportunities. After many lessons and help from Ruby she has just gained her restricted licence, which has now enabled her to come into Westport for job interviews.
- TUIA – Mentoring Programme**
12. The 2024 TUIA mentoring programme concluded at the final wananga held in Lower Hutt on 2 November 2024. I attended this event to support Matiu Manuel with both of us speaking about the TUIA kaupapa from a Buller perspective. The event brought together the experiences gained from the four previous wananga held around the country during the year.
 13. Taina performed waiata and kapa haka as well as sharing personal accounts of their experience during the programme.

14. Matiu Manuel is the fourth TUIA recipient from Buller during my term as Mayor. The MTFJ programme is a strong supporter of TUIA and provides funding support for travel to the wananga held around Aotearoa during the year. The time for selection of TUIA candidates for 2025 is open, with confirmation required by mid-February 2025. In previous years I have established a panel comprising one councillor, Iwi and the mayor to work through a selection process, noting that applications are usually low in quantity. See **Attachment 1**.
15. Council is asked to endorse a public selection process and confirm our participation in the programme for 2025.

DOOLEY VS CLEINE DEFAMATION CASE

16. My report to the October 2024 Council meeting provided the background to these legal proceedings. The case progressed to trial at Westport District Court from 8-15 October 2024 before Judge Kevin Kelly. Judge Kelly reserved his decision which he has now released on 13 November, ruling in favour of the defendant Mayor Cleine. The detailed 46-page judgement concluded:
 17. *[227] For the reasons stated, Mr Dooley's claim is dismissed. Mr Dooley has not proved on the balance of probabilities that Mr Cleine defamed him by way of either the Article or the Letter: Accordingly, I decline to make a declaration to that effect.*
 18. *[228] Mr Cleine is prima facie entitled to costs. I reserve the question, however, and invite the parties to agree costs. If they are unable to do so, Mr Cleine is to file and serve a memorandum within 15 working days and Mr Dooley may file and serve any response 15 working days after receipt of Mr Cleine's memorandum. A decision will then be made on the papers in the usual way*

*K D Kelly
District Court Judge*

19. I am seeking the advice of Councils defence team on any avenues available to recover the costs of this defence from Mr Dooley.
20. Currently, the ratepayer has borne significant cost in insurance excess, legal advice and other disbursements.

External Meetings

West Coast Emergency Management Joint Committee

21. The Joint Committee met in Westport on 6 November. The meeting pack is included as **Attachment 2**.

Exercise Pandora

22. The Buller Emergency Operations Centre (EOC) and a number of our community groups participated in exercise "Pandora". The full West Coast

Group also activated and worked in with the Canterbury based exercise. The all-day exercise included a full EOC shift with significant support from external organisations and local volunteers to fully staff the functions. The scenario was day three after a major alpine fault earthquake with tasking preloaded into the management system to replicate some of the emerging challenges that would be getting worked through in a real situation. It provided a great test run and as always identified areas for improvement to be worked through.

Mayors, Chairs & Iwi Forum (MCI)

23. The MCI forum met in Westport on 6 November. The notes provided by WCRC secretariat are included as **Attachment 3**.

Te Tai Poutini Plan (TTPP)

24. The TTPP committee met via zoom on 12 November. The agenda pack is included as **Attachment 4**. Of interest to many Buller residents is the committee decision to re-consult the public on Coastal Hazards Variation 2.
25. Coastal hazards (coastal erosion and flooding) in the proposed TTPP were mapped using the most accurate data and modelling available at the time. High accuracy LiDAR data was available for the Hokitika and Westport township areas, as it had been carried out earlier for the planning of coastal and river protection works for those towns. The rest of the coast was mapped using lower accuracy space shuttle data.
26. More recently, improved LIDAR data like that used in Hokitika and Westport has become available for the remainder of the coast, excluding the area north of Hector. This has meant the modelling work has been updated to more accurately show the risks from coastal hazards.
27. The TTPP Committee is proposing a Variation to the Plan to update the mapping accordingly and to allow for submissions on the notified version of the objectives, policies and rules relating to this mapping.
28. The coast from the northern bank of the Taramakau River to Cobden (including Greymouth), from Hector north to Kahurangi Point and south of Jackson Bay are not included in this proposed Variation to the Plan, as updated data and modelling for those areas is still being developed.
29. Affected landowners will be notified by the TTPP team and receive information on the variation and how to provide their submissions into the process.

LGNZ Quarterly Update

30. For information, please find LGNZ Quarterly update which includes the outcomes of priorities for LGNZ from the AGM remit process. See **Attachment 5**.

LOCAL EVENTS & OTHER RELATIONSHIP MEETINGS

31. I have attended various local events and relationship meetings over the period:
- *Buller High School – Annual Awards evening.* This evening is always an amazing acknowledgement of the achievement and dedication of students, teachers and the community that supports the school. There continues to be significant financial support scholarships provided by local and national organisations which is a huge help in breaking down the barriers to tertiary education for many.
 - *Karamea 150th celebration* – I attended and spoke at this event alongside Cr Rosalie Sampson. There was a huge turnout of approx. 350-400 people attending the weekend events. Karamea is an important contributor to the Buller, and it was great to attend and acknowledge the efforts of the organisers.
 - *Inangahua Community Board* – I attended the meeting held at the Inangahua Hall. This was very well attended by locals interested to see how the reserve committee, ICB and Council all works together. I gained a good understanding of the aspirations of the community for use of the hall and was pleased to see a passionate and capable committee working on their ideas.
 - *Mayors Chats Reefton* – I have started hosting these at the Reefton Visitor & Service Centre instead of the former Woman’s Institute building due to the low numbers attending. I’m hopeful that the new venue will be more visible and stimulate greater attendance.
 - *Westport Rotary – mobile Kitchen unveiling.* I attended a “handover to the community” ceremony for the mobile kitchen. Rotary used funds pledged during the 2021/22 floods and was granted significant Buller Resilience Trust funding to complete the kitchen project. This unit will be available for Buller Emergency management to deploy during emergency events. Rotary plan it will be stationed at EPIC Westport for hire to commercial or “start-up” food businesses to generate an income to help maintain the unit.
 - *Buller Emergency Management – Catastrophic Plan workshop.* I attended this quarterly workshop that bring together interested stakeholders to discuss and share information to better plan for catastrophic events. This session we discussed animal welfare with MPI regional manager Wayne Ricketts.

CORRESPONDENCE

32. For Council consideration, please see **Attachment 6**.

Incoming Correspondence 2024	From	Subject
20 November 2024	Kevin & Lee Scanlon	Westport News
Outgoing Correspondence 2024	To	Subject
15 November 2024	John Easter, HDL Ltd	Letter of Thanks on behalf of Mayors, Chair & Iwi

TUIA

2025
PROSPECTUS





Contents

Explanation	1
Tuia Overview	2
Rangatahi Selection	3
Selection Process	3
Mayoral/Mentor and Rangatahi Expectations	6
Community Contribution	7
Examples	8
Wānanga	9
Rangatahi Stories	11
Maddox’s story	11
Holli’s story	13
Bridget’s story	15
Tuia Timeframes	18
Key Contacts	19
Participating Councils, Iwi & Organisations	20

Explanation

Tōia mai ngā tāonga a ngā mātua tīpuna. Tuia i runga, tuia i raro, tuia i roto, tuia i waho, tuia te here tāngata. Ka rongo te pō, ka rongo te ao. Tuia ngā rangatahi puta noa i te motu kia pupū ake te mana Māori. Ko te kotahitanga te waka e kawē nei te oranga mō ngā whānau, mō ngā hapū, mō ngā iwi. Poipoia te rangatahi, ka puta, ka ora.

The name 'Tuia' is derived from a tauparapara (Māori proverbial saying) that is hundreds of years old. This saying recognises and explains the potential that lies within meaningful connections to: the past, present and future; to self; and to people, place and environment.

The word 'Tuia' means to weave and when people are woven together well, their collective contribution has a greater positive impact on community. We as a rangatahi (youth) leadership programme look to embody this by connecting young Māori from across Aotearoa/New Zealand - connecting passions, aspirations and dreams of rangatahi to serve our communities well.



Tuia Overview

Tuia is an intentional, long-term, intergenerational approach to develop and enhance the way in which rangatahi Māori contribute to communities throughout New Zealand. We look to build a network, learn local history for rangatahi to help support them in their contribution to their communities. This is done through developing relationships between a diverse range of rangatahi throughout the country that recognises, accepts and celebrates diversity.

Three pou make up the Tuia rangatahi experience:

1. Mentoring
2. Community contribution
3. Wānanga

At a local level, a mayor will select a rangatahi Māori from their district who they will develop a mutually beneficial mentoring relationship with, in order to enhance their ability to contribute well to community. This will happen on a monthly basis, involving both informal meetings and participation at formal occasions. The relationship will also provide both parties with the opportunity to gain a deeper insight into inter-generational issues, cultural values and experiences.

Selected rangatahi will be encouraged to undertake a community contribution project in their respective communities.

Rangatahi will also attend five wānanga in different parts of the country over the year to build networks, obtain support and have exposure to a diverse range of people from across the country.



Rangatahi Selection

Who is eligible for the programme and how will they be selected?

The mentor will select a young Māori using the following criteria.

The rangatahi selected must:

- be aged between 18-25 years old;
- be actively involved in contributing to the wellbeing of their community at some level;
- be able to commit to being involved in this part-time programme of three three-day and two four-day wānanga (leadership forums) over a period of 12 months;
- have support from others to participate in the programme (whānau/hapū/pakeke/employers/community etc.);
- be open minded and willing to contribute to discussions and workshops;
- and
- be well organised and have the ability to manage their time and commitments effectively.

Selection Process

Each participating mentor in partnership with their community and past rangatahi participant (where applicable) will select the candidate against the criteria outlined on the previous page. Each mentor will determine what process they deem to be the most effective in order to identify their candidate.

Selection process examples are:

- Personal application (e.g. essay / presentation)
- A nomination and selection process
- A personal choice
- In consultation with community groups
- On the advice of iwi and hapū groupings
- On the advice of the council's community development advisors

Mentors should consider the following:

- Compatibility (shared interests)
- Gender (may be relevant)
- Connection to the community

NB: A Tuia Mentoring Toolkit is available and will be distributed to those participating mentors. This will include a range of strategies and experiences mentors can use to support the development of their rangatahi.



Mayoral/Mentor Expectations

Mayors/mentors who agree to become a mentor recognise the potential this approach has to effect long-term positive change in the life of the rangatahi they are mentoring and through them, many communities around the country.

Mayors/mentors will be required to:

- meet with the young person at least once a month;
- involve the young person in community activities that will assist their development as a leader;
- financially support the young person to attend five wānanga (leadership forums) per year. (Domestic transport costs only: approx. \$1000-\$3000 per year - variance in cost is largely relative to geographical considerations – earlier bookings beneficial);
- attend a one day mentoring training opportunity (optional).



Mayor Jamie Cleine
Buller District Council

"I have found the TUIA kaupapa to be really rewarding. It has been amazing to see how each of the rangitahi from Buller have engaged with and gained confidence in their identity through the programme. TUIA is very much about personal growth. Seeing that develop throughout the year and how each TUIA I've been involved with has shared their experience with me in different ways is why the programme adds value to me as a Mayor and our community."

Rangatahi Expectations

Young people who agree to take part in the programme will make the most of this unique opportunity by participating in all of the planned activities and meetings.

The young people will commit to:

- Meet with their Mayor/mentor at least once a month;
- Be involved in additional community events at the invitation of the Mayor/mentor (where practical);
- Attend three three-day and two four-day wānanga (leadership forums) per year;
- Community contribution project(s) over a 12 month period (approx 100hrs).

Community Contribution

General Guidelines

Hours

- The encouraged commitment for this is approximately 100 hours for the year, which equates to approx. two hours per week.
- There is no need to record hours of community contribution - the focus is on giving to the community rather than fulfilling a requirement.
- The hours can be made up of many small projects, one large project or a combination.

NB: Many rangatahi are already contributing to their communities - if this is the case for your rangatahi, then those contributions would count towards those 100 hours.

Projects aim/nature

- There are no strict requirements for the aim or nature of the contribution activity. See next page for examples of past community contribution projects.
- The benefits of this is for rangatahi to be able to share their experience, practice new strategies, obtain peer support and demonstrate leadership skills.

Reporting

- While not a formal requirement, some form of reflection about service activities is recommended.

Examples



Meschka Seifritz combined her two majors, environmental and Māori studies by planning the first noho for her whānau (80+ people) in 11 years. The purpose of the four day wānanga was to reconnect whānau to their marae and enhance the mauri of their whenua and the taiao. Meschka is incredibly grateful to the TUIA kaupapa for inspiring and supporting her with her whānau wānanga and planting the seeds that will contribute for generations to come.

Mentored by Grant Smith Mayor Palmerston North City 2021



Anna Douglas led the creation of a Mātaitai Reserve for one of her hapū and a kaumātua and Rangatahi kaupapa that aims to preserve mātauranga Māori within whānau and hapū. Anna feels TUIA is a Kaupapa where inspiration is found and nurtured and has appreciated the rich connections, deep kōrero, and the ability to broaden the vision of what is possible for communities. It is a taonga to be passed on.

Mentored by Alex Walker Mayor Central Hawke's Bay 2024



Taane Te Aho combined his two majors, Te Reo Māori and Māori & Indigenous Studies by tutoring Te Reo Māori for Ngāti Koroki Kahukura wānanga and the University of Waikato's flagship immersion course - Te Tohu Paetahi. Taane has also collated a report of Indigenous Rangatahi based on invasive and taonga species for the NZ BioHeritage Science Challenge. As a result of his experience in Tuia, Taane is inspired to capture the work of his iwi in relation to Maara Kai, Poukai and Hītori which can serve as a valuable resource for future generations.

Mentored by Susan O'Reagan Mayor of Waipā District Council 2024



WĀNANGA

There will be five marae-based wānanga throughout the year. The wānanga are an opportunity for rangatahi to connect with one another, as well as to connect with a variety of places, people and communities around Aotearoa.

The wānanga are structured according to an ancient tauparapara (Include the name) that connect rangatahi with one another, to whenua, to people and to communities across Aotearoa. Rangatahi will have the opportunity to explore local ancestral stories, learn from subject matter experts, and consider together how they can apply what they have learnt to their daily lives. There are five marae based wānanga, three three-day wānanga and two four-day wānanga that follows:

March: Wānanga one - Tuia i Runga (Weaving above), Waikato

May: Wānanga two - Tuia i Raro (Weaving below), Wairiki/Bay of Plenty

July: Wānanga three - Tuia i Roto (Weaving within), Te Waipounamu

September: Wānanga four - Tuia i Waho (Weaving without), Hawkes Bay

November: Wānanga five - Tuia te Here Tangata (Weaving the threads of humanity), Wellington

Any alterations to wānanga, whether caused by Covid 19 or other factors will be communicated as soon as possible based on the latest information.

Additionally, its important to note that travel expenses for rangatahi attending wānanaga are anticipated to be covered by their sponsoring person or organisation.



Rangatahi Stories



Maddox's Story

This year, I embarked on the Tuia journey. If I am being honest, I was unsure about what I was getting myself into at the start and if this would really be for me.

I went into my first wānanga shy and sort of reserved, as I had a not-so-amazing experience with a couple of Māori Rugby camps. At those camps, it was supposed to be about 90% culture and 10% Rugby, but I quickly learned that it was all about what school you went to, where you are from, how many people you knew, and if you are any good at footy. Coming from a small town on the West Coast of the South Island, I knew nobody at these camps, so I was an outsider, and nobody from the so-called 'big schools' would even give you the time of day. I had this same unsettling feeling going into Tuia, that everyone would know everyone and already be in their own little cliques; however, that was definitely not the case with Tuia. It just felt like one big whānau, and like you'd met everyone years before this kaupapa.

I would highly recommend this kaupapa for any rangatahi Māori that positively contributes in their community through any volunteering, especially if you are not fully 'connected' to your Māoritanga like me, because Tuia can really open your mind up to think about ways to better connect yourself, whether that's even asking questions about your ancestors or starting to study Te Reo or even just having a sit-down with your whānau and talking about how you could all benefit from connecting to your Māoritanga more.

My Tuia journey began when the Mayor sent my dad an email one day asking if I would be keen to do it because they couldn't think of many rangatahi to go from our Region. So, I didn't feel like I deserved to be

there, as I knew most of the Tuia people had to apply and go through the process of interviews, whereas I didn't need to do any of that. But I quickly realized that it's not about deserving to be there and not about who does more stuff in the community and who is 'more Māori'. It is all about bringing good people doing good things together to learn from each other and about.

Tuia has been a big steppingstone for me to get more connected to my Māoritanga, as I grew up the first 11 years of my life in Germany and Italy learning those cultures, so Te Reo was not really an option. I also know that Tuia was a big steppingstone for others in my Tuia year because, at our last wānanga, so many Teina were going into new jobs/study/steps in life.

Overall, Tuia for me was a safe space to be Māori, be proud to be Māori, make friends and lifelong connections around the motu, and a space to learn about my culture.

Maddox Manawatu

Ngāi Tahu, Ngāti Kuri, Ngāti Māmoē, Waitaha

Mentored by Jamie Cleine, Buller District Council



Harono's Story

Before coming into this wānanga, I had felt a little lost in my journey, especially in terms of mahi, unsure of what I wanted to do in life and how I could use the skills I have in mahi that I love.

My experience on this journey through Tuia has been something I didn't realize I needed. Going into it, I thought it was a kaupapa that had no real hononga with te taha Māori. I assumed we were going there to learn about council policies and our role as Māori within the council.

This wānanga is, and has been, so much more. It has been a time for us, rangatahi Māori, to come together and share our dreams and whakaaro about what is most important to us. This wānanga has allowed me to dive deep into parts of myself I didn't know I had or that I needed to rediscover. Growing alongside other rangatahi Māori through this wānanga has been amazing. I've made lifelong friends during this process. As a rōpū, we go through many changes as each wānanga comes and goes, so having a safe place to return to each time has been one of my favorite aspects.

Our tuakana and kaiwhakahaere have been incredibly supportive and encouraging throughout the entire wānanga. They give up their time to come and tautoko us—as ringawera, as drivers, as listeners, and as leaders. They inspire me to be an amazing tuakana when my time comes.

Each wānanga has offered so much mātauranga, whakapapa, and kōrero for us to learn and hold in our own kete. The wānanga has pushed us to be vulnerable, to share our kōrero, and to be our true selves within and outside of te ao Māori.

It has given us the opportunity to become better kaihāpai for our mahi, our hapori, and our iwi. To be weavers of the things that came before us, that lay below us, that live within us, and that extend beyond us—things that weave us together as one. This, to me, is what being part of Tuia is all about.

I completely agree with Matua when he says rangatahi Māori are Io Matua's gift to the world. Because we are!

Nāhaku noa,

Harono Hokianga

Mentored by Mayor Sandra Hazelhurst Hastings District Council





Aimee's Story

It's hard to put into words the impact of Tuia. It's something you feel within your wairua. It provides you with constant opportunities to take chances on yourself and inspires you to dream for the betterment of our people.

I was nervous going into Tuia. I didn't know what to expect. I was constantly questioning if I was the right person for the kaupapa and if I would be able to give to it in the way I thought it deserved. On the first night of Tuia-i-runga, we listened to Marcus's kōrero. In part of it, he turned around and said, "Of all the people who could have been given the opportunity to be on this kaupapa, every single one of you was chosen. You have all shown up; out of anywhere you could have been, you are here and are meant to be here." That's when it all clicked for me. I knew this was going to push me outside my comfort zone, and I was going to come out a better person because of it.

Tuia allows you to be tupuna-driven and future-focused in a safe environment, surrounded by rangatahi Māori who are like-minded and authentically themselves. It allows you to be Māori no matter where you are in your journey, without fear of judgment. One thing that stood out to me was the ability to continuously wānanga openly with everyone—listening to other people's kōrero from many walks of life and then being able to build, strengthen, and develop my own whakaaro based on knowledge I would never have gained if I wasn't part of Tuia.

Throughout the wānanga, you inherit key takeaways that allow you to weave together new understandings around the tauparapara that makes

up Tuia—how it is embedded in our everyday lives and how to be more aware of it. Engaging in Tuia forces you to consistently ask questions in and out of wānanga. It allows you to dream of different opportunities as if there were no obstacles and offers you the chance to develop as a leader. Being more aware of all this made me think about how I engage in a kaupapa that is bigger than ourselves.

There is truly nothing quite like the impact of Tuia. You learn from people you may never have met, gain a deeper understanding of what it means to give back, and develop and foster relationships with some of the greatest gifts to the world. It is a kaupapa I will forever be privileged to be part of, as it has helped me grow in ways I didn't know were possible and will allow me to give back to a kaupapa that has given and will continue to give so much to our people.

Aimee Sandrey

Mentored by Mayor Nadine Taylor Marlborough District Council



Tuia Timeframes



2024

November

- Selection Process initiated
- Confirmation of commitment to 2025 programme

2025

February

- 11th of Feb - Selection of rangatahi participant confirmed
- First mentoring meeting with Mayor/mentor (this can be earlier if preferred)

March

- Wānanga 1: Tuia i Runga (Waikato)
- Mentoring training
- Second mentoring meeting/Community contribution project identified

April

- Third mentoring meeting

May

- Wānanga 2: Tuia i Raro (Wairiki/Bay of Plenty)
- Fourth mentoring meeting

June

- Fifth mentoring meeting

July

- Wānanga 3: Tuia i Roto (Te Waipounamu)
- Sixth mentoring meeting

August

- Seventh mentoring meeting

September

- Wānanga 4: Tuia i Waho (Hawkes Bay)
- Eighth mentoring meeting

October

- Ninth mentoring meeting

November

- Wānanga 5: Tuia Te Here Tangata (Wellington)
- Tenth mentoring meeting

December

- Final mentoring meeting for 2025
- Begin selection process for 2026

NB: each Tuia wānanga is held on the first weekend of every second month from March unless otherwise communicated.



Key Contacts

North Island Mentoring Support
Te Rehia Lake Perez
terehia@tuiateheretangata.nz
022 452 5150

Wānanga Coordinator
Chanay Peri
info@tuiateheretangata.nz
027 281 5166

South Island Mentoring Support
Jo Bradley
joanne@tuiateheretangata.nz
027 527 9485

Participating Councils, Iwi & Organisations

Buller DC, Central Hawkes Bay DC, Central Otago DC, Dunedin CC, Far North DC
Grey DC, Hamilton CC, Hastings DC, Hutt CC, Kaikoura DC, Kapiti Coast DC, Marlborough DC,
Napier CC, Nelson CC, New Plymouth DC, Otorohanga DC, Palmerston Nth CC, Queenstown-
Lakes DC, Rangitikei DC, Rotorua Lakes Council, Ruapehu DC, South Wairarapa DC, Tararua DC,
Waipa DC, Wairoa DC, Waitomo DC, Western BOP, Whangarei DC.

Engage Safety, Mana Mokopuna, Ministry of Justice, St John, TeRangihikaia-Makere Trust, Te
Ohu Whakawhanaunga, Te Ora Hou CHCH, Te Ora Hou Whanganui, Waikato Regional, Wairoa
Taiwhenua Inc, Selwyn Council





Joint Committee West Coast Emergency Management

Meeting Time: 9.30am – 11am Wednesday, 6 November 2024
 Location: Buller District Council Chambers, Greymouth
 ZOOM Details: 818 3280 2447
 Passcode: 183628

Agenda

Joint Committee Chair – Mayor Jamie Cleine

1. Welcome and apologies.
2. Confirmation of the Minutes of last meeting held on Thursday, 8 August 2024
Matters arising. **Pg. 2-4**
3. WCEM Manager Report – Claire Brown **Pg. 5-10**
4. Capability Reporting and Exercise Pandora – Claire Brown **Pg. 11-12**
5. Group Controller Appointments – Claire brown **Pg. 13**
6. Revised Work Programme – Claire Brown **Pg.14-17**
7. Emergency Coordination Centre Facilities Costings – Claire Brown **Pg. 18-24**
8. National Emergency Management Agency (NEMA) Update – Pat Waters **Pg. 25-27**
9. General Business
10. Meeting Close
Next Meeting:
Thursday 20 February 2025

DRAFT MINUTES OF THE WEST COAST EMERGENCY MANAGEMENT JOINT COMMITTEE

Joint Committee

West Coast Emergency Management

8 August 2024

<p>Joint Committee</p> <p>Chair – Mayor Jamie Cleine and Simon Pickford (BDC), Mayor Tania Gibson and Aaron Haymes (GDC), Mayor Helen Lash, Francois Tumahai, Paul Madgwick, Darryl Lew, Jo Field (WCRC), Cindy Fleming, Pat Waters (NEMA),</p> <p>Apologies: Scott Baxendale (WDC), Paul Pretorius (GDC)</p>		
<p>1. Welcome and apologies.</p> <p>a. Mayor Jamie welcomed everyone to the meeting.</p> <p>b. Apologies from Scott Baxendale and Paul Pretorius.</p> <p>2. Confirmation of the Minutes of last meeting held on Thursday 8 May 2024.</p> <p>a. No matters arising from the previous meeting.</p> <p>Motion: Receive the minutes as a true and accurate</p> <p>Moved Mayor Cleine Carried</p> <p>Mayor Gibson</p>		
<p>3. WCEM Manager Report – Claire Brown. Report taken as read with the following points highlighted:</p> <ul style="list-style-type: none"> • Both NEMA Resilience Fund applications were successful. These are for three emergency cache based in each district, and funding to plan how aspects of the Resilient Westport evaluation work can be extended to Grey, Hokitika and Waiho rivers. • The number of participants who have attended training so far this year, and the numbers scheduled to attend in the remaining months of 2024 is 139 people. • It was noted a training matrix of trained function staff and district be provided at future meetings. • Planning is started on Exercise Pandora on 7 November alongside Canterbury and Marlborough regions. • Work is on-track revising the Group Plan. It is expected to be submitted to the Minister the first half of 2025. • J Cleine asked that a letter to thanks and appreciation is sent to Te Aroha Cook who has left the region, and who held the role of Group Controller for several years. <p>Motion: Agreed to receive the report</p> <p>Moved by: Chair Madgwick Carried</p> <p>Seconded by: Mayor Gibson</p>		
<p>4. Coordinating Executive Group Chair and Deputy</p> <ul style="list-style-type: none"> • CEG approved the appointment of Simon Pickford as Chair and Darryl Lew as deputy Chair of CEG for the remainder of the triennium (November 2025). • Joint Committee were recommended to endorse the appointments. <p>Motion: Endorse the appointment of Simon Pickford as CEG Chair and Darryl Lew as Deputy through to the end of this current triennium.</p> <p>Moved by: Mayor Gibson Carried</p> <p>Seconded by: Chair Haddock</p>		
<p>5. National Exercise Rū Whenua – Claire Brown</p> <ul style="list-style-type: none"> • A summary of Day One, Two and Three of Exercise Rū Whenua was provided. 		



<ul style="list-style-type: none"> • Mayor Cleine and Mayor Lash provided a brief of their experiences attending the exercise workshops in Wellington. • D Lew noted the importance of disaster recovery planning and BCPs across councils. Planning as to how to ensure critical areas and functions were maintained such as IT and finance were discussed. • P Haddock noted the work to better formalise arrangements to utilise resources already in the region, such as those related to the mining, construction and other primary industries. <p>Motion: To receive the report.</p> <p>Moved by: Mayor Cleine Carried</p> <p>Seconded by: Chair Haddock</p>
<p>6. Emergency Coordination Facilities – Claire Brown</p> <ul style="list-style-type: none"> • The committee were advised that CEG agreed to further work on the budget of the proposal of the WCEM office to co-locate with FENZ in Greymouth. • A breakdown of the costs relating to 1) relocating, 2) office fit-out, 3) any additional resources, and 4) ongoing lease costs should first be considered. <p>Motion: To receive the report.</p> <p>Moved by: Chair Tumahai Carried</p> <p>Seconded by: Mayor Gibson</p>
<p>7. Review into the North Island Severe Weather Event and System Reform</p> <ul style="list-style-type: none"> • NEMAs consolidated report 'Review of Review' captures the key themes from multiple reviews on the response to the north island severe weather events. • There is regional emergency management representation into the advice to Cabinet on the Government's response into the inquiry. • A workshop will take place in September for CEG members to review the WCEM work programme based on the key themes from the 'Review of Reviews' and Exercise Rū Whenua feedback. • A revised work programme is expected to be reported back to Joint Committee at the next meeting. <p>Motion: To receive the report.</p> <p>Moved by: Mayor Cleine Carried</p> <p>Seconded by: Chair Haddock</p>
<p>8. Resilient Westport – Claire Brown</p> <ul style="list-style-type: none"> • A summary of the progress of the enhanced emergency management aspects of the Resilient Westport programme was provided. • The four project areas described were 1) evacuation planning, 2) tools systems and processes, 3) emergency supplies 4) community capability and resilience. There is regional emergency management representation into the advice to Cabinet on the Government's response into the inquiry. <p>Motion: To receive the report.</p> <p>Moved by: Mayor Cleine Carried</p> <p>Seconded by: Mayor Gibson</p>
<p>9. NEMA Update – Pat Waters. The report was taken as read with the following points noted:</p> <ul style="list-style-type: none"> • NEMA was not subject to the 6.5% public sector funding cuts. • DPMC was leading work on a report back to Cabinet on the government's response to the inquiry into the North Island severe weather events. This would inform the construction of the new emergency management system reform Bill expected to be introduced in 2025. • The first draft of the all-of-Government Catastrophic Handbook is being consulted with partner agencies.



- Acknowledged there were planning and communications that could have been improved in relation to Exercise Rū Whenua.
- The four project areas described were 1) evacuation planning, 2) tools systems and processes, 3) emergency supplies 4) community capability and resilience. There is regional emergency management representation into the advice to Cabinet on the Government's response into the inquiry.

Motion: To receive the report.

Moved by: Mayor Cleine

Carried

Seconded by: Chair Madgwick

10. Meeting Closed by Mayor Cleine

Meeting closed 10.46am

**AGENDA ITEM THREE**

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Manager WCEM Group
Meeting Date: 6 November 2024
Subject: WCEM Group, Manager Report

PURPOSE

To update the West Coast Emergency Management (WCEM) Joint Committee on work progress, key projects, and highlights since the last meeting on 8 August 2024.

EMERGENCY RESPONSE MONITORING AND ACTIVATION

There has been a mixture of events that have required us to standby, support or partially activate as follows:

- Westport Manahau Barge Stranding 1 September 2024. This resulted in the Emergency Management Officer (EMO) working with Maritime NZ (MNZ) deployed staff and Buller District and Regional Council to support an Emergency Coordination Centre based in Westport. This was a more unique opportunity to support and learn from a MNZ led activation. The value of strong local and regional council networks was acknowledged by the MNZ team. (Refer Appendix One for more advice on MNZ activations)
- Greymouth Arnott Heights Landslip 26 August 2024. West Coast Emergency Management staff assisted the Grey District to lead the response to the landslip. This event resulted in 50 homes having intermittent road access and required cross agency planning and community and public communications.
- Otago Flooding Event October 2024: WCEM Manager was deployed to Otago as NZ Emergency Management Assistance Team (NZ-EMAT) team to manage the Welfare to allow Otago staff to stand-down. This example highlighted the benefit of the West Coast now utilising D4H as a digital response system also used across the Otago region. Quick access to familiarise with the event status, situational awareness and keep a track of tasking across three EOCs and ECCs was a huge advantage.
- Severe Weather Warnings Grey and Buller Districts, 26 October 2024. Severe weather over a majority of the region at the start of Labour weekend saw both Buller and Grey Districts stand-up their Emergency Operation Centres. Two agency briefings took place on Saturday 26 October. The river levels subsided Saturday night with minimal impact, other than multiple road closures across both districts.

RESILIENT WESTPORT – ENHANCED EMERGENCY MANAGEMENT

An update on this work was given to the Resilient Westport Steering Group on 27 September 2024. The project is now into phase two – delivery. A change in contractor has occurred. A new contractor, Henry Dowler, started on Tuesday 29 October 2024.

BETTER UTILISATION OF VOLUNTEERS

The Coordinating Executive Group (CEG) were advised of two initiatives underway to better bring on board and utilise volunteers. CEG agreed both initiatives are progressed.

Taskforce Kiwi

Taskforce Kiwi met with South Island Emergency Management managers in October. Building off the MOU that currently exists with the Nelson / Tasman Emergency Management group, we are working to



develop a South Island MOU. There is great benefit in better enrolling, training and deployment volunteers across emergency management to support and bolster the resource of local agencies.



Taskforce Kiwi consists of defence and emergency services veterans, and members of the wider community, with the skills, experience, motivation and grit to help communities through direct assistance before, during and after disasters. We're not first responders, instead working alongside existing emergency management agencies and communities, providing skilled volunteer resources to help fellow Kiwi's on their worst day.

www.taskforcekiwi.org

WCEM and NZDF Initiative Trial

NZDF and WCEM are starting a trial to engage with and utilise Standby-Reserves. It is understood that there is a number residing on the West Coast who may appreciate the opportunity to support activations as EOC/ECC personnel, particularly as Controllers.

Note: Standby Reserve officers are qualified and experienced members of NZDF who are not currently serving in the Regular Force or Ready Reserve. The member remains enlisted in the NZDF due to their skills and experience, but has elected not to be actively employed at this time, due to their current circumstances. This provides flexibility for both the individual and the NZDF, should an opportunity arise in the future.

The basic process would be:

- NZDF would canvas Standby Reserve officers residing on the West Coast for expressions of interest (EOI), with the intent being that any interested individuals would self-nominate.
- Names would be provided directly to the West Coast Group Manager who could undertake a formal recruitment process (or other such process as deemed appropriate).
- Specific information (e.g. a CV) could be requested as part of the EOI, and a position description provided to interested individuals.
- Standby Reserve officers subsequently selected to be alternate Group Controllers would undertake the role in a civilian capacity, not a military capacity.

PERFORMANCE MEASURES – ALIGNMENT AND CONSISTENCY ACROSS WEST COAST COUNCILS

At the work programme 'review and re-set' workshop on 25 September the respective levels of service were discussed across each district and regional council. The performance measures for emergency management differ across each council, with varying ways to demonstrate achievement. Refer to Appendix One for a view of the levels of service across the four councils.

Consistent measures across all councils would better fit with the existing joint work programme. A suggestion from the 25 September 2024 workshop is that these are aligned or have one set of measures. Shared key performance measures could be:

- 1) capability minimum standards (trained staff for three shifts),
- 2) EOC / ECC functional premises with alternate arrangements and resources,
- 3) Active BCPs to enable EM functions alongside critical council activities.

FRANZ ENHANCED EVACUATION PLANNING

A greater emphasis is placed on evaluation planning for Franz Josef. A meeting with the local civil defence group occurred on 16 October with agreed deliverables before the end of December. The significant challenge is around how to alert members of the public about the need to evacuate.

Discussions continued with officials from National Emergency Management Agency (NEMA) when they visited last week. They had the opportunity to meet with local community response coordinators. Wider



concerns relating to Franz resilience were discussed. NEMA officials suggest a strategic conversation occur with this Joint Committee in 2025, with the possibility of involving other central government agencies at some point.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:
receive this report

Claire Brown
Manager, West Coast Emergency Management



APPENDIX ONE

EMERGENCY MANGAMENT LEVELS OF SERVICE ACROSS EACH DISTRICT AND REGIONAL COUNCIL

GREY DISTRICT COUNCIL			
Comes under 'Building Control and Regulatory Services'			
NO PERFORMANCE MEASURES			
Emergency Management			
Council will:			
<ul style="list-style-type: none"> Continually educate the community on the need to be prepared for emergencies Maintain a Civil Defence operational capacity to mobilise immediately if an emergency comes up to limit loss of life and to restore services to normality as soon as possible Keep the community informed of the measures that will become operational during such an emergency 			

WESTLAND DISTRICT COUNCIL			
Comes under 'Planning and Regulatory' Group			
Our goal	Measure	Current performance (2022/2023 Annual Report)	Performance targets 2024 – 2034
Council is prepared for and maintains an effective response capacity to manage civil defence emergencies	Council's e-text alerting system is tested twice per annum.	Achieved Council has utilised e-text system to send 44,698 messages in the last 12 months.	Achieved
	At least one Emergency Operations Centre (EOC), and community group activation occurs annually (event or exercise).	Achieved Achieved multiple partial activations during financial year. EOC fully set up more than twice.	Achieved
	At least two training sessions are held annually for Council CDEM Incident Management Personnel and community groups.	Achieved Welfare Needs Assessment, Assessor training and lifelines coordination training were all run in May 2023. These were open to staff and the public. A CIMS4 course was also run in Greymouth that was open to all West Coast Council staff and the public.	Achieved
	Why this is important: An emergency event can occur at any time. It is important that EOC staff and community groups are prepared for and can support the community during an emergency event.		
CDEM relationships with WC CDEM Group territorial authorities, emergency services, and life line utilities are maintained and strengthened	Council is represented at CDEMG Joint Committee meetings by the Mayor, or a nominated attendee.	Achieved Council was represented at 4/4 meetings = 100% of the time.	100% of the time
	Council is represented at CEG meetings by the Chief Executive or a nominated attendee.	Achieved Council was represented at 4/4 meetings = 100% of the time.	100% of the time
	Why this is important: Council needs to be represented at emergency management committees to take part in decision making that affects the Westland District. It is also important to build and maintain relationships with other key organisations.		



BULLER DISTRICT COUNCIL

Comes under 'Regulatory Services'

Key performance indicators - Emergency Management

Activity	Community Outcome	Activity contribution	Level of service	Performance measures 2024-2025
Civil Defence Emergency Management	<ul style="list-style-type: none"> Social Affordability 	<p>Allows the community to have confidence in Council's ability to respond in an emergency as well as empowering residents to be better prepared physically and psychologically for a civil defence event.</p> <p>Facilitates better preparation leading to a better response and a quicker and more effective recovery.</p> <p>Ensure adequate staff are trained to respond to civil defence emergencies and EOC activations.</p>	<p>Co-ordinate civil defence readiness, response, and recovery and reduction.</p> <p>Education about flood evacuation plan is socialised.</p> <p>Buller Emergency Operation Centre (EOC) is operationally ready, resilient, and equipped to respond to all civil defence emergencies.</p> <p>Provide communication equipment to support operational communications networks, i.e., sat phones, VHF and UHF radios.</p> <p>Buller District Council staff are adequately trained to respond to a civil defence emergency attend training as required.</p>	<p>Council carries out its legislative functions as part of the West Coast CDEMG.</p> <p>One annual education campaign happens to communicate the key points of the Buller District Flood Plan.</p> <p>Council maintains a dedicated Emergency Operations Centre facility.</p> <p>Communities have access to suitable emergency communications equipment to ensure connectivity during civil defence emergencies.</p> <p>Council will ensure it has adequately trained staff available to immediately respond to and run the EOC for a minimum period of 48hrs.</p>



WEST COAST REGIONAL COUNCIL

Comes under 'Infrastructure and Resilience'

Level of service: Emergency Management West Coast will increase risk awareness and readiness, and ensure a coordinated and appropriate response and recovery from a civil defence emergency to reduce the impact on people and property

Measure	Baseline	Targets			
		2024/25	2025/26	2026/27	2027-2034
An operative Group Plan under the CDEM Act is in place at all times and reviewed within statutory timeframes by the Joint Committee	The Group Plan is operative. Rolling reviews have commenced	Operative Group Plan	Operative Group Plan	Operative Group Plan	Operative Group Plan
A Group Work Programme implementing the Group Plan objectives is approved and reviewed 6-monthly by the Coordinating Executive Group	New measure	Group work programme reviewed 6-monthly			
Comply with the West Coast Civil Defence Emergency Management Partnership Agreement	New measure Ensure full compliance with the Partnership Agreement	100%	100%	100%	100%
Maintain a suitably trained team to staff the Emergency Coordination Centre	Maintain at least 30 trained staff	> 30 trained staff	> 30 trained staff	> 30 trained staff	> 30 trained staff

**AGENDA ITEM FOUR**

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown
Meeting Date: 6 November 2024
Subject: Capability Reporting and Exercise Pandora

PURPOSE

To update you on the training numbers for this quarter and planning for Exercise Pandora on 7 November 2024.

TRAINING COURSES

The 2024 calendar training year is nearing a close with the last CIMS and function courses occurring this week with 35 participants expected to attend this week from across Grey and Westland. Including these 35, there will be a total of 136 participants across the year. Note this does not include the preparation and participation for the National Exercise RūWhenua in June, and the Exercise Pandora coming up in November.

A breakdown of the course attendance this quarter is at Appendix One for your review.

EXERCISE PANDORA - 2024 NOVEMBER 7

WCEM, partner agencies, and councils are preparing for Exercise Pandora on 7 November. All CEG agencies have provided support and resource the considerable preparation in the lead up to the exercise.

WCEM acknowledge the time and effort from across the region and also our colleagues from Canterbury who have been facilitating workshops across each district. There is a greater emphasis on the coordination across agencies the response network, including our rural, welfare and critical infrastructure agencies.

WCEM is working with all district and regional councils to support good attendance on the 7 November from your teams for the activation of three EOCs, and the ECC. This will be the first time that we establish the Grey EOC from its alternate location on level one of the Recreation Centre, with the ECC also operating on the ground floor.

FUTURE REPORTING

CEG will receive regular reporting on relative staff numbers across each council. This will give a shared and clear view of the relative numbers of staff trained and able to fill rosters in a EOC / ECC and help focus on areas to improve.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:
receive this report

Claire Brown
Manager, WCEM



APPENDIX ONE

August	Thu 29	Intel	Greymouth	FINAL 8	Doug Bray	WCRC
					Brent Oldham	BDC
					Shannon Anderson	GDC
					Steven May	WCRC
					Brent Doncliff	Health
					Sharon Hornblow	WCRC
					Harvey Rubbo	WCRC
	Jayne Bretherton	Police				
	Fri 30	Planning	Greymouth	FINAL 9	Cindy Fleming	WCEM
					Doug Bray	WCRC
					Shannon Anderson	GDC
					Alicia Paulsen	WDC
					David Lynch	Red Cross
					Brent Doncliff	Health
Jayne Bretherton					Police	
Steven May	WCRC					
Ian Harvey	Volunteer					
October	Mon 21/Tues 22	CIMS4	Hokitika	20	David Louw	WDC
					Erle Bencich	WDC
					Lee Buchanan	WDC
					Sue Jermyn	Health
					Lucretia Maitland	WDC
					Carl Horn	CRG
					Angie Paul	WDC
					Oliver Rose	WCRC
					Troy Perrin	WCRC
					Angela Ramsay	GDC
					Richard Morris	WDC
					Ange Shields	FENZ
	Adi Courtney	WCRC				
	Mohammadali Noktehdar	GDC				
	Wed 23	Operations	Greymouth	9	Jan Visser	WDC
					Doug Bray	WCRC
					Susan Harris	DOC
					Paddy Comber	WCRC
					Brent Doncliff	Health
Charles Beets (Koen)					WCRC	
Sam Bulger					FENZ	
Emily Rutherford-Jones	WCRC					
Thur 24	Logistics	Greymouth	6	Jan Visser	WDC	
				Laureen Sadlier		
				Tony Hart	WCEM	
				Doug Bray	GDC	
				Brent Doncliff	Health	
Jayne Bretherton	Police					

**AGENDA ITEM FIVE**

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Manager WCEM
Meeting Date: 6 November 2024
Subject: GROUP CONTROLLER APPOINTMENTS

PURPOSE

To endorse the appointment of Kevin Hague as Primary Group Controller, and the Manager of WCEM Claire Brown as Alternate Group Controller and seek Joint Committee endorsement of the appointments in November 2024.

BACKGROUND

On 23 October 2024 CEG approved the appointment of Kevin Hague as primary Group Controller, and the Manager for West Coast Emergency Management, Claire Brown, as alternate Group Controller under Section 26 of the Civil Defence and Emergency Management Act 2002.

CEG had already discussed these appointments in July and noted the risk of having only one Group Controller appointed. For most Groups across the country, the Manager of Emergency Management role also holds the primary or alternate Group Controller position. To provide backup support and in the event the primary was not available, this allowed the position to be filled by the alternate.

PRIMARY GROUP CONTROLLER

Kevin Hague was appointed a Local Controller on 6 July 2022. He has proven his ability and ongoing commitment to support emergency management. Kevin has been Controller for multiple event activations since, both supporting Grey and Westland Districts. He is well connected with the emergency management sector and partner agencies on the West Coast and is a regular attendee of training, workshops and Operational Sub-Committee meetings. Kevin completed the national Response and Recovery Leadership Programme in August 2022, and has also completed a range of CIMS, Function and D4H training over the years.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

***Endorse** the appointment of Kevin Hague as Primary and Claire Brown as alternate Group Controllers under section 26 of the Civil Defence and Emergency Management Act 2002.*

Claire Brown
 Manager, WCEM

**AGENDA ITEM SIX**

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Manager WCEM
Meeting Date: 6 November 2024
Subject: Revised Work Programme

PURPOSE

To seek this committee's endorsement of a revised WCEM work programme.

BACKGROUND

In July CEG agreed that a workshop to review of the work programme take place in September. It was noted that key work such as the Government Inquiry into the North Island Severe Weather Event and the 'Review of Reviews' completed by NEMA provided valuable insights to assist CEG to review West Coast Emergency Management priorities.

On 23 October 2024 CEG approved the revised work programme (refer Appendix One).

RECOMMENDATION

That West Coast Emergency Management Joint Committee:
Endorse the revised work programme.

Claire Brown,
Manager, WCEM



2024/2025 WCEM Work Programme

Key areas of focus or key projects – this is not intended to list the business as usual activities of WCEM

CATEGORY		ACTIVITY	STATUS
1.0 OPERATIONAL READINESS	1.1	RESOURCES AND ASSETS <ul style="list-style-type: none"> • Resource register, maintenance and replacement schedule in place. Formal agreements to access critical resources • Volunteer planning <ul style="list-style-type: none"> ○ EOC/ECC ○ Wider response, including links with Taskforce Kiwi • Pre-planned tasking with agencies/organisations (e.g. DOC, Mining) 	ONGOING WITH ADDED TASKS AS REQUIRED
	1.2	REVIEW OF GROUP PLAN	UNDERWAY Proposed completion and approval at the March 2025 Joint committee.
	1.3	FIRST TEAM <ul style="list-style-type: none"> • Support and develop FIRST (Flood Impact Risk Specialist Teams) 	ONGOING
	1.4	RESPONSE FACILITIES <ul style="list-style-type: none"> • ECC / EOC Alternatives (focus on Grey and Westland EOCs) 	NEW
	1.5	COMMUNICATIONS <ul style="list-style-type: none"> • Automated contact lists • Mass communication methods 	NEW
2.0 IWI / MĀORI	2.1	PARTNERSHIPS Work with Poutini Ngāi Tahu to develop areas such as: <ul style="list-style-type: none"> • Agreed plan and tasking • Marae Activation Guidelines • EOC / ECC Liaison team • Review Iwi / Māori representation at all levels • Capability development 	ONGOING



	2.2	<p>UNDERSTANDING AND CAPABILITY</p> <ul style="list-style-type: none"> Improve and maintain WCEM and wider emergency network cultural competency. 	ONGOING
3.0 AF8 COLLABORATION	3.1	PRESENTATION AT SOUTH ISLAND FORUMS	ONGOING
	3.2	<p>INTERAGENCY PLANNING</p> <ul style="list-style-type: none"> Buller Planning Group Est Grey and Westland Planning Groups Rebuild Critical Infrastructure, Welfare, Farming and Recovery networks 	ONGOING
	3.3	<p>OPERATIONS SUB COMMITTEE INITIATIVES</p> <ul style="list-style-type: none"> Resource Register Alternate Coms Register 	NOT STARTED
	3.4	<p>PROJECT AF8 SOUTH ISLAND INITIATIVES</p> <ul style="list-style-type: none"> Priority Routes Coordination Areas Project Welfare – Habitation Modelling 	ONGOING – with AF8 project lead
4.0 COMMUNITY RESILIENCE	4.0	<p>COMMUNITY RESPONSE GROUPS AND PLAN</p> <ul style="list-style-type: none"> Community Resilience Matrix monitored and progressed Preparedness communications Rolling review of community response plans 	ONGOING
	4.1	ANNUAL COORDINATOR NETWORK HUI	NEW
5.0 CAPABILITY	5.1	<p>TRAINING PROGRAMME PLANNED AND DELIVERED</p> <ul style="list-style-type: none"> Achieve capacity for 3 shifts in ECC and EOCs 3 functional leads per Council Link with external people to grow capacity and capability. Consider formal arrangements with organisations such as DOC and NZDF 	ONGOING
	5.2	CONTROLLER NETWORK ENGAGED	ONGOING
	5.3	Activate Health and Safety Roles in ECC/EOC	NEW
6.0	6.1	TWO YEAR PROJECT DELIVERY AND SUCCESSION	ONGOING



RESILIENT WESTPORT		(with additional resource \$500k over two years)	
7.0 FRANZ JOSEF	7.1	EVACUATION PLANNING	ONGOING Community Plan to be completed by December Trigger Action Response plan to be completed by March 2025
8.0 RECOVERY	8.1	INCREASE FOCUS ON RECOVERY Build Resource in WCEM and design work programme based on national priorities and product development in first instance	NEW
9.0 NEMA RESILIENCE FUND PROJECTS 2024-2025	9.1	EMERGENCY CACHE \$110,000 (GST excl)	COMMITTED PROJECT SPEND NEW and commenced
	9.2	EXTENSION OF ENHANCED EVAC PLANNING FOR GREY, HOKITIKA AND WAIHO RIVERS (\$45,000 GST excl)	COMMITTED PROJECT SPEND NEW and not commenced
10.0 NATIONAL INFLUENCE	10.1	CLIMATE ADAPTATION PROGRAMME Member of CAP Oversight Group	ONGOING
	10.2	NATIONAL FLOOD WARNING STEERING GROUP Represent EM SIG	ONGOING
	10.3	HAZARD AND RESILIENCE RESEARCH PLATFORM Member of working Group	ONGOING
	10.4	REPRESENTATION ON SIG, EMLG etc	ONGOING

AGENDA ITEM SEVEN

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Manager, WCEM Group
Meeting Date: 6 November 2024
Subject: Emergency Coordination Centre Facility - FENZ Co-location Proposal

PURPOSE

To seek approval to progress the co-location proposal for the Emergency Coordination Centre to be located with FENZ in Greymouth.

BACKGROUND

In May 2024 a report to Joint Committee set out the benefits of the proposal. The key 'considerations, benefits and concerns' in that report are attached at Appendix One. Appendix Two also sets out the concept plans for the office space, as well as the space set-aside for the co-ordination centre activation.

In August Joint Committee asked for more detailed budget breakdown of the costs related to the relocation and co-location of the ECC to the FENZ rebuild on Hight Street.

BUDGET CONSIDERATIONS

At present the West Coast Regional Council pay a monthly lease from Grey District Council for the activity room at the Westland Recreation Centre. This is based on the rental of **181 square metres**, at \$215 per square metre is a total of \$38,915 (+GST) annually.

The high-level budget breakdown for this proposal is set out below. It shows a lower lease cost due to the reduced space foot print.

1. One off - Relocating Office Removal Company Costs (includes four work-stations and associated IT and communications equipment)	\$5,000
2. One off - Office set-up	\$5,000
3. One off - Additional Resources / installation <ul style="list-style-type: none"> • Small meeting table and chairs for two breakout areas • Printer • Starlink roof installation • VHF Radio Antenna installation 	\$15,000
THE ABOVE COSTS WOULD BE MET FROM EXISTING BUDGET	\$25,000
4. Ongoing Annual Lease Cost	
Office space is 75.1 sq/m (refer page 23) <ul style="list-style-type: none"> • \$165 per sq/m rental space • \$50 per sq/m outgoings and operating expenses (includes power, cleaning, security, building and ground maintenance). 	\$16,147 (+ GST)
Coordination Centre Open Plan is 172.55sq/m (refer pg.24). FENZ are still to determine how to calculate a division of cost for use of this area be. In and activation WCEM would take precedence for the space, however in BAU this would be shared space for training. <i>Conservatively</i> , in the event the space was	\$18,548 (+GST)



halved, and the same cost per square meter was applied this would be an annual lease cost of \$18,548.	
Annual lease increase: rental – CPI as at 31 March each year or 2%, whichever is greater; outgoings – proportion of actual costs based on last two years expenses.	
TOTAL ESTIMATED LEASE COST	\$34,695 (+GST)

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

Approve that WCEM progress the co-location proposal with FENZ and provide progress reports at each Joint Committee meeting

Claire Brown

Manager, WCEM



APPENDIX ONE

KEY CONSIDERATIONS, BENEFITS AND CONCERNS (as provided to Joint Committee on 8 May 2024)

ITEM	IMPLICATIONS AND / OR BENEFITS COMPARED TO CURRENT LOCATION
FINANCIAL IMPLICATIONS	<p>This proposal is not expected to require any additional funding.</p> <p>This is a fiscally neutral for WCEM budget.</p> <p>The lease currently paid to Grey District Council would instead be transferred to FENZ as the property owner of the new facility.</p> <p>No additional funding will be sought. It has been indicated that the proposal will only go ahead if the budget remains within the current limits.</p>
SYNERGIES AND EFFICIENCIES WORKING CLOSER WITH FENZ	<p>The increased collaboration opportunities with FENZ through co-locating is a real benefit for both agencies, and strong signal to the sector and the public around teaming-up.</p> <p>There are benefits from consolidating operational and response costs for greater efficiencies, for example in a FENZ lead event WCEM can provide onsite support and vice versa.</p> <p>Working at the same location also provides cross fertilisation of resources, staff and experiences.</p>
SEPARATE EOC AND ECC SPACES	<p>The activity room as been utilised as either a EOC for Grey District, or a ECC for the region, depending on the nature and impact of the event. It is clearly understood that if both a EOC and ECC is required, these need to operate independent of each other in different locations.</p> <p>At present there are resources to stand-up a second centre if need be, but the location would need to be agreed on at the time of the event.</p> <p>The benefit of co-locating means there is a standalone ECC, and the EOC is able to be set up quickly from the Activity Room utilising existing resources.</p>
DEDICATED OFFICE SPACE SPACE COMPARISON	<p>The benefit of co-locating would see WCEM have a dedicated office space that could readily be scaled up into a ECC facility as required. For example, the office area could be utilised as a Controller base, or for another CIMS function such as Planning.</p> <p>This proposal includes an additional footprint for ECC space, in additional to office space for WCEM staff.</p> <p>The proposed ECC is a similar size as the Activity Room (172m² versus 166m²).</p> <p>The benefit is we WCEM gains a office space, as well as a facility to stand up the ECC.</p>
	<p>Currently the Activity Room is located in a public use facility with public access between 5am and 9pm on weekdays.</p>



SEPARATE RESPONSE AREA, SEPARATED FROM THE PUBLIC.	<p>In a response there is a risk the proximity of the response to the public may provide challenges and require additional security or access protocols. This may impact on the use of the facility where public access may be reduced.</p> <p>The benefit of the co-locating is that the public face for the response of at the Recreation Centre will be well separated from the operational space at the FENZ facility. However, the two remain close enough to walk between which is a benefit rather than the need to drive.</p>
BREAK-OUT SPACE AND MEETING ROOMS (IN PERSON AND ONLINE)	<p>Currently there are no break-out or meeting spaces available at the Activity Room. Conversations and meetings requiring privacy need to occur off site and require staff to make calls in the corridor from their vehicles from time to time.</p> <p>The benefit from co-locating provides adequate breakout, meeting and privacy when required.</p>
DISTRACTION AND DISTURBANCE FROM RECREATION CENTRE ACTIVITIES.	<p>Currently the busy day-to-day activities do provide some distractions, particularly the proximity and location the gym above the activity room. Loud banging from weights being dropped above is disruptive and disconcerting, as well as loud music from the regular exercise classes.</p> <p>Parking can be difficult in a response when there no allocated response or staff car parking.</p> <p>The benefit of co-locating removes the distractions at the Recreation Centre and the disruption from the Gym activities in the rooms above.</p>
SAFETY AND SECURITY FOR OPERATIONS AND STAFF	<p>Currently at the Activity Room the bathrooms are shared, which at times see large groups of tournament or school groups using the bathrooms that can be inconvenient.</p> <p>The benefit of co-locating provides office sign-in /sign-out for staff and visitors, as well as secured access for staff in and out of office hours.</p> <p>The proposal also Includes 'staff only' bathroom facilities.</p>
PARKING AND SPACE FOR MHU – LARGE RESPONSE EQUIPMENT	<p>Currently the car parking spaces are public. Areas would need to be cordoned off to provide space to erect Multi-Habitation Units or park command or response vehicles required in large scale response.</p> <p>The proposal would see the use of the large parking space at the rear of the station, combined with additional parking at the corner premises, with the ability to turn the grassed area into a response space.</p>
COLLABORATION AND COORDINATION	<p>A number of groups across the country have or are investigating co-locating. Larger areas such as the 'Precinct' in Christchurch experience of the benefits of co-locating, as well as smaller towns such as Blenheim.</p> <p>Co-locating would see the West Coast pre-positioning resources and facilities to be better placed to respond to large events, similar to steps taken by other groups across the country.</p>
PUBLIC FACILITY IN RESPONSE: COMMUNITY HUB,	<p>The proposal would allow the Recreation Centre and Activity Room to be a standalone public response hub, in one of the few IL4 facilities.</p>



INFORMATION CENTRE.	<p>It can be used for a multitude of purposes such as registration, needs assessments, triage to government services and public briefings. As a last resort it could be used for emergency shelter or accommodation.</p> <p>It may also be utilised in collaboration with other services such as health or St John for triage or primary care.</p>
GREY DISTRICT EOC FACILITY	<p>WCEM is discussing with Grey District Council on options for their EOC, whether some foot-print remain at the activity centre. This would mean a EOC could be stood up quickly but allows the room to also be utilised by agencies as an office space (as it currently is by Police) or the community for recreational use. It may be a space with some revenue gathering ability.</p>

Figure 1 The WCEM identified work area in the new building adjacent to the current Greymouth FENZ station.



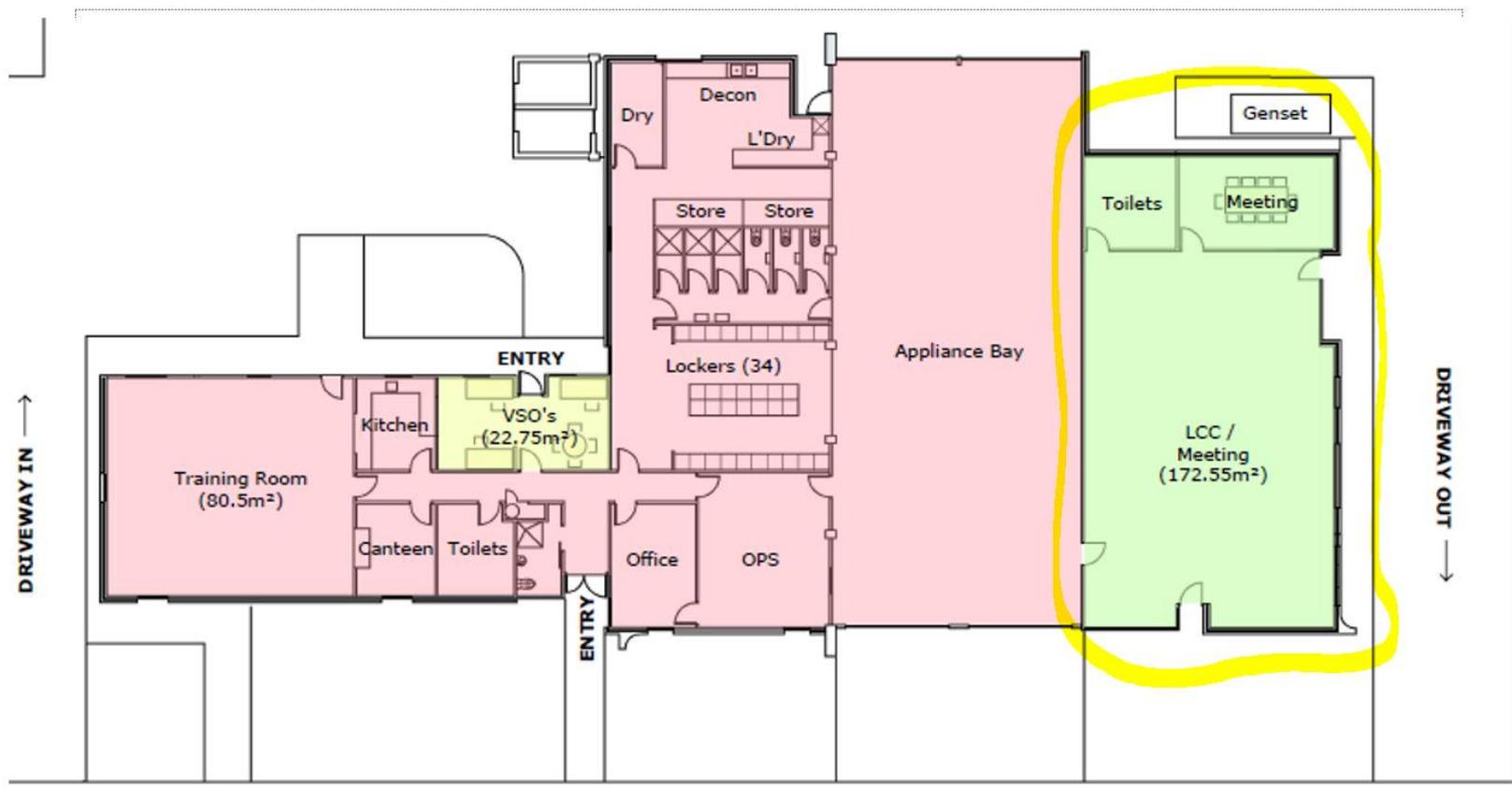


Figure 2: The proposed primary ECC dedicated space in a renovated space at the north end of the current Greymouth FENZ station.



AGENDA ITEM NINE

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Pat Waters
Meeting Date: 6 November 2024
Subject: National Emergency Management Agency (NEMA) Update

[Report to the West Coast Emergency Management Joint Committee Meeting
6 November 2024](#)

[Government's Response to the Recommendations in the NISWE Inquiry](#)

On the 10th October the Government released its [long-term vision to strengthen New Zealand's emergency management system](#), in response to the recommendations in the Government Inquiry into the Response to the North Island Severe Weather Events (NISWE). Key points to note are:

- Early next year, the Government will make further decisions on how it will give effect to its long-term vision. Many teams across NEMA will be working to provide advice, particularly on scoping for these decisions.
- This is an ongoing work programme, and a lot of detail is yet to come out.
- NEMA has already made progress in many areas, including starting work on a new Bill, increasing our response capability and broadening our National Controller cohort.
- NEMA looks forward to supporting the Government as it implements its changes to the system. After many reviews and inquiries, we now have an overall direction of travel.

[Consultation on the updated Tsunami Evacuation Zones Director's Guideline](#)

NEMA has invited external stakeholders to review and provide feedback on the draft Tsunami Evacuation Zones Director's Guideline (DGL). This Director's Guideline outlines the new national approach for tsunami evacuation zones – this is using one blue tsunami evacuation zone for public facing maps. This direction was previously communicated by the Director of Civil Defence Emergency Management and is available on NEMA's [website](#).

The guideline covers a range of issues including:

- how to develop one tsunami evacuation zone and how to use it during an event.
- what tsunami evacuation routes are and how to create them.
- what to include on maps to communicate tsunami evacuation zones effectively.
- and how to undertake community engagement for tsunami evacuation.

Feedback is required by 20 December 2024.

[Review of Reviews](#)

- NEMA has published [NEMA's Review of Reviews: 2023 North Island Severe Weather Events Report](#). The Review of Reviews identifies common themes based on a range of reports on the emergency management response to the January 2023 Auckland Flooding Event and/or Cyclone Gabrielle.
- NEMA undertook this work to identify common themes from the various reviews into these events and inform the Government response to the Government Inquiry into the Response to the North Island Severe Weather Events. This work also provided an opportunity to pilot the processes used to conduct any future review of reviews projects, and identify a common theme set that could be considered as a national theme set.
- The main findings are:



- There were no surprises that emerged as the reports were analysed. The findings reflect those of the Report of the Government Inquiry into the Response to the North Island Severe Weather Events.
- There were six main themes identified. These are: Communities; command, control and coordination; operations; resources; capability development; and corporate governance.
- Without a mechanism to share lessons and consistent application of themes the process for drawing out a common set of themes from such a varied set of reports was challenging.
- NEMA will work with stakeholders to develop lessons management guidance, a set of national themes and develop a process to share and collate lessons from across agencies.

National Fuel Plan

- The recently updated (August 2024) National Fuel Plan has been published on the NEMA website [National Fuel Plan » National Emergency Management Agency \(civildefence.govt.nz\)](#)
- Some major updates include the introduction of Minimum Stockholding Obligations in the fuel industry (Improving Fuel Resilience) Amendment Act 2023 and, an aviation specific section has also been added.

Directors Guidelines for Emergency Management Sector Deployments

- The new Director's Guideline for Emergency Management Sector Deployments has been released and published on the NEMA website [EM Sector Deployments DGL](#)
- This guideline provides a consistent approach to the deployment of CDEM Sector Surge staff from local and regional councils, NEMA, and other agencies to CDEM coordination centres. It provides best practice guidance around deployments, taking into account the health, wellbeing, and fatigue management of deployed staff.

Space Weather

- The NEMA Space Weather Programme Team is currently working on the delivery of a National Space Weather Response Plan which will replace the [Interim Response Plan](#).
- The Plan is a national level hazard-specific planning product which coordinates the actions of response agencies and key stakeholders immediately after receiving an alert of a space weather event, specifically if it is earth-directed and there is a realistic expectation there will be disruptions to critical infrastructure. It does this by:
 - clarifying roles and responsibilities of key agencies and stakeholders,
 - presenting operational phases for immediate response,
 - providing a structure for information sharing, and
 - providing content for public information management.
- The team is also supporting the concurrent system wide activities, including the meetings of the National Hazards Board.

Starlink

- NEMA is currently finalising an agreement to offer high-speed satellite communication services powered by Starlink. This service will enable NEMA to operate as authorised users of Starlink services, with plans to extend access to various central and local government agencies across New Zealand.



- NEMA recognises the critical need for resilient and reliable communication during emergency situations. The new Starlink service will significantly enhance New Zealand’s emergency communications capabilities.
- NEMA is taking a phased approach to ensure all legal and operational requirements are met, allowing for a smooth rollout of Starlink services to government partners.
 - **Phase 1:** NEMA are collaborating with FENZ, NZTA, and Canterbury CDEM to conduct thorough testing of the service platform before wider deployment (October / November 2024).
 - **Phase 2:** Upon successful completion of Phase 1, NEMA will extend the service to all CDEM groups, aiming for a rollout by the end of November 2024 and continue over the course of 12 months. As this progresses the time required for each group may reduce significantly.
 - **Phase 3:** By the end of 2024, and based on the success of earlier phases, NEMA plan to extend the service to select central government partners, offering early testing and onboarding opportunities to those involved. This is likely to proceed concurrently with the CDEM roll out however, dependant on the success of Phase 1 and the early stages of Phase 2.

NEMA Staffing Changes

- Wendy Wright, National Controller has been appointed to the role of Manager, National Operations as a secondment for 18 months. She will continue the role of National Controller.
- Magnus Latta has been appointed to the role Manager, Regional Partnerships and commenced work on 26 August. Replacing Kathrine Biggs who has been in an acting role for the last 12 months. Magnus joins NEMA from the Ministry of Business Innovation and Employment where he was the programme lead for the Mass Arrivals Response Plan Review.
- Dwain Hindriksen has been appointed as Manager, Planning & Sector Partnerships. Dwain joins us from Ministry for Primary Industries. In addition to his day job, he has been appointed the lead for the Space Weather Programme at NEMA.

Shake Out 2024 (Thursday 24 October)

- ShakeOut provides us with an opportunity to think about preparedness in our homes, workplaces, schools, and the places in our communities that are important to us.
- We encourage you to engage communities, schools, workplaces and whānau in your regions to get involved or host your own Shakeout Day event.
- For more information and to register, visit <https://getready.govt.nz/involved/shakeout>.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:
receive this report

Pat Waters | Regional Emergency Management Advisor
National Emergency Management Agency | Te Rākau Whakamarumarū.



Mayors, Chairs and Iwi Forum (MCIF) meeting
Wednesday 6 November 2024 at 11:30am
Buller District Council

Attendees: Mayor J Cleine (BDC and chair), Mayor T Gibson (GDC), Mayor H Lash (WDC), P Madgwick (Te Rūnanga o Makaawhio), D Lew (WCRC), S Pickford (BDC), P Pretorius (GDC), Renee Rooney (DWC), S Baxendale (WDC), Deputy Chair B Cummings (WCRC)

Apologies: F Tumahai (Te Rūnanga o Ngāti Waewae), H Milne (DWC), Chair P Haddock (WCRC),

In attendance: J Field (WCRC), John Easter (HDL), Warren Gilbertson (MBIE), Owen Kilgour and Karen Jury (DOC), Chris Purchase and Teresa Wooding (Tonkin and Taylor)

Agenda Item	Notes of key points and actions
<p>Stockton Plateau Hydro Scheme</p>	<p>John Easter was invited by Mayor Cleine to provide a presentation on the proposed Stockton Plateau Hydro scheme. The scheme is designed to create a barrier that separates Stockton Mine from the ecological estate. It then captures any waste run-off and would eventually be discharged to Buller Bay. The intention is for two hydro power stations based on two reservoir dams connected by a tunnel.</p> <p>There would be economic benefits from the building of the scheme and then from power generation. Peak output would be around 60MW. Storage could help cover West Coast demand for 5-6 days if needed.</p> <p>Stockton Plateau Hydro Scheme believe the method of running the water through the tunnels and reservoirs, with sediment traps, would dilute any waste dump runoff from the mines. Alternatively it could be treated before releasing into Buller Bay. The Reservoir would be monitored and treated as needed.</p> <p>Te Rūnanga o Ngāti Waewae is opposed due to risks for the bay. HDL is asking for a 300m non-compliance waste run-off zone in Buller Bay for the first few years. Further discussion is needed to give Ngāti Waewae comfort and clear parameters about what is being discharged into the ocean.</p> <p>Currently there is potential for untreated and uncontrolled leakage from the waste dumps and old mines into the bay from run-off and spill.</p> <p>Ministerial intervention is required to include regional and national benefits in the investment objectives and critical success factors. This needs strong local support – calling for this project to happen.</p> <p>HDL are asking MCIF to lobby the government. Proposals for investment in this concept won't come until there is a willingness expressed by the government to invest in the scheme, and support from the local community is evident.</p> <p>Action: Mayor Cleine to draft a letter to HDL outlining MCIF's position.</p>

<p>RIF update from MBIE (Kanoa)</p>	<p>Warren Gilbertson provided an update. The Ministers have outlined three priorities for projects as feedback: energy, water storage, connectivity. MOT/MBIE have been asked to provide advice on regional connectivity options – airports, airline operators etc, to achieve more open access. This could influence future investment.</p> <p>Hokitika airport upgrade is in the current tranche. It is moving forward to the commercial board.</p> <p>The next West Coast applications for focus are the Port applications – Grey and Westport. Kanoa need all relevant information in the next 2 weeks so they can do due diligence in December.</p> <p>Darryl Lew gave an update on the “Before the deluge 1” funding. The Franz Josef joint committee is booked for 27 November to make a recommendation to the Council. Regional Council is meeting on 29 November to make a final decision. WCRC need to notify Kanoa of go/no go by 2 December.</p> <p>Action: WCRC and WDC are to agree key messages prior to the joint committee meeting. Consultation results will be shared once they have been analysed.</p> <p>Before the deluge 2 – WCRC are looking to re-prioritise projects from the original list, especially to finish Grey and Hokitika remaining stages. Under 60/40 arrangement it would have to go through joint committees. This will need to be done by the end of February. Projects are expected to be shovel ready, this includes concept design, rough order costing, consents in place, and local communities are saying yes.</p>
<p>DOC update</p>	<p>Owen Kilgour (Director Regional Operations) and Karen Jury (Issues Manager) provided an update from DOC.</p> <p>Owen asked the MCIF to encourage people to provide submissions on the Conservation Management Strategy (CMS) review. So far there has been more engagement from off the coast than on the coast. Encourage people to attend in-person drop in session, provide feedback through social media, and there is an online survey. Submissions close soon.</p> <p>CMS and national park plans need to foresee future changes. It is imperative they are updated as they are currently stymying change. The CMS is 15 years old and very prescriptive. This is an opportunity to align these guiding documents with the TTPP and other statutory plans.</p> <p>Action: do a media release to promote the CMS review and seek submissions. MCIF can promote collectively and individually.</p> <p>Action: MCIF members to approach Karen Jury to organise a workshop for their organisation if they see fit.</p> <p>Avian Flu – DOC is in readiness for the highly contagious variant of flu. It isn't in Australasia yet. We have a buffer, however it can arrive through migration, imports, or inter-species such as seals. MPI is the NZ lead. Regional Council and DOC have an on the ground role. MPI will roll out more communication about what to do if you discover 3 or more ill or dead birds.</p> <p>Key messages: Don't touch them! Take a photo, note location, contact DOC, Council etc. We will go into an incursion response plan.</p>

	<p>Stewardship land – The Minister of Conservation has committed to completing the reclassification process for WC in near future. He is talking with Te Runanga o Ngai Tahu about how to undertake the process.</p>
Three Waters	<p>Chris Purchas and Teresa Wooding provided an update on the 3 waters review done a few years ago. Previously it concluded that while there were benefits of working together there was also some challenges. Achieving economies of scale needed larger scale.</p> <p>They considered scenario options: Shared services, single council CCO, asset owning CCO, Regional CCO. All have positives and negatives. There is a potential to reduce costs with CCOs.</p> <p>Potential actions:</p> <ul style="list-style-type: none"> - Develop water service delivery plan – required. Test Councillor interest in CCO options – individual or regional level - Continue to track wider geographical area options. - Consider potential future impacts – positive and negative from CCO. What is left behind and what moves? LGFA funding options. Evaluate benefit - Define CCO establishment timeline and costings if moving forward (single or regional). It would be a multi-year project to establish. - Wider collaboration.
Regional Deals	<p>Renee Rooney provided an update. An expression of interest letter has gone to the ministers, signed off by Francois Tumahai.</p> <p>It is understood the Cabinet paper on regional deals goes to Cabinet on 15th. If we are invited we may need to turn around a submission quickly.</p> <p>Action: Work up what was agreed in the meeting with Malcolm Alexander</p> <p>Action: Heath Milne is collecting a list of priorities for consideration. Deadline for list is Friday 29 November. Aim to undertake a short-listing process in January. Renee to engage Malcolm for short-listing process if we get an invitation to move forward. Heath to email and confirm plan. Please chase up and ensure you get an answer from all MCIF members.</p>
General Business	<p>There was a discussion about an email Mayor Gibson sent to the Regional Council about some comments in the recent Council meeting to adopt the Annual Report. Chairman Haddock emailed, and Darryl Lew confirmed the interpretation was incorrect.</p> <p>There was a discussion about the secretariate function for this forum. If the members want to change it they need to revisit the TOR.</p> <p>Action: TOR to come back to MCIF for finalising at the next meeting. To be sent out prior to the next meeting.</p>



Te Tai o Poutini Plan Committee Meeting

12 November 2024

1pm

Online and

Livestreamed on Facebook

<https://www.facebook.com/WestCoastRegionalCouncil>

AGENDA

1.00pm	Welcome and Apologies	Chair
1.05pm	Confirm previous minutes of 10 October 2024	Chair
1.10pm	Matters arising from previous meeting	Chair
1.15pm	Report – Variation 2 Renotification Options	Project Manager
1.30pm	Report – TTPP Work Programme for 2025	Project Manager
1.45pm	Financial Report September 2024	Project Manager
1.55pm	Project Manager’s Report	Project Manager
2.00pm	Meeting ends	

Meeting dates for 2025 to be confirmed.

Monthly meetings anticipated January to November 2025



MINUTES OF MEETING OF TE TAI O POUTINI PLAN COMMITTEE HELD AT GREY DISTRICT COUNCIL, GREYMOUTH AT 9.00AM ON 10 OCTOBER 2024

Present

R. Williams (Chairman), Mayor T. Gibson (GDC), Kaiwhakahaere P. Madgwick (Makaawhio), Mayor H. Lash (WDC); Cr B. Cummings (WCRC), Cr P. Haddock (WCRC)

Online: Cr A. Cassin (WDC), Kaiwhakahaere F. Tumahai (Ngāti Waewae), Cr G. Neylon (BDC), Cr Joanne Howard (BDC)

In attendance

Joanne Soderlund (GDC), J. Armstrong (TTPP Project Manager), D. Lew (WCRC), Tracy Fitzgerald (WCRC), Doug Bray (WCRC), Chu Zhao (WCRC), Adrianna de Ruiter-James (Public)

Online: Michael McEnaney (GDC), Carissa du Plessis (BDC), Olivia Anderson (WDC), Bob Dickson (Public), Desna Bruce Walker (Public)

Welcome

Apologies

Mayor J. Cleine, Cr A. Gibson (GDC)

Moved (Cr Haddock/ Kaiwhakahaere Madgwick)

That the apologies of Mayor J. Cleine and Cr A. Gibson be accepted.

Carried

Public – Adriana de Ruiter - James

A. de Ruiter – James presented on some concerns she has with coastal hazards mapping and the Committee’s communication of information. She asked questions during the meeting which she will email to TTPP, and asks that they be responded to in writing.

D. Lew thanked A.de Ruiter – James’ for her presentation and said he will make sure that the staff answer her written questions.

Confirm minutes of the previous meeting held 2 August 2024

Cr Haddock pointed out a correction on Page 5 of the agenda. The agenda said 'Councillor Dooley confirmed that he and Mr Lew will be...' should be revised as 'Chairperson Haddock confirmed that he and Mr Lew will be...'

Moved (Cr Haddock / Mayor Gibson)

That the minutes of the meeting held 2 August 2024 be confirmed.

Carried

Confirm minutes of the previous meeting held 7 August 2024

Moved (Chair Williams / Mayor Gibson)

That the minutes of the meeting held 7 August 2024 be confirmed.

Carried

Confirm minutes of the previous meeting held 29 August 2024

Moved (Mayor Gibson / Cr Haddock)

That the minutes of the meeting held 29 August 2024 be confirmed.

Carried

TTPP Financials Report – Life to Date

Cr Haddock noted that the background information on TTPP is useful for refreshing how it all happened from 2019. Cr Haddock asked how Point 7 of the Report would be addressed in the future when there are two councils that haven't provided funding, he asked if there would be a credit back to those councils that did contribute or will that contribution be coming.

J. Armstrong answered that there is no expectation that the money will be coming, the councils noted it was to be funded through a regional rate, and those two councils felt strongly that was the best way to do it.

J. Armstrong noted that additional spending is expected to complete the hearings process, including for planning resources and expenses for commissioners this year.

Tracy Fitzgerald provided details about the financial Life to Date table for the project on page 17. She pointed out the overall deficit of \$2.5 million to date. Ms Fitzgerald noted that WCRC will set targeted rates for the TTPP, and these figures will be brought to the next meeting.

J. Armstrong noted that there is ongoing work in the next financial year after the decision-making on the Plan, including appeals, mediation, and possibly Environment Court processes. She noted that some of these things can take a lot of time, but the majority of the Plan should be operative if accepted without appeals. Mrs Armstrong noted that the Plan is a permanent plan requiring ongoing administration which will incur costs.

Moved (Chair R. Williams / Mayor T. Gibson)

1. That the Committee receive the report.

Carried

July and August 2024 Financial report

J. Armstrong noted the level of expenses in the last two months which resulted from the many hearings held during the period. She pointed out that any additional funding requirements will be met by the loan. Mrs Armstrong also noted that there is a possibility that additional funding will be needed for consultants/contractors this financial year.

Cr Haddock commented the commissioners have put a lot of effort into making sure they are fully aware of what they are looking at and what they are recommending, and that all comes at a cost.

The Committee discussed options for sharing the history and costings of TTPP with the public

Mayor Lash raised concerns about the public not understanding the process.

R. Williams wondered if it should be pointed out that running in parallel to the Plan are the RMA obligations and responsibilities.

Mayor Gibson felt that people seldom read information until it affects their property in some way, and information is not always easily understood.

Cr Cummings suggested having a glossary of terms to add understanding.

Moved (Mayor Lash / Cr Cassin)

1. That the Committee receive the report.

Carried

Report – Coastal Hazard Mapping Variation 2 Summary of Submissions

Doug Bray refreshed the Variation 2 background:

1. Three Coastal Hazard Overlays: Severe, Alert and Setback
2. The Variation did not affect the Coastal Tsunami Overlay or any other of the Plan's Natural Hazard Overlays and made no changes to the provisions of the Plan's Natural Hazards Chapter
3. This Variation was publicly notified via Newspaper and over 4,000 letters were sent to coastal properties

4. The initial closing date for submissions was Friday 16 August 2024, but this was extended to Friday 30 August 2024 in response to public requests. It was agreed that posted submissions would be accepted up to and including the end of the following week, being Friday 6 September 2024

5. Two public meetings were held, in Westport on Tuesday 30 July 2024 and an online Zoom meeting for South Westland coastal property owners on Thursday 8 August.

Mr Bray noted that 112 submissions were received, and two Summaries of Submissions Tables have been provided. He commented that eight submitters whose submission points related to the Natural Hazards Objectives and Policies, were invited to appear at the October 2024 hearings.

The Committee discussed the difficulties with communicating planning and scientific information clearly to the public. Plain English documents and public meetings were considered.

Cr Neylon noted that they have handed everything over to the commissioners and noted that the recommendations come back to this committee before a final decision is made.

Kaiwhakahaere Madgwick wondered if it is possible to allow more time to deal with Variation 2 more fully and address it as a plan change in the future.

Cr Cummings asked if they could pause once they have got recommendations from commissioners, because the committee members do not know what the commissioners are going to recommend

Cr Haddock noted that the final decision comes back to the TTPP committee to make.

Cr Howard said the West Coast really needs things to progress, for example Resilient Westport has done a lot of work with the community about where they may like to settle in the future, and she thought they need to move along and support that body of work.

Moved (Cr Neylon / Cr Howard)

1. That the information be received.
2. That in accordance with Clause 7(1) of Schedule 1 of the RMA, the Summary of Submissions contained within Appendix 1 be accepted and publicly notified for the receipt of further submissions.
3. That in accordance with Clause 7(2) of Schedule 1 of the RMA, copies of both public notice and the Summary be served on those who lodged submissions.
4. That the required two-week period for receipt of further submissions open on 11 October 2024 with a closing date of Friday 25 October 2024.
5. That the Committee:
 - 1). Accepts Submission points included within Appendix 2 as Late Submissions on the TTPP generally; with
 - 2). Those Submission points relating to the Objectives and Policies of the Natural Hazards Chapter addressed at the upcoming Coastal Environment and Natural Hazards Hearings, scheduled for 30-31 October 2024 in Hokitika; and

3). Remaining Submission points from Appendix 2 being heard with all other submissions and further submissions received on Coastal Natural Hazard Mapping and Coastal Natural Hazard Rules, at the Hearing for Variation 2, scheduled for 17-21 March 2025.

Carried

Project Manager's Report

J. Armstrong noted that Minutes put out by the hearing commissioners are available on the TTPP website. R. Williams suggested that watching the recordings of the hearings could help get a tone or a sense of what's going on and it is a way of keeping in touch with how the commissioners are progressing and the approach commissioners are bringing to those hearings

J. Armstrong noted that, under the RMA, once the Committee notified the plan, they were supposed to have an operative plan within 2 years. The Committee has made a request to extend this timeframe. The Ministry for the Environment is seeking further information, and J. Armstrong asked if committee members are comfortable with the draft letter responding to the Ministry's further requests.

Kaiwhakahaere Madgwick thought the letter was fine.

Moved (Mayor Gibson / Kaiwhakahaere Tumahai)

1. That the Committee receive the report.

Carried

Closing comment

R. Williams noted that the next meeting is on Tuesday the 12th of November at 1pm via Zoom. Mr Williams said the agenda is principally a report from Lois Easton about the work programme for the next nine to 12 months, where they are going, where the plan is going, what the timetable is etc.

Meeting ended at 10.41am.



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Prepared for: Te Tai o Poutini Plan Committee
 Prepared by: Jo Armstrong, Project Manager
 Date: 12 November 2024
 Subject: **Te Tai o Poutini Plan – Variation 2 Re-Notification Options**

SUMMARY

On 4 November 2024 the TTPP Hearing Panel (the Panel) issued Minute 53 strongly recommending that the TTPP Committee renotify Variation 2 - Coastal Natural Hazard Mapping, and at the same time extend the scope for submissions to include the Natural Hazards objectives and policies, and the rules for the Coastal Hazard overlays.

This report provides information for Te Tai o Poutini Plan Committee on the options available following receipt of Minute 53 from the Panel.

RECOMMENDATIONS

1. That the Committee receive the report.
2. That the Committee accept Option 3 and direct staff to renotify Variation 2 – Coastal Natural Hazard Mapping on or before 22 November 2024, calling for submissions on the updated coastal hazard maps, Natural Hazards objectives and policies, and the rules for the Coastal Hazard overlays.

Jo Armstrong

Project Manager

BACKGROUND

1. Variation 2 – Coastal Natural Hazard Mapping (Variation 2) was notified on 27 June 2024. Submissions closed on 30 August 2024 with a further submissions period closing on 25 October 2024.
2. There were 112 submissions received on Variation 2 and just over 20% of them submitted on one or more of the provisions i.e. the Natural Hazards objectives and policies, and/or the Coastal Hazards rules.
3. At your 10 October meeting you heard from a member of the public who, among other things, questioned the fairness of the Committee accepting submissions on the provisions, when it had been clearly stated that submissions were to be made on the changes to coastal natural hazard mapping only.
4. The decision not to include the provisions was because the objectives, policies and rules associated with coastal natural hazards had not changed since TTPP was notified.
5. On 4 November 2024 the TTPP Hearings Panel issued Minute 53 (attached) which stated:
During the recent hearing of submissions of the Natural Hazards chapter the Hearings Panel heard statements from three parties who had submitted on Variation 2 expressing concerns about the process followed in Variation 2, in that submissions were only sought on the mapping and not the related objectives, policies and rules.
6. Legal advice was sought and in Minute 53 the Hearings Panel strongly recommend that the Committee renotify Variation 2, expanding the scope to include submissions on the provisions related to the updated coastal natural hazard maps.
7. The Committee now has the opportunity to consider the process undertaken for Variation 2, and how it wishes to proceed.

OPTIONS

8. The options available to the Committee are to do nothing, to withdraw or to renotify Variation 2.
9. **Do Nothing** - Under this option the process would continue as planned, with planners having plenty of time to write a s42A report in response to submissions and further submission, and the hearing taking place in the week of 17 March 2024. This would not resolve the public concerns as stated in Minute 53.
10. **Withdraw Variation 2** – Variation 2 would be reintroduced as a plan change once TTPP is operative. If the provisions were included in the proposed plan change, this would answer public concerns, however, stricter provisions would be in place on some properties until the process was complete.
11. **Renotify Variation 2** – The submission period could be open November-December 2024, with further submissions in January. This would mean less time for writing the s42A report, but the hearing could take place on schedule in the week of 17 or 24 March. This would provide the relief sought by submitters.
12. Main risks/costs and benefits of these options are tabled below.

Option	Action	Risks/Costs	Benefits
1	Do Nothing - Continue with March hearing on Maps and rules only.	<ul style="list-style-type: none"> • Increased risk of an appeal as submitters have not had an opportunity to comment on the provisions through the Variation 2 process. • Loss of trust or increased frustration from impacted residents as they are unable to comment on the provisions. • Potential for longer hearing, as a larger number of submitters are likely to attend, when there is a 	<ul style="list-style-type: none"> • Less cost due to not needing to renotify the plan change. • Able to maintain the existing timeframe for the plan change.

		<p>perceived injustice from the process.</p>	
<p>2</p>	<p>Withdraw Variation 2 – Capture changes to coastal natural hazard mapping in a plan change once TTPP is operative.</p>	<ul style="list-style-type: none"> • Increased risk of an appeal as rules will be more restrictive on properties than they need to be. • High regulatory burden tied to outdated mapping on properties where less strict rules and provisions would apply under Variation 2. • Provisions will be inconsistent with the NZCPS as they will relate to mapping on natural hazards that is outdated. • Increased confusion by the residents around the process due to the withdrawal of the maps, and around who can speak at the hearing (submitters on Variation 2 will have no speaking rights in the hearing). • The panel will be left in a very awkward position where they would have coastal hazard provisions tied to maps that are not supported by expert evidence. It will have to make decisions on the submissions that were received on the original notified version of the plan, and its scope will be confined by what was notified and the original submissions received. • There will be areas shown as being subject to coastal hazards in the variation that will not be covered by the original mapping. As such, there will be no protection provided to these places through the TTPP process which in turn may have implications for property insurance. • High risk that the Panel will recommend a future plan change to address the inconsistencies with the coastal hazard mapping. This will have increased costs associated with the need for a separate plan change process to give effect to the Commissioners recommendation. • Increased costs associated with informing submitters that the variation has been withdrawn and what it means for their submission and the process. • Submissions will be voided and have no influence on decisions. • If a future plan change is needed to address the maps, then this will 	<ul style="list-style-type: none"> • Existing timeframe for hearings in March 2025 will be met to hear the Coastal Hazard rules only. • More time for property owners to understand the implications of a future plan change. • An opportunity to improve communications.

		<p>likely be heard by a different panel, with increased costs associated with them familiarizing themselves with the West Coast environment.</p>	
<p>3</p>	<p>Re-Notify - include the updated Coastal Natural Hazard maps, Natural Hazards objectives and policies, and the rules for the Coastal Hazard overlays.</p>	<ul style="list-style-type: none"> • Increased costs due to the need to renotify the variation. These costs are associated with advertising, mail out, TTPP and WCRC time, GIS and planner input. • Potential for some confusion from impacted property owners around the process and what the provisions are being renotified. 	<ul style="list-style-type: none"> • Provides the relief sought to allow residents to submit on the provisions that impact them and therefore will improve fairness, and increase the understanding of the approach. • An opportunity to improve communications. • Impacted property owners will have a clearer set of provisions to help them understand what the implications are for their site (if any) from the proposed rules. • Will ensure that the provisions and approach is consistent with the New Coastal Policy Statement 2010 (NZCPS). • Opportunity to ensure that the proposed provisions are as enabling as possible, while still giving effect to the NZCPS). • Proposed provisions will likely align with future National Policy Statement on Natural Hazards (NPS-NH) requirements, thereby reducing the need to undertake a future plan change and the associated costs to give effect to this document. • Separating the provisions out for coastal hazards will ensure that the provisions in the District Plan are appropriately allocated to the correct overlay. This will reduce the regulatory burden on properties when compared to Option 2. • Reduces the risk of an appeal on the proposed coastal hazard provisions as all parties have had an opportunity to submit on both the maps and the provisions. • The renotification can be undertaken within the current timeframe of the TTPP process. • The Variation will still be able to be heard by the existing panel, so there is consistency in decision making. • Low risk of any judicial review as it will follow schedule 1 process.

DISCUSSION

13. Option 1 to do nothing involves less costs, but does not provide the opportunity to submit on the provisions requested by submitters. The likelihood of appeals is considered high for this option.
14. Option 2 to withdraw Variation 2 will not impact the TTPP decisions timeline, and provides an opportunity for improved communications with the community. However, there are substantial risks of appeal, not giving effect to government policy, and enforcing a more restrictive rules regime on some property owners. As referenced in an earlier paper the costs of empaneling and informing a new hearings panel are not insubstantial, and costs of renotification as a plan change would be incurred.
15. Option 3 to renotify Variation 2 would provide the relief sought by submitters by enabling them to submit on a comprehensive set of provisions, and it provides an opportunity for improved communications with the community. Consistency with national policy would also be achieved, and more enabling provisions delivered earlier. This option would incur the costs of renotification and property owners may have difficulty understanding why the variation was renotified.
16. The reporting officers for the Natural Hazards topic have indicated that if you decide to renotify Variation 2 by 22 November 2024 it would allow them just enough time to prepare their report for the scheduled 17 March 2025 hearing, or with only one week delay to 24 March 2025.

RECOMMENDATIONS

17. Due to the additional benefits identified for Option 3, and the greater risk of appeal or review attached to Options 1 and 2, staff recommend the Committee accept Option 3 and direct them to re-notify Variation 2 – Coastal Natural Hazards Mapping on or before 22 November 2024, calling for submissions on the updated coastal hazard maps, Natural Hazards objectives and policies, and the rules for the Coastal Hazard overlays.



Te Tai o Poutini

PLAN

A combined district plan for the West Coast

Prepared for: Te Tai o Poutini Plan Committee
Prepared by: Jo Armstrong, Project Manager
Date: 12 November 2024
Subject: **Te Tai o Poutini Plan – Committee Work Programme for 2025**

SUMMARY

This report provides information for Te Tai o Poutini Plan Committee on the planned work programme for Te Tai o Poutini Plan for 2025.

While the major focus of the year's work programme will be the finalisation of Te Tai o Poutini Plan and the first two Variations, additional work in the area of natural hazards, historic heritage and in correcting identified errors in the Plan is also proposed.

RECOMMENDATIONS

1. That the Committee receive the report.

Jo Armstrong

Project Manager

BACKGROUND

1. Te Tai o Poutini Plan was publicly notified as a Proposed Plan on 14 July 2022.
2. Over the past 12 months as submissions have been heard by the independent commissioners, the Committee work programme has focussed on two Variations Variation 1:Activities to the Surface of Water, and Variation 2: Coastal Hazards Mapping.
3. At this stage the last hearing – Variation 2, will be held in March 2025 and it is expected the bulk of the Committee work programme will focus on considering the decision reports and recommendations, however there are two other potential Variations that staff propose to bring to the Committee over 2025.

RECOMMENDATIONS AND DECISIONS ON THE PROPOSED TE TAI O POUTINI PLAN

4. The hearing commissioners have been working on their decision reports and recommendations to the Committee, and it is expected that these will be delivered to the Committee in tranches, with all reports received by TTPP staff by June 2025.
5. With over 14,000 submissions points, it is expected that there will be a large number of changes to the Plan recommended and it is important for the Committee to have the time to work through these to understand them. The hearings were divided into 22 topics and each topic will have a separate decision report and recommendations that will be brought to the Committee.
6. At this stage it is proposed that this would be undertaken through a series of all day committee meetings spread out over several months.
7. Prior to each meeting it is proposed to meet with the Technical Advisory Team (Council staff and iwi planning representatives) to work through the recommendations, so that they have the opportunity to brief elected representatives on the implications.
8. It is expected that the majority of the recommendations are likely to be uncontentious – and will generally result in improvements to the Plan.
9. However there will be some topics where the Committee may not agree with all the recommendations, or where they want to work through the implications in more detail, the proposed work programme provides for this.
10. Legal advice will also be provided to the Committee ahead of the decision reports, outlining the process that the Committee needs to take, and what actions would need to be taken if the Committee does not agree with the recommendations.
11. While the exact date for each decision report arriving is not yet confirmed, the table below gives an indicative meeting date.

Report	Expected Meeting Dates to Consider Recommendations
Legal Advice on Decisions Process	April 2025
First group of decisions reports: -Introduction and General Provisions -Notable Trees -Contaminated Land and Hazardous Substances -Historic Heritage -Natural Character of Waterbodies -Open Space Zones - Signs	April 2025
Second group of decisions reports -Energy Infrastructure and Transport -General District Wide Matters – Earthworks, Light, Temporary Activities -Designations -Subdivision, Financial Contributions and Public Access -Industrial and Commercial Zones - Noise -Activities on the Surface of Water Variation	May 2025

Third group of Decisions Reports -Sites and Areas of Significance to Māori -Natural Features and Landscape -Residential Zones -Rural Zones	June 2025
Fourth group of Decisions Reports -Ecosystems and Biodiversity -Mineral Extraction -Coastal Environment -Natural Hazards -Variation 2: Coastal Hazards Mapping	July 2025 August 2025

12. The fourth group of decisions reports is clearly the most contentious and the Committee will no doubt want to work through these matters with care. It may be that the July and August Committee meetings will need to be undertaken over 2 days each in order to give the Committee sufficient time to work through these reports and their recommendations. Once the Committee has started to work through the first set of decision reports, it can be determined whether more time is likely to be needed.
13. Staff can confirm that the Committee is able to make decisions on Te Tai o Poutini Plan up to the date of the next local government election in October 2025.

POTENTIAL VARIATIONS TO THE PLAN

14. Alongside the first two Variations to the Plan, staff would like to signal the work underway on further potential Variations to the Plan, and the dates this could be expected to come to the Committee.

Greymouth Hazards

15. The first of these would be a Variation to amend the Coastal Hazard **and** Flood Hazard overlays at Greymouth. This was signalled earlier in 2024 when Greymouth was excluded from Variation 2, due to the work being undertaken on hydrodynamic modelling of the river and coastal environment at Greymouth.
16. Alongside this there are significant upgrades to the flood defences at Greymouth currently underway. New modelling has been undertaken looking at the impact of the upgraded flood defences, and this is very favourable for the future flood risk over central Greymouth, including under climate change scenarios.
17. Rather than amend the flood hazard layers separately to reflect this improved situation, it is recommended that a Variation be developed that covers changes to both the flood and coastal hazard overlays at Greymouth. This would reduce confusion for the public, if all water hazards are dealt with at once.
18. Such a Variation would require consultation with the Greymouth community and affected landowners and it is suggested that this could be undertaken over March - April 2025 with a view to bringing a draft Variation to the Committee for approval in June 2025. This timing would be subject to the release by the government of its new National Policy Statement for Natural Hazards (NPS-NH) which will have implications for any such Variation. Ideally the Variation would reflect the national direction in this new NPS-NH.

Historic Heritage Schedule

19. The second potential Variation to the Plan for 2025 is amendments to the Historic Heritage Schedule. During the course of the hearings for Te Tai o Poutini Plan it became evident that there are errors in the Schedule, and that in particular the extent of heritage items (i.e. the area protected) is very unclear. As part of the response to submissions from Heritage New Zealand – Pouhere Taonga, further work has also been done documenting the heritage values of each scheduled item in more detail.
20. This process has identified that amendments to the Schedule would be appropriate, to better describe the items, amend and correct the statements of extent, and in some cases some items are recommended for removal from the Schedule either because they have been demolished, or on closer scrutiny and assessment by a heritage professional, do not merit their inclusion.
21. The heritage assessment is expected to be complete by the end of June 2025, and following this it is expected that a report, recommending the preparation of a Variation to amend the Schedule, might come to the July or August TTPP Committee meeting.
22. Consultation on such a Variation would be limited to stakeholders such as heritage groups, and the affected landowners/owners of the scheduled heritage items.

Land Instability Hazards

23. The West Coast Regional Council has continued to work through detailed assessment of hazards on the West Coast. Due to timing issues, detailed science work on land instability hazards was not available to inform TTPP, with the land instability hazards restricted to areas of already identified hazards.
24. GNS Science have now completed a detailed, regional scale assessment of land instability hazards across the West Coast. This science work and the implications of this for land development will be brought to the Committee during 2025 with the view to considering a potential Variation/Plan Change to update the Land Instability Hazard maps for 2026.

Recommendations from Hearings Commissioners

25. As they have been working through the hearings process, the Commissioners have identified a number of areas where they can see benefits to amending the Plan, but where there is no scope provided by the submissions.
26. The Commissioners propose to provide a report to the Committee outlining these amendments, and recommending that the Committee consider whether or not it wishes to pick these up as a future Variation to the Plan.
27. At this stage the detail of these recommendations is not known by staff, but they are expected to be made available with the final decision reports.
28. Staff will then bring these recommendations to the Committee to discuss and determine whether it wishes to consider the development of further Variations/Plan Changes to address these matters.

NEXT STEPS

29. Staff will continue to keep you updated on hearings progress through to the end of March 2025.
30. Staff and technical Advisory Team members will inform and advise you as decisions reports and recommendations are received from Commissioners.
31. Committee meeting invitations will be circulated to you early in 2025, once council meetings schedules are confirmed.



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Prepared for: Te Tai o Poutini Plan Committee
 Prepared by: Jo Armstrong, Project Manager
 Date: 12 November 2024
 Subject: **Financial Report to 30 September 2024**

SUMMARY

This report includes the statement of financial performance to 30 September 2024.

RECOMMENDATION

1. That the Committee receive the report

REPORT

1. As anticipated the Consultant Planners and Contractors item and the Hearing Commissioner Fees item have seen the most significant increases this month.
2. Almost half of the annual budget for consultants/contractors has been used for services related to officer presentations at hearings, writing Rights of Reply, expert conferencing, and preparing s42A reports and mapping for future hearings on Natural Hazards in October, Ecosystems and Indigenous Biodiversity in November and Coastal Natural Hazards Mapping in March.
3. This expenditure is necessary and not unexpected. Planning input is required at three hearings in October, which will be reflected in next month's financial statement. It is possible that expenditure on contractors and consultants will exceed the budget this financial year.
4. There are three hearings in October plus two more week-long hearings, and one half day online hearing to complete this process. Hearing Commissioners are also deliberating on and writing their recommendations reports, and this work will continue until the final reports are delivered around June 2025. Current expenditure on this item has exceeded the budgeted amount for the financial year.
5. The Life of the Project table shows a change in actual targeted rates for the prior year -2024 from \$1,000,000 to \$1,244,713. This has resulted in a lower deficit than would have otherwise occurred.

Te Tai o Poutini Plan

Statement of Financial Performance to 30 September 2024				
	Year to date			Full year
	Actual	Budget	Variance	Budget
INCOME				
Targeted Rates	81,044	81,044	-	324,176
General Rates Contribution				
Grants & Subsidies				
Other Contributions				
TOTAL INCOME	81,044	81,044	-	324,176
EXPENDITURE				
Employee costs	40,250	75,840	35,590	303,358
Consultant Planners and Contractors	321,394	168,600	(152,794)	674,400
Chair and iwi representatives	15,000	16,500	1,500	66,000
Governance	837	350	(487)	1,400
Poutini Ngai Tahu	3,922	12,500	8,578	50,000
TTPP Website	2,039	3,000	962	12,000
Isovist e-plan Platform	-	2,000	2,000	8,000
Meals, Travel & Accom	30,391	17,288	(13,104)	69,150
Workshops & Events	3,223	2,100	(1,123)	8,400
Media Costs	8,651	4,500	(4,151)	18,000
Legal Advice	19,762	30,000	10,238	120,000
Hearings – commissioner fees	300,996	53,500	(247,496)	214,000
Interest Payments	-	34,791	34,791	139,165
Overhead costs	-	16,550	16,550	66,198
TOTAL EXPENDITURE	746,465	437,518	(308,947)	1,750,071
NET SURPLUS/(DEFICIT)	(665,421)	(356,474)	(308,947)	(1,425,895)

Life of Project 1 July 2019-30 June 2024									
Prior Year -2024			2023	2022	2021	2020	2019	TOTAL PROJECT COST TO DATE	
Actual	Budget	Variance	Actual	Actual	Actual	Actual	Actual		
1,244,713	1,000,000	-	482,497	494,868	255,156	400,000	-	2,958,278	
								150,000	
								230,000	
					150,000			50,000	
					30,000	200,000			
						50,000			
,244,713	1,000,000	-	482,497	494,868	435,156	650,000	-	3,388,278	
205,577	283,957	78,380	183,472	279,060	268,762	199,591	67,022	1,243,735	
695,112	730,000	34,888	172,899	420,035	231,931	108,885	-	1,950,257	
60,000	65,000	5,000	60,000	60,000	54,500	55,000	-	304,500	
-	1,610	1,610	747	1,949	-	-	-	3,532	
41,371	15,000	(26,371)	42,000	50,000	-	-	-	137,293	
5,354	8,000	2,646	27,560	5,781	-	5,000	-	45,734	
7,463	20,001	12,539	11,273	9,425	3,713	-	-	31,872	
78,466	85,251	6,785	9,568	17,680	17,164	19,585	5,372	178,225	
13,384	15,000	1,616	3,298	3,246	840	14,000	-	37,991	
6,494	40,000	33,506	71,088	25,536	5,878	4,950	-	122,597	
100,854	200,000	99,146	27,289	27,343	4,689	907	-	180,843	
419,581	500,000	80,419	6,647	-	-	-	-	727,225	
			40,090					40,090	
150,000	150,000	-	150,000	150,000	150,000	150,000	100,098	850,098	
1,783,656	2,113,819	330,164	805,930	1,050,055	737,477	557,917	172,492	5,853,991	
(538,943)	(1,113,819)		(323,434)	(555,187)	(302,320)	92,083	(172,492)	(2,465,714)	



Te Tai o Poutini
PLAN
A combined district plan for the West Coast

Project Manager Update

1 October 2024 – 31 October 2024

Prepared By: Jo Armstrong
Date Prepared: 31 October 2024

Accomplishments this Period

- Section 42A officer's reports for Variation 1 - Activities on the Surface of Water, and Outstanding Matters have been finalised and sent to submitters six weeks ahead of the hearing scheduled for 4 December 2024.
- There were three hearings during October:
 - Natural Hazards (excluding coastal hazards) and Franz Josef zoning was heard in Franz Josef on 8 and 9 October.
 - Natural Hazards (excluding coastal hazards) continued to be heard along with the Coastal Environment in Westport on 22 and 23 October, and in Hokitika on 30 and 31 October.
- Twenty two parties were heard either in person or online. A number of parties were supported by one or more expert witnesses.
- Remaining hearings for 2024 include:
 - Ecosystems and Indigenous Biodiversity will be heard over four days in November – in Westport on 18 and 19 and in Hokitika on 21 and 22 November.
 - Variation 1 Activities on the Surface of Water and Outstanding Matters on 4 December.
- The Hearing Panel will hear from the Westport Master Planning staff in March. They want to better understand the Master Planning process in light of submissions they have received and heard.
- The Hearing panel issues Minutes throughout the hearing and report writing process to update information about hearings and schedule changes, and to request further information to aid their decision making.
- The following Minutes have been issued since the last Report:

Minute Number	Topic
46	Alma Road Rezoning submission
47	Further Extension to Cumulative Effects of Wastewater Disposal Reporting
48	Silver Fern Farms

49	Definition of Recreation Activity – Skyline Enterprises Ltd
50	Extension of Mining and Mineral Extraction Right of Reply
51	Response to the Evidence of Dr Robert Langridge
52	Responses sought on Cumulative Effects to Wastewater Disposal Report

- All hearing panel Minutes can be found here: [Hearing of Submissions - Te Tai o Poutini Plan | West Coast District Plan \(tpp.nz\)](#)
- The further submissions period for Proposed Variation 2 to the TTPP: Coastal Natural Hazards Mapping closed on 25 October 2024. Ten further submissions were received on this topic.
- An update on TTPP hearings has been provided for a report to the West Coast Regional Council Resource Management Committee.
- The Ministry for the Environment has acknowledged receipt of the Committee’s letter providing further information to support its application for a time extension. No response has been received to date.
- Staff have been developing a “Backgrounder” about TTPP to be released to local newspapers. A draft version will be circulated to the Committee for comment prior to release.

Plans for Next Period

- Preparation and attendance at the Ecosystems and Indigenous Biodiversity hearing in November
- Analysis of further submissions on Variation 2 – Coastal Natural Hazard Mapping
- Completion of officer Rights of Reply for Rural Zone, SASM and Landscape topics
- Update WCRC Resource Management Committee

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Chairman	Ongoing
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Project Manager TTPP Committee CE WCRC	Annually Jan/Feb
Changes to national legislation	Planning team keep selves, Committee and Community updated on changes to legislation and the implications for TTPP	Project Manager Planning Team	Ongoing
Staff safety at public consultation	Committee members to proactively address & redirect aggressive behavior towards staff	TTPP Committee	Ongoing
National emergencies such as Covid-19 lock down and weather events	Staff and Committee ensure personal safety and continue to work remotely as able. Work with contractors to expedite work.	Project Manager TTPP Committee	Ongoing
Time and Cost of Appeals Process	A realistic budget was set for best case costs. Awareness that contentious issues such as SNAs, natural hazards, mineral extraction and landscape provisions could see an extended appeals process, increasing costs to reach operative plan status	TTPP Committee TTPP Steering Group Project Manager	Ongoing
Community concerns over proposed Plan content	Respond to queries by phone, email and public meetings. Update information.	TTPP Committee Project Manager	Ongoing

Status

Overall		
Schedule		Some delays under discussion

Resources		Future budgets required to cover hearings and mediation
Scope		Schedule 1 processes leading to updates to Plan to achieve operative status

Schedule

Stage	Target for Completion	Comments
Hearings for Te Tai o Poutini Plan	March 2025	Coastal hazard rules to be heard 17-21 March with Variation 2 Coastal Natural Hazard Mapping
Decisions Te Tai o Poutini Plan	2025	Indicative time only
Appeals/Mediation	2025-2026	Indicative time only. Any parts of the Plan not appealed are operative from the end of the Appeal Period.
Environment or High Court	2025 onward	Indicative time only.
Ongoing Decision Making for TTPP	2025 onward	TTPPC is a permanent Committee. Once the Plan is adopted the ongoing Committee role includes monitoring implementation and the need for any amendments, undertaking plan changes and reviews, or ensuring these are undertaken as required.



Te Tai o Poutini PLAN

A combined district plan for the West Coast



LGNZ four-monthly report for member councils

// July-October 2024





Ko Tātou LGNZ.

This report summarises LGNZ’s work on behalf of member councils and is produced three times a year. It’s structured around LGNZ’s purpose: to serve local government by **championing**, **connecting** and **supporting** members.

Many councils have found it useful to put this report on the agenda for their next council meeting so that all councillors can review it and provide feedback. Sam and Susan are also happy to join council meetings online to discuss the report or any aspect of it, on request.

This report complements our regular communication channels, including *Keeping it Local* (our fortnightly e-newsletter), providing a more in-depth look at what we do.

Contents

Introduction	4
Champion	5
Local government funding and financing	5
Rates rise toolkit 3: Unfunded mandates	5
Tourism and cost recovery.....	5
Revenue capping and other measures	5
Forthcoming funding and financing toolkit	5
Regional deals	6
Government relations.....	6
Media	7
Electoral Reform Working Group.....	10
Remits	10
Māori wards.....	11
Water services reform	11
Resource management reform.....	12
Transport.....	12
Climate change.....	13
Localism	14
Other policy issues.....	14
Earthquake prone buildings.....	14
Emergency management system improvement.....	15
Connect	16



Member visits	16
SuperLocal24.....	16
Combined Sector meetings.....	16
2025 calendar	17
Te Maruata.....	17
YEM	17
Women’s lunch	18
CBEC.....	18
Metro Sector	18
Te Uru Kahika/Regional Sector	19
Support	20
Ākona	20
Roundtable zooms	20
Hūtia te Rito – LGNZ Māori Strategy.....	20
Governance guides/support	21
MTFJ.....	21
Moata Carbon Portal.....	21



Introduction

This busy four months included our SuperLocal conference in Wellington, which attracted more than 700 people and dominated the news agenda all week. This was partly thanks to headline-grabbing comments from the Prime Minister and Local Government Minister, but also because of the LGNZ team's proactive generation of many other topics in the media spotlight at our conference, from four-year terms and tourism levies to localism and regional deals.

Alongside preparing for and delivering SuperLocal, our small team managed a huge range of other work, which is covered in this report. Highlights include:

- Launching our third rates rise toolkit in July, including NZIER's research uncovering the costs of unfunded mandates for councils. Unfunded mandates are costs that local government ends up carrying as a result of central government legislation.
- In October, launching our Electoral Reform Working Group's issues paper exploring the current state of participation in local election and asking for feedback.
- Local Government Minister Simeon Brown [announcing a framework for Regional Deals](#) that aligns with many of the elements LGNZ called for in our [May proposal](#).

As you'll see below, we've had many meetings with Ministers, the Prime Minister and other politicians across a wide range of topics. And we've engaged in a range of policy issues, with our work driven by the high-level advocacy priorities that members and National Council agreed earlier this year:

- Funding and financing
- Water
- Resource management reform
- Transport
- Climate change

Right now, we're preparing for the 21 November Combined Sector meeting, focused on the Government's local government reform programme. It features a strong range of speakers including the Local Government Minister, Regional Development Minister, Opposition Finance Spokesperson, Australian local government speakers on their rates capping experience, and a briefing from the Treasury on New Zealand's fiscal situation.

During the meeting, we'll also be launching a funding and financing toolkit, showcasing a range of tools that could be used (alongside rates) to boost local government's financial position and help councils deliver for ratepayers. Watch out for an email direct to your inbox on 21 November with all the details. We'll be advocating strongly for these tools – and sharing resources so you can too.

Ngā mihi
Sam and Susan



Champion

Local government funding and financing

Rates rise toolkit 3: Unfunded mandates

In July we released work we had commissioned from NZIER on the impacts of unfunded mandates on local government. NZIER's research highlighted:

- that many central government reforms have resulted in increased costs for ratepayers;
- that central government does not adequately estimate or address what its reforms cost councils;
- that constant policy changes lead to high sunk costs for councils with no tangible outcomes; and
- the true costs of government reform are hidden because councils absorb them by reducing other service delivery.

Our third rates rise toolkit packaged this research with slides and key messages that members could use. The release generated significant media interest and engagement from members.

Tourism and cost recovery

From 1 October, the Government raised the International Visitor Conservation and Tourism Levy (IVL) from \$35 to \$100 to ensure visitors contribute to the upkeep of the facilities, services and natural environment they use and enjoy during their stay. LGNZ is advocating for councils to have a greater say in how the additional funding is spent on tourism-related initiatives. We are also continuing to advocate for the Government to enable cost recovery tools (such as a local tourism bed night charge).

Revenue capping and other measures

At SuperLocal, the Government announced that they would investigate performance metrics, benchmarking, and revenue capping for councils modelled on New South Wales and Victoria. The policy team has been engaging with local government experts from New South Wales and Victoria to understand how these policies have worked for them and what the impact has been. We will provide insights from these discussions and research on these policies with members soon, including at the November Combined Sector meeting.

Forthcoming funding and financing toolkit

We are working on a toolkit for release at the November Combined Sector meeting that details a range of 24 funding and financing tools that would benefit councils (but potentially require enabling legislation). This toolkit will include:

- Basic information about each tool, how it can be used and what it might deliver
- Data to support our approach and inform members' conversations
- Messages local government can use



- A draft op ed and draft letter to an MP that can be customised

The toolkit launch will be supported by media and advocacy activity, in the same way that the rates rise toolkits were.

Regional deals

We were pleased that the Government made announcements around its Regional Deals framework at SuperLocal, and that our advocacy has been taken on board with the framework largely reflecting our position. This framework includes partnership, new funding tools and a commitment to long-term planning, and is modelled on LGNZ's proposal released earlier this year.

We know funding tools and regulatory relief will be made available in the regions that secure deals. We have been advocating for those benefits to be available for all of local government (where that makes sense).

Our focus now is on ensuring that the regional deals model has room to evolve and deepen – as it's become clearer that the first iteration will be limited in scope.

Government relations

We appeared before select committees in support of our submissions on the water services preliminary arrangements and fast-track bills.

We've also had productive meetings with Hon Chris Bishop and Hon Casey Costello.

The meeting with Minister Bishop included Hastings District Council Mayor Sandra Hazlehurst and chief executive Nigel Bickle. They were able to provide the Minister with their reflections on the recent Kāinga Ora review and some examples of what they were doing locally to promote better housing outcomes, as part of our effort to position local government as a key partner in resolving the housing crisis.

The meeting with Minister Costello was about what role councils may play in reform of vaping regulations, and resulted in an agreement that LGNZ would further engage with health officials on what a system in which councils have greater control over where vape retailers are located could look like.

In early July we hosted MPs who were former local government elected members or staff for a casual evening function at parliament. Six MPs joined Sam and the LGNZ team for some good conversations and bridge-building across party lines.

We have reached out to ACT leader and Minister of Regulation David Seymour to work with him and his party on streamlining the regulatory burden on councils, and on the ACT commitment in its coalition agreement with National to look at improving housing incentives on councils through GST sharing.

At our July meeting with Minister Brown, we raised concerns regarding NZTA's proposed changes to emergency works funding. We also discussed the Ratepayers' Assistance Scheme (RAS), which is an



innovative financing scheme that LGNZ has been developing with a group of Metro councils, the Local Government Funding Agency and Cameron Partners. The purpose of the RAS is to make local government policies and charges more affordable for ratepayers. RAS would provide ratepayers with:

- Flexibility to decide when to pay local government charges; and/or
- Very competitive finance terms (below standard mortgage rates).

The recess period gave us the opportunity to connect with staff in the Beehive. These conversations have provided insights into the Government's perception of local government and help myth-bust staffers' perceptions (where that's been required).

In late September, we met with the Prime Minister and Local Government Minister together, as part of our series of regular quarterly meetings. Talks took a practical approach to tackle the challenges facing local government. Before the meeting, we asked mayors and chairs for practical cost-cutting ideas to relieve pressure for ratepayers and help councils operate more efficiently. Here's a selection of the ideas you shared:

- Simplify audits with a tiered, risk-based system
- Review Long Term Plans less often
- Let councils set their own fees for things like parking and animal control
- Review District Plans and conduct Representation Reviews less frequently
- Encourage shared services between councils
- Better align local and central government decisions
- Create a "Fast Track" process for land rezoning
- Address the contributors to civil construction price increases.

The Prime Minister and Local Government Minister were interested to hear about possible changes.

In early October, we again met with the Minister for Local Government. The Minister was open to receiving further advice from us on how to cut costs for councils, including a proposal to change Schedule 10 of the Local Government Act to make it less cumbersome and more accessible for the community. The Minister was open to coming to our sector meetings in February and May next year.

The Government announced a raft of proposed changes to the building consents system in late October and we are meeting with Hon Chris Penk in early November.

Media

The June Infrastructure Symposium, including Infrastructure Minister Chris Bishop's speech at our networking function the night before, received very strong media coverage, with stories in The Post, BusinessDesk, NBR and RNZ focused on our support for more funding tools to pay for infrastructure. We also used the opportunity of the Infrastructure Symposium to further our advocacy against proposed changes by NZTA to emergency works, which was a lead story on 1News. Other media interactions in July focused on elected members' behaviour and Christchurch City Council's exit from LGNZ.



SuperLocal24 generated widespread national coverage, making it one of the top stories of the week. The Prime Minister’s politically charged speech, rate increases, and large media attendance contributed to the event being so widely covered. The overall media result was the result of significant planning by LGNZ. We developed a range of proactive stories and pre-briefed media on issues important to members, which ensured balance in stories and coverage of our proactive angles.

Feedback from media about the conference experience was very positive.



6 press conferences



33 accredited media



400+ media items



9 proactive story topics

Earlier in August, LGNZ led out positively on the Government’s Local Water Done Well announcement. LGNZ Vice President Campbell Barry spoke to [1News](#) and said while it was a welcome step, we need to temper expectations about the effect on rates short-term. LGNZ National Council members Tim Cadogan and Neil Holdom spoke to [Stuff and Three News](#) about the need for certainty from all sides so councils can get on with business. Concerns still playing out in the media centre around [credit ratings](#) of the LGFA and the new CCOs, which S&P put a statement out about. LGNZ engaged with S&P at the end of last week and will share updates in the coming months.

Confirmation of time-of-use or congestion charging was also announced in August, with LGNZ Transport Forum Chair Neil Holdom putting LGNZ’s support [on the record](#) saying, “it’s a prudent and pragmatic step that LGNZ has long advocated for”.

Coverage of our unfunded mandates research launch included LGNZ Vice President Campbell Barry speaking to [The Post](#), [RNZ](#) and [Newsroom](#) about the report and joining [ZB’s Early Edition](#) to highlight the cost of flip-flops on policies when the government changes. Then in [The Post](#), Ex-Chief Press Secretary for the National Party Janet Wilson reflected on our research, reiterating the impossible situation for councils as “rates as a share of GDP have hovered around 2% for 20 years” and “central government ... have all the power, with local councils forced to carry out its wishes.”

Also in August, rates invoices began to hit letterboxes. LGNZ has consistently raised this as a national issue in the media and ensured there is good data to support these conversations with communities. Infometrics CE and economist Brad Olsen commented in [The Post](#), giving this perspective on rates rises – “if you look at the amount of money that people pay in their rates versus what they pay to central government, you’re talking chalk and cheese.”

In mid-July, in response to the Government’s announcement it would not progress the Future for Local Government report, we issued a media statement saying “LGNZ developed our own response to the FFLG review, in collaboration with members, and that underpins all our advocacy. We won’t give up advocating for these key changes.”



Earlier in July, a disturbing story was front page in the [Herald on Sunday](#) with former Mayor of Nelson Rachel Reese telling her story after an intruder entered her home back in February. This targeting of former and current elected members is rising, and a poll at LGNZ's Combined Sector meeting in April showed 53% of elected members say it's worse than a year ago. LGNZ CE Susan Freeman-Greene spoke to NZ Herald about members' concerns and highlighted the work LGNZ has been doing to support members – including previously championing a removal of candidate addresses from election advertising, and our roundtable zooms with the likes of NZ Police and Netsafe.

Also in July, LGNZ President Sam Broughton joined the [On The Tiles](#) podcast to discuss our city and regional deals framework and what we could learn from the likes of Australia and the UK.

The Government's building consents reform was welcomed by LGNZ: Sam was interviewed on RNZ and Newstalk ZB. A few days later, when the International Visitor Levy went up, we proactively called for the Government to share the increase with councils to support tourism costs. This advocacy was picked up by the radio stations.

In October, LGNZ was in the media spotlight as we advocated for central government funding of emergency responses. This was part of [our response](#) to the Government's announcement following the North Island Severe Weather Events report. Our President Mayor Sam Broughton and National Council member Mayor Rehette Stoltz shared the workload, with Sam speaking to outlets like [Newsroom](#) and Radio NZ, while Rehette had interviews with TVNZ's Breakfast news and Newstalk ZB.

We marked one year until local body elections by [calling](#) for candidates to start thinking about getting prepared. LGNZ Deputy CE Scott Necklen chatted with Newstalk ZB and RNZ on the subject. During our YEM Hui in Christchurch last month we shone the [spotlight](#) on young leaders in local government, pointing to YEM numbers doubling over the past three elections. We used speakers at the YEM hui to tell a breadth of stories about the importance of this network.

With the Electoral Reform issues paper being released this week, we set up an interview with the Electoral Reform Working Group's Chair Mayor Nick Smith and Jack Tame on [Q & A](#). Securing an interview with one of the only longform political news programmes was a crucial part of our work to raise these issues in the political sphere – and to ensure the work helps inform the Government's decisions. Following our Electoral Reform [article](#) on Sunday, we also organised interviews with Mayor Rehette Stoltz (who is also part of the Working Group) on [Hosking Breakfast](#) and Radio NZ to discuss some of the issues.

LGNZ also [spoke out](#) about the Government's proposal for self-certification for building professionals, speaking to [Three News](#) and Newstalk ZB about the issue of long-term security over the indemnity insurance – to ensure that neither councils nor affected homeowners are saddled with costs if an issue occurs.

Amid public calls for tougher booze rules, Sam Broughton also spoke with both [The Press](#) and [Stuff](#) about how Local Alcohol Policies work.



Electoral Reform Working Group

The Electoral Reform Working Group, chaired by Mayor Nick Smith, developed an issues paper that was launched in late October. It sets out the current state of participation in elections. It explores:

- Understanding of local government and why it is important
- How easy it is to vote, especially with the decline of post
- Knowing candidates and what they stand for
- Administration and promotion of elections
- Four-year terms including their implementation and transition

From mid-October to 5 January, we will seek feedback on the paper from members, key stakeholders, and the wider public. This will include presentations at all zone meetings.

Engagement on the issues paper will inform a draft position paper, which will be engaged on from March-May, before a final paper is drafted. National Council will be asked to adopt that final position paper, which will be launched at SuperLocal25.

Remits

This year, to better prioritise resource allocation to remits, National Council adopted a two-step process for remits agreed at LGNZ's AGM. As part of this process, the AGM ranked remits in order of priority, with the following results:

1. Appropriate funding models for central government initiatives
2. GST revenue sharing with local government
3. Local government Māori wards and constituencies should not be subject to a referendum
4. Proactive lever to mitigate the deterioration of unoccupied buildings
5. Representation Reviews
6. Community Services Card
7. Graduated Licensing System

At its September meeting, National Council decided to take the maximum approach for the first four remits. This means commissioning advice or research, or in-depth policy or advocacy work. National Council decided to take a less resource-intensive approach to the remaining remits, which could involve writing a letter to the relevant minister or agency. However, remits may get additional resource if they align with other existing work programmes.

LGNZ's policy team will shortly be in touch with all councils who proposed successful remits to agree on next steps.



Māori wards

Forty-five councils established or resolved to establish Māori wards since the law change in 2021. The Coalition Government enacted legislation that required those 45 councils to make decisions to retain or disestablish their Māori wards by Friday 6 September. If councils chose to keep the wards, they have to fund a poll at next year's local elections.

Two councils decided to disestablish their Māori wards: Upper Hutt City Council and Kaipara District Council. The other 43 decided to retain their wards and a number of these decisions were unanimous, including: Far North, Porirua, South Taranaki, South Wairarapa, [Hauraki](#), [Stratford](#), Marlborough, Whakatāne, Rangitikei, and Ruapehu.

Some councils indicated they would investigate the implications of refusing to hold a binding referendum. Palmerston North City Council will present a report at an upcoming council meeting; Whakatāne District Council has sought legal advice; and Far North District Council has asked the chief executive "to investigate options of not conducting a binding poll at the next local body election in 2025".

LGNZ is supporting councillors affected by this legislation. Connected to this is our work around supporting Iwi Māori to stand for (re)election in 2025 and promoting voter participation.

Water services reform

The passing of the Local Government (Water Services Preliminary Arrangements) Act in August marked the second stage of the Government's *Local Water Done Well* reforms. This Act provides the framework and preliminary arrangements for the new water services system. There is a requirement for councils to develop and adopt Water Services Delivery Plans (WSDPs) by 3 September 2025. Successful elements of [our submission](#) include the expansion of streamlining provisions for water service entity creation, the scope and timeframe for WSDPs, and the Secretary for Local Government's role in making regulations. However, we were unsuccessful in securing a longer timeframe for WSDP development or greater support for councils in implementing this legislation, including funding.

The Government has announced the third stage of these reforms, which will shape the final bill, due to be introduced by the end of 2024. We released an [explainer](#) covering the key elements of this reform in *Keeping it Local*.

We're engaging with the Commerce Commission on how transitional and permanent economic regulation would work under Local Water Done Well. The Commission will be presenting at the November Metro and Rural & Provincial sector meetings to support members to develop a greater understanding of what economic regulation is and how it operates in other sectors.



Resource management reform

RMA Reform Minister Chris Bishop outlined the Government's plans for stage two of its resource management reform at SuperLocal. These will be progressed via a package on national direction and a second piece of legislation amending the RMA. There will be new national direction issued for infrastructure, housing, and natural hazards, as well as amendments to a wide range of existing national direction, with seven new national direction instruments and amendments to fourteen existing ones in total.

The changes cover four areas:

- infrastructure and energy,
- housing,
- farming and the primary sector, and
- emergencies and natural hazards.

Also included are measures to put into effect the Government's Going for Housing Growth and Electrify New Zealand reforms.

The expansion in national direction must be undertaken in close consultation with local government to be workable, and we will raise this with the Minister and officials. We have met with Simon Court to discuss the NPS-Infrastructure, which he is taking responsibility for developing. This was a positive meeting and further engagement with officials is likely to follow.

The Government has announced that two pieces of legislation would be passed to replace the Resource Management Act as part of stage three of their three-stage approach to resource management reform. One piece of legislation will deal with managing "environmental effects arising from activities", while the other one will "enable urban development and infrastructure".

Cabinet has agreed to 10 core design features for the new resource management system. These will guide the work of an Expert Advisory Group (EAG), which was also announced by the Minister. This group will report back to the Minister before the end of the year with a "blueprint" for new legislation.

Resource management lawyer and former Environmental Defence Society director Janette Campbell will chair the EAG, which also features local government experience in Christine Jones (General Manager – Strategy Growth & Governance at Tauranga City Council) and Gillian Crowcroft (former Auckland Council and Auckland Regional Council staffer).

We will be keeping a close eye on how development of the new RM "blueprint" unfolds between now and the end of the year, ahead of our final catch-up of the year with Minister Bishop in December.

Transport

In August, the Government announced that legislation to enable congestion charging schemes would be introduced by the end of the year. This is a significant and long-awaited announcement,



particularly for metro councils. We will submit on the legislation when it makes its way to Select Committee.

We submitted on the Commerce Commission's review of Auckland Airport's pricing decisions for the 2022-2027 period. We expressed concern about the flow-on effects that Auckland Airport's proposed increased charges to airlines could have for ticket prices, regional connectivity, and the competitiveness of New Zealand's aeronautical sector.

In August, Sam and Transport Forum chair Neil Holdom met with the NZTA board just ahead of an in-person meeting of the Transport Forum.

In September, the Government released its 2024-27 National Land Transport Programme, which is largely in line with the Government Policy Statement on Land Transport 2024. It includes significant funding increases for major roading projects and road maintenance, balanced by a decrease in funding for active and public transport initiatives.

Following the release of the National Land Transport Programme 24-27, we have been building a picture of the impact on members, including through a discussion at the in-person meeting of the Transport Forum. While funding decisions were largely as anticipated (based on the signals from the GPS Transport earlier this year), some members were surprised about the extent of funding cuts for safety improvements and public/active transport. The lack of alignment between the NLTP and LTP planning cycles has also created instances in which projects in LTPs no longer have expected co-funding from central government, meaning councils need to find alternative funding sources or scale the project back.

The impact of the reversal of speed limit reductions will be a focus over the coming month, particularly the fiscal impact given the need for new signage around schools. The new Government's speed limit rule includes:

- Reversing Labour's blanket speed limit reductions on local streets, arterial roads, and state highways by 1 July 2025.
- Requiring reduced variable speed limits outside schools during pick up and drop off times by 1 July 2026.
- Enable speed limits up to 120km/h on Roads of National Significance where it is safe.

We will be engaging with councils to get a picture of the overall fiscal impact of these changes.

Climate change

We submitted supporting the intent of the Government's draft Second Emissions Reduction Plan (2026–30). We also highlighted that most of the actions would require direct or indirect contributions from councils.

We sponsored the Aotearoa Climate Adaptation Network's (ACAN) annual hui again this year, which was held in the Bay of Plenty in October. ACAN is a network of council staff working in climate adaptation focused roles. We engage closely with ACAN on all our climate adaptation work.



The Finance and Expenditure Committee has completed its [inquiry into climate adaptation](#). The high-level objectives and principles it set out will inform the development of New Zealand's climate change adaptation policy framework. The report acknowledges the leading role councils will play in climate adaptation, and adopted much of what was proposed in [LGNZ's submission](#). The report does not resolve crucial questions relating to roles and responsibilities or how to decide who pays for adaptation and retreat.

The Department of Internal Affairs is consulting on an exposure draft of regulations for natural hazard information in Land Information Memoranda (LIMs). The regulations have been drafted to support local authorities in implementing changes to the Local Government Official Information and Meetings Act that are due to come into effect on 1 July 2025. LGNZ submitted on the amendment Bill in February 2023. We supported the Bill but said we would like to see a few changes, many of which have now been incorporated into the updated Bill and proposed regulations. These regulations, in conjunction with the legislative changes that are due to come into effect next year, will provide certainty for councils about sharing natural hazard information in LIMs and reduce their risk of legal liability.

Localism

At SuperLocal, Susan launched our Choose Localism guide and research showing public attitudes to councils and localism.

To produce this research, we worked with Curia to poll members of the public. [The data](#) looks at perceptions around the effectiveness of councils, how councils could improve their effectiveness, and who should deliver services.

[Localism: A Practical Guide](#) sets out a wide range of tools and approaches councils can use to make a localist future a reality and apply a localism lens across their day-to-day work. This is a high-quality, comprehensive piece of work featuring many council cases studies. When we launched the guide to members during SuperLocal, this email had a 65% open rate (which is incredibly high by direct-email standards). We will be posting a physical copy of this guide to all Mayors and Chairs later in November.

Other policy issues

Earthquake prone buildings

In August we submitted on the Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Bill, which delivers on the Government's commitment to extend remediation deadlines for earthquake-prone buildings. We expressed strong support for the legislation and outlined local government's expectations for the upcoming wider review of earthquake prone buildings.

We have also engaged with MBIE to make sure there is suitable local government representation in the wider review's steering group, particularly individuals from the South Island and/or medium risk councils.



We understand that decisions on the MBIE steering group for the review of the earthquake strengthening regime are imminent. We put forward a number of names to represent local government on this group, and are following up with MBIE to determine if any of them were ultimately chosen.

Emergency management system improvement

We engaged on the Government's response to the North Island Severe Weather Event Inquiry's report and wider emergency management system improvement as a member of the steering group. We facilitated engagement between the project group and a group of Mayors, Chairs and CEs, to test the group's current proposals. A Cabinet paper will set out a new Emergency Management Bill (to be introduced next year) along with budget bids and other system changes.

The Government's response to the North Island Severe Weather Event Inquiry's report, and wider emergency management system improvement, has been released. We have been contributing to this work as a member of the Steering Group. This response will form the basis for the development of a new Emergency Management Bill to be introduced next year, along with budget bids and other system changes. The key recommendation is to retain the locally led, regionally coordinated approach – but with NEMA taking on a standard setting and assurance role. This could require increased investment by councils, but at this stage there are no additional funding mechanisms proposed.



Connect

Member visits

In June, Susan and Sam visited 14 councils. These visits are vital for connecting with members, helping them understand what LGNZ delivers, and hearing their feedback and ideas. Visits resumed in early September with visits to a range of Zone 2 councils. Susan visited the Chatham Islands in late September, with Susan and Sam's other member visits scheduled for October and November.

NC members and LT members have also appeared at several member council meetings via zoom to support their consideration of the LGNZ four-monthly report.

SuperLocal24

This year's conference was the "place to be" for local government, with the PM, many Ministers and the Leader of Opposition all speaking alongside impressive international and New Zealand keynote speakers. SuperLocal dominated media and public discourse that week.

We had nearly 800 people attend – and generated 394 media mentions across a huge range of topics (bed tax, PM speech, regional deals, localism, women in local government, four-year term, SuperLocal award winners, and much more).

We asked attendees to complete a feedback survey. While feedback was again positive, there were slightly more negative/neutral comments this year, partially driven by the political polarisation prompted by the PM's speech.

We are incorporating feedback into our planning for SuperLocal25, which will be held in Christchurch (supported by the councils in the region). In response to comments about this year's conference length and timing, we will be starting SuperLocal25 on the Wednesday morning (with the AGM prior) and wrapping up the conference by the end of Thursday, with the awards dinner on the Thursday night.

Combined Sector meetings

We received a huge amount of positive feedback on the programme and organisation of the Infrastructure Symposium on 14 June. Nearly 200 people attended, with Peter Nunns of the New Zealand Infrastructure Commission/Te Waihanga and Sir Bill English particularly popular speakers.

Our November Combined Sector meeting will take a deep dive into the Government's local government reform, including benchmarking, efficiencies and rates capping. Confirmed speakers include Local Government Minister Simeon Brown, Regional Development and Assoc Finance Minister Shane Jones, Labour Finance spokesperson Barbara Edmonds, Auckland Mayor Wayne



Brown (via zoom), and New South Wales and Victorian speakers on their experience of rates capping.

We are planning for the 2025 Combined Sector meetings, with the theme for February to be around accountability and demonstrating value, and May to be around delivering infrastructure for growth.

2025 calendar

We released our [calendar of events for 2025](#) in October. This will be updated with Zone 5/6 events shortly.

Te Maruata

Te Maruata Rōpū Whakahaere have met regularly, and also initiated a regular Teams drop-in session Piki te Ora that enables members to come in and kōrero, share thoughts and ideas on their mahi and what is happening in their rohe.

Te Maruata’s pre-conference hui was attended by approximately 100 people. The hui is the annual face-to-face event for the wider membership but also welcomes non-members who have a strong connection to LG and Kaupapa Māori. The Rōpū welcomed Green MP Hūhana Lyndon, and MP Willie Jackson and MP Shanan Halbert were also in attendance. The programme included a workshop on sharing issues, ideas and solutions given the current climate, and a panel on “how to move the waka forward” with a particular focus on action on the ground, rangatahi participation and civics education.

YEM

Our Young Elected Members held a successful pre-SuperLocal hui in Wellington attended by around 40 YEM. It included a presentation from Dr Jess Berentson-Shaw on how to communicate effectively to achieve change, and a workshop on how to increase young people’s participation in local government.

The annual YEM Hui took place in Christchurch regardless of Christchurch City Council’s decision to withdraw from LGNZ. This is because the YEM Committee decided earlier this year to shift away from having a host council, with the Committee taking on full responsibility for hosting. We worked closely with Cr Deon Swiggs (Environment Canterbury and member of the YEM Committee) on planning for the event. Former Christchurch Mayor Lianne Dalziel delivered the keynote address, with the theme of the hui being “mā mua kite a muri, mā muri ka ora a mua” – driving change through community leadership. The programme was about councils empowering community leaders to make real change and equipping YEM with the key skills needed to make good decisions around council tables. Tikanga sessions were organised to support members to prepare for the whakatau at the commencement of their hui.



Women's lunch

Before SuperLocal, we hosted a lunch for women that was attended by more than 100 elected members including nearly every woman Mayor. Finance Minister Nicola Willis was a very effective speaker and the event was well covered by media, with [this local democracy reporter story](#) carried prominently by every major outlet. The lunch also included a workshop. We are now considering next steps for this work.

CBEC

Christchurch City Council's decision to withdraw from LGNZ means that Co-Chair of CBEC Simon Britten stepped down in July, with Sarah Lucas becoming the sole Chair.

CBEC has been focused on the Community Boards Conference which, for the first time, was held in conjunction with the LGNZ SuperLocal Conference. While organising the two conferences at the same time was challenging, the Community Boards Conference went well. At their September meeting CBEC resolved not to hold a community board conference in 2025. Instead, they are investigating the possibility of having a dedicated session at the 2025 Super/Local conference that would attract community board members. They are also looking at facilitating smaller zone or regional-based seminars for community boards.

CBEC is continuing to develop a work plan to implement recommendations around community board members' satisfaction and their relationships with their councils. A key part of the work plan is developing a guide to assist councils and community boards to build effective relationships. This will include a model agreement to enable councils and boards to set out mutual expectations.

Sarah Lucas has been actively assisting community boards going through representation reviews.

Work is progressing on the development of an approach to enable the Remuneration Authority to fairly recognise and compensate those community boards with additional responsibilities.

Metro Sector

The Metro Sector held a workshop in September to discuss metro-specific priorities and agree on actions that will complement and support LGNZ's broader advocacy work programme over the next year. Members agreed that the key priorities for metros are centred around enabling growth and economic prosperity, and achieving these priorities requires removing obstacles and improving things that currently slow us down. This is reflected in the following agreed areas of focus:

1. Improve alignment of central and local government investment cycles to reduce inefficiencies and encourage more bipartisan agreement on key infrastructure decisions.
2. A strategic approach to supporting economic development and growth.
3. Lift governance and accountability in order to improve LGNZ's impact in the Metro space.



Te Uru Kahika/Regional Sector

The online meeting of the Regional Sector in June covered a number of key issues for the sector, including emergency management system improvement, Taumata Arowai's work on wastewater performance standards, and work on the climate adaptation framework. Their October online meeting focused on the Finance and Expenditure Committee's Inquiry on Climate Adaptation, the Regional Sector's views on how Core Services should be defined in upcoming legislative changes, and NZTA's Public Transport programme's priorities.

The Regional Sector's ever-popular Regional Tour prior to SuperLocal explored a range of flood protection, recovery, and biosecurity and biodiversity initiatives across the Hawke's Bay and Wellington regions.



Support

Ākona

Ākona users continue to grow, with another 138 people logging in for the first time since July. We have started a monthly email that highlights new Ākona courses and content. Please let us know if you're not receiving it.

In July we launched a new course on the CE Relationship – featuring the insight of Mayor Sandra Hazelhurst, Nigel Bickle, Nigel Corry and Chair Daran Ponter. This course was developed after receiving multiple requests from members. In August we launched a course on Leading Complex Communities, which will eventually include at least two Ako hours with expert host Jo Cribb.

The Climate Change course (released two months ago) caught the attention of the Aotearoa Council Climate Network, who were impressed with the content and keen to encourage elected members to engage with the learning. To support that mahi, a cloned copy of the Climate Change course was made available to sustainability staff from all member councils two weeks ago.

Five Ako hours were run from June-August, including a session that was arranged in response to the change in Māori ward legislation. Another three Ako hours were scheduled during September/October. These sessions are becoming increasingly popular, whether through attending the live sessions or viewing the recordings later.

We are working to confirm logistics and continue development of materials for Induction 2025 before the end of 2024. A draft design was produced and tested with members across October along with a prototype for an upgraded Ākona platform and programme that delivers a more personalised learning experience. The response from testers was very positive and the tīma have now begun development, starting with the production of pre-elected materials ready for release in March 2025. Existing courses have been reviewed in preparation for the shift in format with their redevelopment due to begin in November.

Roundtable zooms

Our second zoom in this series on sovereign citizens was popular and provoked a lot of conversation and positive feedback. We then held a well-attended zoom for elected members on physical security in early August. Our next zoom on 24 September featured the Security Intelligence Service speaking about the new threat assessment for New Zealand, which contained specific commentary on the vulnerability of local government. The presentation provoked a lot of member questions.

These recordings and all other security-related resources can be found in a [special section of Ākona](#).

Hūtia te Rito – LGNZ Māori Strategy

Work continues on the development of this strategy. Related kaupapa include:



- **Toitū te Reo** – This annual symposium launched in Hastings at the start of August and is a partnership between Heretaunga District Council and Ngāti Kahungunu, with the support of many others. Three LGNZ team members attended.
- **Tangihanga of Kiingi Tuuheitia Pootatau te Wherowhero VII** – The Māori King passed away on 30 August and his tangi was held from 31 August-5 September at Tūrangawaewae. LGNZ acknowledged the King’s passing on social media and issued a media release acknowledging the ascension of the King’s daughter to the throne, to become Te Arikinui Kūiini Ngā wai hono i te po Pootatau te Wherowhero VIII. The team will firm up a plan to connect with the Kiingitanga in the coming months, in support of the Kōtahitanga vision.

Governance guides/support

LGNZ has worked with the Taituarā Democracy and Participation Working Party to update the LGNZ standing orders template. The update will ensure legislative consistency and introduce plain English. A draft has been circulated for member feedback and the final draft is now being legally reviewed. The changes made to the template involve updating it to include legislative amendment from the past three years and introducing plain English where possible. The templates, which include a territorial/unitary council version, a regional council version, and a community board version, are expected to be ready in early 2025.

MTFJ

MTFJ members and networks gathered for the Annual Breakfast meeting at the SuperLocal conference. At this event, Social Development and Employment Minister Louise Upston confirmed \$9 million in funding for the next financial year. Justin Lester of Dot Loves Data launched a revamped youth employment data dashboard, which sets out a council’s local landscape in terms of youth and NEETs.

We would like to acknowledge Mayor Max Baxter’s service and mahi for MTFJ. Max stepped down from the role in early October. MTFJ held a thank-you and farewell afternoon tea in his honour to celebrate his contribution.

Mayor Alex Walker has been elected as the new MTFJ Chair.

Moata Carbon Portal

This month we’ve extended the Moata portal subscription for Queenstown Lakes District Council for another 12 months. We’ve also provided a demo of the portal and had conversations on carbon accounting with Horowhenua District Council.



Mott MacDonald, LGNZ and the Infrastructure Sustainability Council held the 2nd Aotearoa Carbon Crunch event in Auckland on 12 September, with approximately 100 industry players and council staff attending the breakfast event.



Mayors, Chairs, and Iwi Forum
 C/O – PO Box 66
 Greymouth 7840

15 November 2024

John Easterher
 HDL Limited
 By email: [REDACTED]

Dear John,

Thank you for your informative presentation to the West Coast Mayors, Chairs & Iwi forum (MCI) on the Stockton Hydro opportunity.

The HDL proposal certainly aligns well with the strategic priorities supported by MCI on behalf of the region. The benefits to Buller of in district electricity generation are huge both for resilience but also underpinning opportunities for growth. The project also provides a net environmental benefit as an elegant solution to legacy acid mine drainage issues.

As you have already identified, ministerial support is essential if this project is ever to proceed. Warren Gilbertson, who was in attendance, was able to advise on the potential pathway for this project via MBIE and Minister Shane Jones.

A project of this scale needs to have unanimous support of the MCI forum and currently there remains work to do with Ngati Waewae to resolve their concerns and gain support. The MCI group encourages you to work with Iwi on a way forward in this regard.

The MCI are also seeking reassurance that your project is well aligned with the operations of B T Mining and supported by them as managers of the mine site.

The MCI Forum is working with Development West Coast on preparations for a “Regional Deal” in anticipation of an invite to participate in this emerging focus area of central government.

This work is at a very high level and all four Councils are working with their elected members on what is included on an initial list of projects. Buller District Council will include the HDL project in its discussion with Councillors. Please be aware that despite the above processes of our respective councils, it remains the view of MCI that Iwi support is essential for any meaningful advocacy of the project to occur.

Yours faithfully,

Mayor Cleine (on behalf of MCI)



Buller District Council



THE NEWS

Serving the community since 1873

20 November, 2024

Dear Mayor and Councillors

The Westport News has been Buller's community newspaper for more than 150 years. We cover hard news like council, crime, court cases, disaster and death. We run local sport, stories about young and older achievers, what's happening in our health system, our schools, our community.

But like all print media, The News faces very challenging times. We sit on a knife edge. Council's senior staff have sharpened that knife.

They've decided to move council's newsletter from home delivery and most of council's advertising from The News to the Messenger. The Messenger is a free weekly newspaper owned by the Greymouth Star which is majority owned by the Dunedin-based Allied Press.

We'd like you to consider the process – or lack of it – council staff used.

The Process

In September council staff began emailing the Greymouth Star seeking Messenger advertising costs and circulation details. The staff sent only one email to The News, asking for circulation numbers and reach.

A staff report headed 'Analysing reach and equity of print media across the Buller District' went to a senior leadership team meeting in October. The report compares the circulation, reach and advertising cost of various publications. Chief executive Simon Pickford has redacted those details.

Presumably the advertising costs for The News were based on council's traditional arrangements with us. But the advertorial plan was a new deal – we should have been asked to provide a proposal for it. We were not even told about it. The brief email we received said only that council was looking at the circulation and reach of all print media across Buller.

The staff report provided three communications options: the status quo, moving all advertising to the Messenger and moving all except emergency advertising to the Messenger under the banner of council's Connect newsletter.

On October 7, council staff decided on option three. They said the advantages were cost savings, timely and relevant information, increased message scope, equity and reach.

The disadvantages were building community awareness, not suitable for urgent notices (which would still have to go to The News) and no delivery north of Waimangaroa.

The supposed advantages

Cost savings: Mr Pickford has told us the cost savings amount to about \$8000 a year. For \$8000 a year the council will put Westport's oldest business at risk.

Timely and relevant information: Council has multiple existing communication channels: its own website, the local radio station, The News, other print media, social media, and council's new website (Let's Talk Buller) to provide timely and relevant information. Many of these channels are free to users.

Increased message scope: Council has added Let's Talk Buller and is planning to add an app to its arsenal. Its newsletter used to go to every letterbox. How many avenues does it need to convey its 'message'?

Equity and reach: The council has wrongly assumed equity and reach equal readership. Many locals have told us they never, or seldom, receive a Messenger or if they do, they bin it. We believe people value what they pay for. People interested in what council's doing read their local paper.

THE NEWS: 171 Palmerston Street, Westport 7825
Phone: (03) 789 7319 | Email: editorial@westportnews.co.nz

In our opinion, council senior staff have failed to consider the value of the local newspaper or the potential impact on The News or on the community if the local paper disappears.

What happened next

On October 9, council staff emailed the Messenger to lock in a one-two page monthly spread starting this month.

On October 31 the council placed a half-page public notice in the Messenger, about a representation decision the council had made the day before. Our reporter had sat in on those council meetings for six hours – as usual she was the only reporter there. Council did not even offer us the opportunity to price the advertisement. Presumably this indicates all council's advertising, not just the monthly advertorial, has moved to the Messenger.

On November 1, three weeks after council had locked in the Messenger deal, community criticism about council's newsletter decision begin to emerge. The council asked the Messenger to clarify its delivery reach. The Messenger corrected some of the information it had previously provided.

Procurement

We believe council staff failed to follow the council's own procurement policy.

The five principles underpinning the policy include:

- Involve suppliers early – let them know what council wants and keep talking. (The council's only involvement with The News was one email seeking our circulation and reach. We had no further communication from council.)
-
- take time to understand the market and council's effect on it (We can find no evidence council staff considered the impact on The News' ability to continue in the market.)
-
- treat all suppliers equally – don't discriminate (We were not treated equally with the Messenger.)
-
- make balanced decisions – consider the social, environmental and economic effects of the deal (We can find no evidence the council considered the impact on The News or the community if the newspaper fails.)
-
- be accountable, transparent and reasonable (We only found out about the Messenger deal from a LGOIMA request.)

Mr Pickford has since told us contracts under the value of \$100,000 are not required to go through a procurement process. We believe the under \$100,000 rule only exempts council from open advertising. The principles in the council's procurement policy are overarching.

Transparency

Mr Pickford's KPIs say he must develop and action a plan to improve council's communications, engagement and the community's perception of the organisation's openness and transparency.

Clearly, the plan is already being implemented. However, when we asked for a copy Mr Pickford told us it was in draft form and would not be available until the new year.

The mayor has told us people complain council is not communicating well with them. Perhaps he should consider the reason for those complaints. The council increasingly makes our queries Local Government Official Information and Meetings Act requests. That gives it 20 working days to decide whether to answer. It increasingly fails to answer on time. It increasingly uses LGOIMA provisions to refuse answers. Senior managers seldom speak to us directly. Our daily run-of-the-mill questions – things the community wants to know – can wait days for a response.

Just one example, it took 10 days for staff to tell us they couldn't tell us how much Westland Mineral Sands pays for wharfage at Westport because the information is commercially sensitive. Ten days for a one-line answer.

Buller's comms department has 2.5 FTE staff – that's the same number as Grey, a bigger council serving more people. Westland has 1 FTE comms person. The West Coast Regional Council has 1.5FTE. Because the comms process can be so slow we often call the mayor, even about operational questions that should be answered by staff.

We became so concerned about the communication delays we sent the council an off-the-record email in September: "We're now waiting up to a fortnight for answers from council, including for urgent requests. We've been assured filing

everything through media enquiries, and the new template system, would speed things up. but I can't recall a time when council's responses have been so slow...

"In the past we would often hold stories for council comment, because we knew we'd receive a response within a day or so. If council couldn't respond promptly it would let us know. The lengthy delays mean we can no longer delay publication.

"We realise council has been grappling with staffing issues, but the public only sees a lack of transparency.

"Please let us know if we can help."

We received no response.

Transparency over the Messenger decision

Council staff made the Messenger decision on October 7. The mayor has told us he was informed soon afterwards, but says he did not know the deal included all council's advertising. It appears councillors were told nothing.

On October 30 council had two meetings. Councillors were not told about the Messenger decision.

On October 31 Lee had a catch-up meeting with Mr Pickford and community engagement manager Nicola Woodward. Mr Pickford requested the meeting. He told Lee the council was moving Connect to the Messenger. Lee expressed her disappointment that The News had been cut out of the process. Ms Woodward said the Messenger was free and reached more people. Lee said council had not compared apples with apples or considered the value of the local newspaper to the community. Mr Pickford and Ms Woodward repeated the Messenger was free and reached more people. They did not reveal the council was also moving its advertising from The News to the Messenger.

A few hours later Mr Pickford issued a media release about the newsletter deal. The release did not mention the Messenger advertising arrangement. We did not find out about it until Friday, November 8, and then only through a LGOIMA request.

Mr Pickford released heavily redacted emails and a staff report. He has refused to release a report from lawyers Simpson Grierson or to say what it recommended. He will tell us only that the report was about council's statutory requirements. The community, including councillors, found out the following Monday when we published details.

Since then, we've had dozens of letters to the editor most of them supporting The News and criticising the council. We have never had so many letters in one day on one subject. We've sent all the critical letters to Mr Pickford. He has declined to respond.

At the recent protest outside the council chambers in support of The News, Mr Pickford walked away leaving the mayor to defend the chief executive's operational decision.

Context

It's our job to scrutinise council – indeed all public bodies. Sometimes scrutiny is uncomfortable, but it is a vital part of democracy.

Some examples:

- We revealed councillors had discovered their favoured candidate for chief executive, a council senior manager, had been a shareholder and director of two companies which had failed, leaving debts of more than \$500,000. The manager claimed to have an engineering degree from a university which did not exist at the time; Council had to restart its CEO recruitment. Mr Pickford is the fifth chief executive in two years;
-
- we reported and pursued concerns about the serious mismanagement of funds at council's Project Management Office, which led to a forensic audit. Mr Pickford released a heavily redacted copy of the KPMG report which found multiple failings;
-
- we questioned the mayor about his advocacy for local health services. Two days after that story was published the mayor said pressure of work meant he had to cancel the Friday Forum he had provided, at his request, to The News since soon after he was elected.

In conclusion

The News is Westport's oldest business. We celebrated our 150th birthday a year ago. We are part of the fabric of the community.

Few small communities are lucky enough to still have a local paper. Last week, NZME announced 14 of its community papers were facing closure. Stuff has previously closed about 30.

In Central Hawke's Bay, the mayor and LGNZ rural chair Alex Walker is leading the fight to to keep her local paper alive. She says the community will lose its "source of truth" if NZME closes the CHB Mail.

Meanwhile our council has decided to spend ratepayers' money elsewhere to get its "message" across. What message does that send the community about how the council values its local paper?

Lee will attend council's public forum to speak about The News' value to the community.

Regards

Lee and Kevin Scanlon
Co-owners
The News

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 9

Prepared by Simon Pickford
Chief Executive Officer

Attachments 1. Key Performance Indicator (KPI) Update

Public Excluded: No

CHIEF EXECUTIVE OFFICER'S REPORT

REPORT PURPOSE

1. 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.

EXECUTIVE SUMMARY

This report provides an update on RMA reform and Regulatory, Community Services and a quarterly update on CEO KPIs.

DISCUSSION

Resource Management Reform

- Resource Management (Freshwater and Other Matters) Amendment Act 2024*

2. The Resource Management (Freshwater and Other Matters) Amendment Act 2024 introduces changes to the RMA concerning freshwater, coal mines, significant natural areas, farming practices, and national direction processes. Key amendments include applying to current consent applications, modifying section 107, pausing freshwater farm plans, and halting regional councils from notifying freshwater plans. These changes require regional councils to update their work programs and consent processes.
- RMA Amendment Bill 2*

3. The Second RMA Amendment Bill proposes further changes in five areas: infrastructure/energy, housing, farming/primary sector, natural hazards/emergency management, and system improvements. These include extending port coastal permits, introducing 30-year housing growth targets, and

new emergency response powers. The submission period is expected to be in early 2025.

Overhaul of National Direction

4. The overhaul of National Direction, accompanying Bill No 2, introduces seven new pieces and reviews 14 others. The Resource Management (Freshwater and Other Matters) Amendment Act 2024 includes a streamlined process for these changes. Key areas include:
 - Infrastructure/energy - Amendments to NES-Telecommunications, new NPS-Infrastructure, potential new NESs for renewables, and changes to enable quarrying.
 - Housing - New NES for heritage management, amendments to NPS-UD and NPS-HPL, new national direction for housing targets, and new NES for minor residential units.
 - Farming/primary sector – Various amendments to NES-Commercial Forestry, replacement of NPS-Freshwater Management, amendments to NPS-Indigenous Biodiversity, and clarification on drinking water standards.
 - Natural hazards/emergency management - New NPS-Natural Hazards.
5. These changes are expected to progress alongside Bill No 2.

Full RMA replacement

6. The Government has outlined core tasks, principles, and design features for replacing the RMA. The new system aims to support housing, business, and primary sector growth, infrastructure development, environmental protection, climate change adaptation, regulatory quality, and Treaty of Waitangi settlements.
7. Cabinet's 10 core design features include:
 - A Narrow scope focused on “actual effects” on the environment.
 - Two acts - one focussed on managing environmental effects, the other on enabling development and infrastructure.
 - Strengthening and clarifying the role of environmental limits.
 - Greater use of national standards to reduce the need for resource consents.
 - Shifting focus from consenting to compliance.
 - Using spatial planning and simplified designation processes to enable infrastructure.
 - One plan per region.
 - Rapid, low-cost resolution between neighbours and with councils.
 - Upholding Treaty of Waitangi settlements and Crown obligations.
 - Faster, cheaper, less litigious processes contained in shorter, simpler, more accessible legislation.
8. An Expert Advisory Group will draft a blueprint by Christmas, with targeted engagement and broader consultation through the select committee process in late 2025. The ambitious timeline raises questions about retaining elements of the former RMA and funding for compliance. Key issues include defining "actual

effects," the feasibility of two acts, funding shifts towards compliance, spatial planning for infrastructure, regional planning roles, and climate adaptation integration.

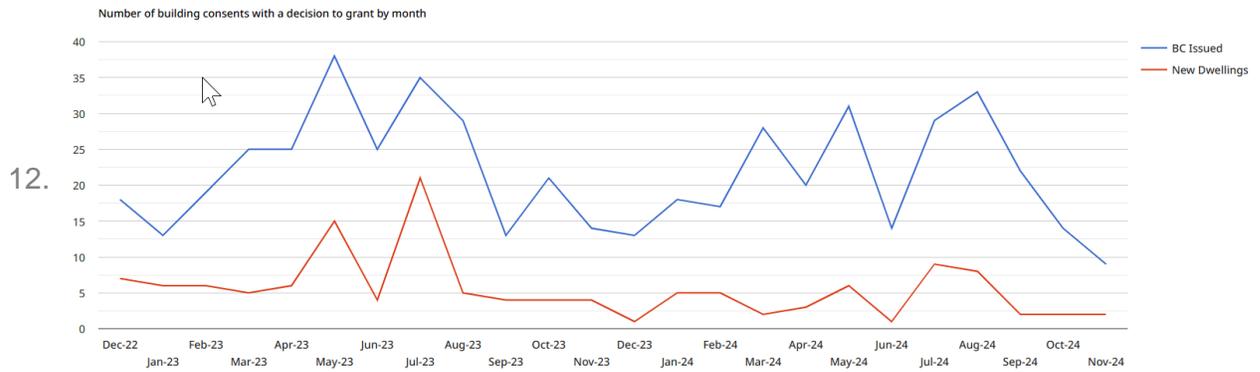
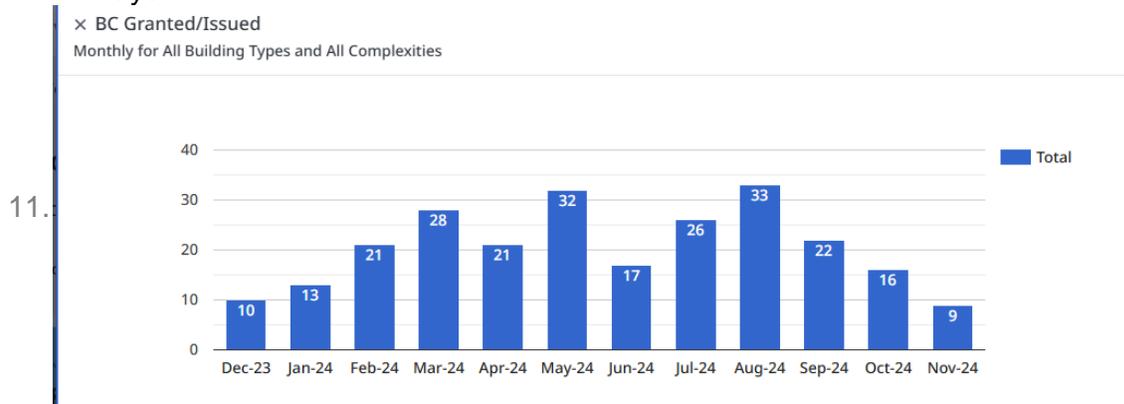
Fast-track Approvals Bill

- 9. The Fast-track Approvals Bill will establish a fast-track consenting pathway for significant regional or national projects. Recently reported back from the select committee with changes, the Bill includes 149 projects and is expected to become law by the end of 2024.

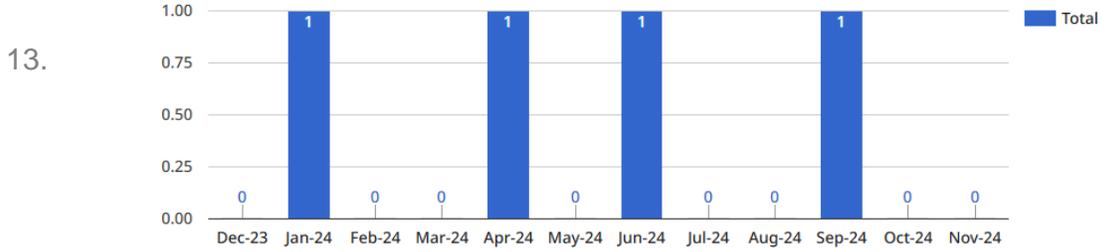
Regulatory Services Update

Building Control

- 10. Issued 16 consents in October including 2 new dwellings – all within 20 working days.

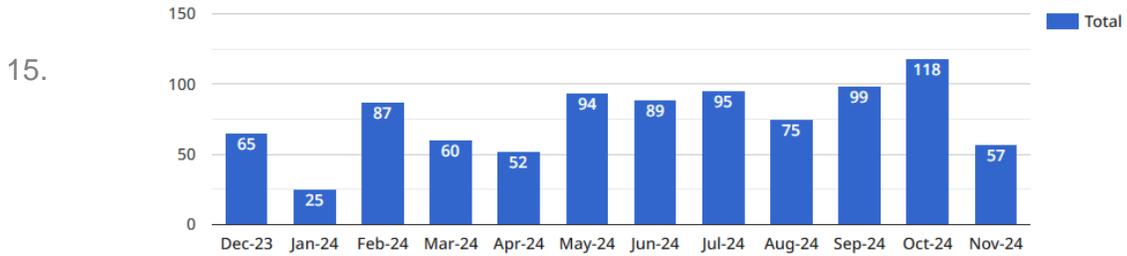


× BC Decision to Grant - 21 or More Stat Days
 Monthly for All Building Types and All Complexities



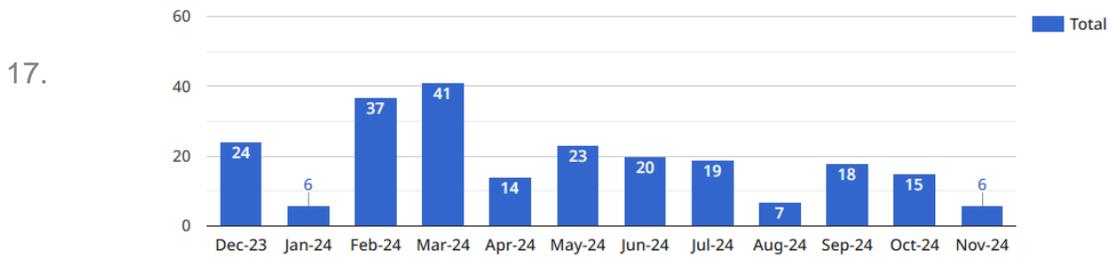
14. Inspections experienced a large increase in October with 118 undertaken.

× Inspections Undertaken
 Monthly for All Building Types and All Complexities



16. CCC issued - 15 all within 20 working days.

× CCC Decision to Issue
 Monthly for All Building Types and All Complexities



18. The team are in the process of notifying swimming pool owners that inspections are being scheduled for Pool Fencing requirements.

Compliance Team

19. A total of 72 service requests for the last month.

- 33 of them were dog related
- 11 were general compliance including smoke, vehicles and rapid numbers.
- 1 was alcohol related.

- 8 Freedom camping checks between Westport and Fox River. We are very pleased to report no issues with rubbish left by campers so far this season.
- There have been 14 reported noise service requests after hours this month. This is higher than usual activity.
- The team are continuing to undertake property visits following up on the 149 unregistered dogs.

Planning Team

20. Land Information Memorandum (LIM) processing stats for this time last year, verses now:
 01/01/23-18/11/23 191 processed to date
 01/01/24-18/11/24 242 processed to date
21. Changes to LIM information come into force on 1 July 2025. The changes will introduce the requirement for LIMs to contain understandable information about natural hazards and a responsibility for regional councils to provide territorial authorities with natural hazard information.
22. The Planning and Building teams are continuing to work closely with Peter Blackwood, Chief Engineer at the West Coast Regional Council for the Resilient Westport Flood Protection project.
23. The team successfully submitted its regular reporting on BDC’s implementation of the Resource Management Act through the Ministry for the Environment’s National Monitoring System. This large undertaking was completed successfully within the required timeframe.

	October 24
Resource Consent applications received	
Subdivision	1
Land Use	6
Other	3
Total	10
Resource Consent decisions granted	
Subdivision	3
Land Use	6
Other	1
	10
Planning Enquiries	118
Planning Checklists	
Planning check/review on Building consents received	28

Community Services

25. The Community Outreach Days have been successfully run for three months, in (September, October and November).

26. Drop-in style sessions have been held twice in Karamea and Ngakawau, and once in Charleston and Punakaiki. To date, 15 members of the communities have utilised the days to connect with staff and Elected Members.
27. Staff have been represented from various departments including Governance, Port, 3 Waters and Comms and Engagement. Councillors Sampson and O'Keefe have attended, and their input has been greatly appreciated.
28. Community Outreach dates are being finalised through to March 2025 and updated information will be available via the BDC website, internally to staff, as well as advertising withing local community newsletters are appropriate. To ensure that Councillors are given courtesy reminders about the days, the Manager Customer Experience will email dates and times directly.

Application to the Regional Infrastructure Fund – Resilient Westport Stormwater Integration

29. An application has been submitted to the Regional Infrastructure Fund for \$18.9m. As part of the Resilient Westport programme, the IS team have developed a stormwater strategy that looks to achieve two objectives:
 - 1) Significantly minimise the risk of stormwater levels during heavy rain events impacting dwellings.
 - 2) Be affordable for ratepayers in the Westport township, and Buller district in general.
30. The proposal is to complete integration of nature-based solutions and mobile pump stations. The approach for the proposed strategy includes a 2-stage delivery:
 - Stage 1 – Mobile pump stations and outlet upgrades
 - Stage 2 - Dewatering/detention/retention points
31. The estimated costs to complete planning and delivery for this proposal are \$19,132,994 over a 3-year period along with ongoing depreciation and maintenance costs of \$117,551 per annum. This project cost to date has been funded from BDC \$150,000 and Better Off Funding (Crown Infrastructure Partners) \$69,721 with further capital funding from the RIF of \$18,913,273 required to continue with the project.

CEO Key Performance Indicators Progress - Quarterly Update

32. Council sets the Chief Executive's KPIs each year at the same time as the Annual Plan (or Long-Term Plan) is adopted, to ensure alignment between the two. These KPIs are then made public and reported against.
33. It has been agreed that a quarterly update will be presented to Council through the Chief Executive's Report.
34. Attached at Appendix One is a table containing the KPIs for the current financial year and outlining progress against them. All are tracking well, with some having been completed.

DRAFT RECOMMENDATION

35. **That the Chief Executive Officer's Report be received for information.**

SECTION 1: “Core” Key Performance Indicators

Department	KPI	Date Due	Current Status	Update September 2024
Statutory Duties	An unqualified audit report is received in respect of the 2023/2024 annual report and all issues raised by Council's Auditor in their management letter have agreed timeframe to be cleared.	31 January 2025	In progress	<p>We have received a draft opinion from Ernst and Young (EY) for the 2022/2023 annual report. BDC staff have been working to resolve the final outstanding queries and clarifications with EY to ensure that all necessary adjustments are fully addressed. A productive meeting was held with EY on site on November 14 to work through these.</p> <p>We expect to complete this work in the very near future and anticipate bringing the finalised audit opinion before Council for formal adoption shortly.</p> <p>In terms of the 23/24 Annual Report Council staff have proactively continued preparations in the background, ensuring that much of the groundwork for the 2023/24 report has already been done.</p>
Health & Safety	Health and safety reports are provided to the Risk & Audit Committee (RAC) on a bi-monthly basis, noting trends and mitigation strategies.	30 June 2025	In progress	Reports are provided on a regular basis to RAC albeit the October report was delayed due to workload. The December report will be on the RAC agenda.
Risk	Quarterly strategic risk report to RAC, and annual review of strategic risk register.	30 June 2025	In progress	Strategic Risk Register will be tabled at the December Risk and Audit Committee meeting following the Council workshops held on 25 September and 23 October.
Financial Prudence	<p>OPEX delivery:</p> <ul style="list-style-type: none"> Where any specific operating areas budget is set to exceed the set 	30 June 2025	In progress	Regular financial reporting – both for opex and capex occurs on bi-monthly / quarterly basis to RAC.

	<p>2024/25 Annual Plan budget +/- 5% that this will be sent to Council for approval before implementation.</p> <p>CAPEX delivery:</p> <ul style="list-style-type: none"> • Individual capital projects over \$750K will be achieved within +/-5% <ul style="list-style-type: none"> ○ Any changes outside of +/-5% will be brought to Council for re-approval along with consequent effects. • The total capital programme and budget achieved within +/- 5%. 			<p>Exceptions to the agreed limits will be reported on regular basis.</p> <p>We are working on a suite of reporting updates that we will bring to council through RAC as requested from the elected members which will give more insight to reporting</p>
<p>Staff Satisfaction</p>	<p>Staff satisfaction is raised as follows on a 24-month cycle:</p> <ul style="list-style-type: none"> ○ An action plan is developed and implemented to address the outcomes of the 2023 staff engagement survey. ○ The 2025 staff engagement survey attains a minimum of 70% response rate. 	<p>30 June 2025</p>	<p>In progress</p>	<p>An action plan has been developed and implemented to address the outcomes of the 2023 staff engagement survey. The 2025 staff engagement survey will take place early in the new year</p>

SECTION 2: Strategic Areas of Focus

One Year Specific Goals:			
The key most visible projects should be placed into this KPI on a completed/not-completed basis each year. For the 2024/2025 financial year, the following are key KPI projects:			
	Due Date	Current Status	Update September 2024
Lead the development of the Long Term Plan 2025-34	30 June 2025	In progress	We are in the midst of a long term plan process at present. There have been multiple workshops held so far, the comms strategy set and are currently working through the budgeting elements. There will be workshops and council reports over the next few months and will then move into consultation early 2025
Review the proposed rating system for water and wastewater services to be included in the Long Term Plan 2025-34	30 June 2025	Not Applicable	Council revoked its decision to undertake this review 25 September 2024
Review the general rate differential system to allow for consideration as part of the Long Term Plan 2025-34	30 June 2025	Not Applicable	Council revoked its decision to undertake this review 25 September 2024
Develop the Water Services Delivery Plan (WSDP) to meet legislative timeframe	30 June 2025	In progress	We have been proactively collaborating with other councils and thoroughly reviewing the legislative requirements to ensure our Water Services Delivery Plan aligns with expectations. We are on track to deliver the plan within the legislative timeframe and will continue to keep councillors informed throughout the process. We'll also provide further updates prior to initiating the consultation phase in early 2025
A stocktake of Council's properties and facilities is undertaken and a strategy developed to ensure they are utilised for the benefit of the community	30 June 2025	In progress	Reserve management plan currently out for consultation

A plan is developed and actioned to improve Council's communications, engagement and the community's perception of the organisation's openness and transparency.	30 December 2024	Complete	Plan has been completed and its implementation is underway.
--	------------------	----------	---

Multi-Year Goals:			
	Due Date	Current Status	September 2024 Update
Raise cultural awareness amongst council staff and Councillors through the provision of a development programme in partnership with Buller District Council Nonelected BDC representatives.	Ongoing	In progress	As part of our commitment to cultural diversity and inclusion, we are implementing several initiatives to honour Te Tiriti o Waitangi and embrace Māori cultural practices within our organisation. Use of Māori terminology in emails as a standard procedure. To further embrace cultural diversity, we will be acknowledging important Māori holidays such as Matariki Day and promoting awareness during Māori Language Week. These occasions provide us with opportunities to celebrate and learn more about Māori culture and heritage.
That Council engages with the Buller community to assist forming the climate change action plan.	Ongoing	In progress	The new General Manager, Regulatory Services will pick up this work when he starts in late November. The new GM will ensure the establishment and maintenance of effective strategic project oversight.

<p>Customer service satisfaction is a 2 yearly survey and</p> <ul style="list-style-type: none">• Overall residents' perception of Council service performance, communication and engagement shows an increase in satisfaction.	30 June 2025	In progress	Questions are being finalised and the survey will be released in Q2 of 2025. Feedback will be collated and with Council by the end of FY 2025.
---	--------------	-------------	--

BULLER DISTRICT COUNCIL

27 NOVEMBER 2024

AGENDA ITEM: 10

Prepared by Simon Pickford
Chief Executive Officer

PORTFOLIO LEADS VERBAL UPDATE

REPORT SUMMARY

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

DRAFT RECOMMENDATION

2. 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

27 NOVEMBER 2024

AGENDA ITEM: 11

Prepared by Simon Pickford
Chief Executive Officer

PUBLIC EXCLUDED

REPORT SUMMARY

1. Subject to the Local Government Official Information and Meetings Act 1987 S48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

DRAFT RECOMMENDATION

2. **That the public be excluded from the following parts of the proceedings of this meeting:**

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution Section 7 LGOIMA 1987
PE 1	Simon Pickford Chief Executive Officer	Confirmation of Public Excluded Minutes	(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 (s 7(2)(j)) - prevent the disclosure or use of official information for improper gain or improper advantage.