

AGENDA

Meeting of the Buller District Council

**Commencing at 3:30pm
Wednesday 26 April 2023**

*To be held at the
Clocktower Chambers
Palmerston Street
Westport*

Council

Chairperson: Mayor

Membership: The Mayor and all Councillors

Meeting Frequency: Monthly – or as required

Quorum: A majority of members (including vacancies)

Purpose

The Council is responsible for:

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

Terms of Reference

1. To exercise those powers and responsibilities which cannot legally be delegated by Council:
 - a) The power to set district rates.
 - b) The power to create, adopt and implement a bylaw.
 - c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
 - d) The power to adopt a Long Term Plan or Annual Plan, or Annual Report.
 - e) The power to appoint a Chief Executive Officer.
 - f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Plan, or developed for the purpose of the Council's governance statement, including the Infrastructure Strategy.
 - g) The power to adopt a remuneration and employment policy for Chief Executive Officer.
 - h) The power to approve or change the District Plan, or any part of that Plan, in accordance with the Resource Management Act 1991.
 - i) The power to approve or amend the Council's Standing Orders.
 - j) The power to approve or amend the Code of Conduct for Elected Members.
 - k) The power to appoint and discharge members of committees.
 - l) The power to establish a joint committee with another local authority or other public body.
 - m) The power to make the final decision on a recommendation from the Parliamentary Ombudsman, where it is proposed that Council not accept the recommendation.
 - n) Health & Safety obligations and legislative requirements are met.

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

Common Delegations

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

General Principal

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

These Committees will:

Strategy, plans and policy

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

Bylaws

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

Consultation and engagement

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

Submissions and legislation

1. Approve submissions to external bodies/organisations on legislation and proposals, related to the Committee's areas of responsibility, that impact governance policy or matters.
2. Monitor and oversee strategic projects and programmes.
3. Monitor Council's Asset Management Plans/Strategic Infrastructure Plan.

Contracts

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

Other

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

Buller District Council

Venue: Clocktower Chambers, Westport. Livestreamed on BDC YouTube Channel



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BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 1

Prepared by Rachel Townrow
Acting Chief Executive

APOLOGIES

1. REPORT SUMMARY

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

2. DRAFT RECOMMENDATION

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

OR

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

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 2

Prepared by Rachel Townrow
Acting Chief Executive

MEMBERS INTEREST

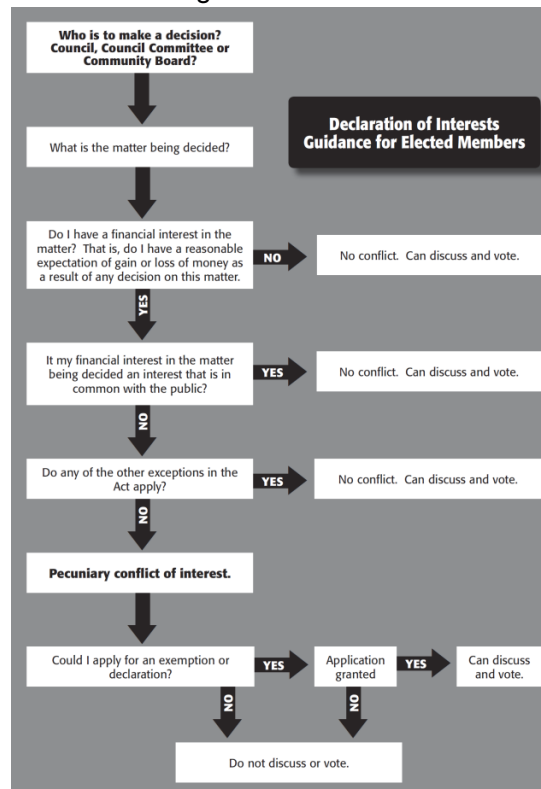
Members are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

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

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

DRAFT RECOMMENDATION:

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



BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 3

Prepared by Rachel Townrow
Acting Chief Executive

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That Council receive and confirm minutes from the meetings of 14 December 2022 and 29 March 2023.

THE BULLER DISTRICT COUNCIL, HELD AT 3.30PM ON WEDNESDAY 14 DECEMBER 2022 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

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

IN ATTENDANCE: R Townrow (Acting CEO), D Marshall (Chief Financial Officer), K Trigg (Group Manager Community Services), G Barrell (Governance Secretary)

PUBLIC ATTENDANCE: Jack Collin, Allen Morris

MEDIA: Ellen Curnow

PUBLIC FORUM: Dale Ashworth

Attendee 1: Dale Ashworth

Dale Ashworth introduced the Voice of Youth / Te Reo a Te Taiohi (TRATT): Nikki Singleton, Georgia Campbell and Mikaere Clarkson.

She spoke about the new trust they formed in August 2022, Voice of Youth.

A survey was run and 100% of that survey indicated they wanted a youth space.

They have been writing policies to get funding etc.

Ms Ashworth requested to be advised if council support this concept as they may ask for a support letter for funding.

45 people came to a community meeting and indications from this showed a lot of support for a youth space.

It would be a space for youth, led by youth and overseen by adults but not having adults everywhere. The youth have indicated they would like music, food and connections.

That the youth want to come; this is their vision of success.

The space would be just Westport for now. They are trying to work in the wider districts however, they have found it difficult to get anyone to take on the coordinator role in Reefton.

If funded, then they would like to be open every day after school. Wanting to be open for those who are not at school. Would also like Saturdays and Sundays.

Mayor J Cleine thanked Voice of Youth for their presentation.

MEETING DECLARED OPEN AT 3:43PM

1. APOLOGIES (Page 8)

Discussion:

N Tauwhare (Iwi Representative).

RESOLVED that Buller District Council receives apologies from N Tauwhare.

Mayor J Cleine/Cr G Weston

11/11

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 9)

Discussion:

Nil

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

Mayor J Cleine/DM A Basher

11/11

CARRIED UNANIMOUSLY

3. CONFIRMATION OF MINUTES (Page 10)

Discussion:

Cr J Howard noted Item 3 page 15, please add Council unanimously asked that Buller have representation on Locality Committee at a Governance level - *noted and amended*.

Change R Townrow to Deputy CEO (in attendance) - *noted and amended*.

RESOLVED that Council receive and confirm minutes from the Council meeting of 30 November 2022.

Cr A Pfahlert/Cr J Howard

11/11

CARRIED UNANIMOUSLY

4. COUNCIL ACTION POINT LIST (Page 18)

Discussion:

Nil

RESOLVED that Council receive the Action Point List for information

Mayor J Cleine/Cr L Webb

11/11

CARRIED UNANIMOUSLY

5. RATING POLICY REVIEW – REVISED WORK PROGRAMME AND TIMETABLE (Page 20)

Discussion:

This report provides the council with a revised work programme and timetable for the rates review to be undertaken during the 2023 calendar year.

RESOLVED that Council receive the proposed work programme and timetable to undertake a review by 31 December 2023 of how the Council's rates are set.

DM A Basher/Cr P Grafton

11/11

CARRIED UNANIMOUSLY

6. RESERVE AND HALL SUBCOMMITTEES APPOINTMENTS (Page 25)

Discussion:

K Trigg spoke to the report. 12 Reserve and Hall subcommittees and a Creative Communities Subcommittee were established at the Community Environment Services Committee in November. This report asks Council to appoint members to each subcommittee from the applicants who have responded from each community.

She noted a late amendment on the Creative Communities Subcommittee. Ned Tauwhare will be the Iwi representative on this Subcommittee.

The Terms of Reference were adopted by the CESC Committee. Amendments to the Ngakagawau Terms of Reference will come back to Community Environment Services Committee in March 2023 meeting.

There was an addition made to the resolution to include Ngakawau. This is noted in italics in the resolution.

It was agreed that while there was no interest from the Mawheraiti Board it would be a good idea to have someone assess the state of the old building there and have a discussion as to the intention for the hall / land area.

ACTION POINT: Put on CESC Action list K Trigg to request someone assess the state of the Mawheraiti building.

RESOLVED:

1. That Council makes the following appointments:

Karamea (10)	Little Wanganui (7)	Seddonville (7)
Councillor Rosalie Sampson		
Barry Chalmers	Caroline Wood	Lorraine Zielinski
Ronald Pope	Emma Duncan	Betty Watson
Cliff Meakin	Anji Hamson	Dave Watson
Stan Tristram	Dianne Anderson	Karen Mulholland
Peter Moynihan	Melanie Horncastle	Wayne Mulholland
Christine Hynes	Kathy Blumm	Aroha Commons
Johnathon Cole		
Pat Jones		
Peter Gibson		

Mokihinui (3)	Waimangaroa (9)	Ngakawau (6)
Councillor Toni O'Keefe		
Mandy Coleman	Bev Morrow	Dick Marsh
Kate McKenzie	Susan Lightbown	Jackie Mathers
	Barry Lightbown	Sharlene Terry
	Alister Perry	Richard King-Turner
	Sally Brown	Bart Gillman
	Jacqueline McDonald	
	Carmel Whittle	
	David Orchard	

Carters Beach (11)	Omau (6)	Reefton (4)
Councillor Grant Weston		Councillor Graeme Neylon
Carmel Carroll	Bruce Cargill	Lennox Shaw
Jess Denholm	Robert Warren	Jan Moore
Mike Palmer	Vaughan Leigh	John Bougen
Cody Frewin	Richard Niederer	
Shayne Barry	Wendy Chisnall	
Pete Archibald		
Lynda Walker		
Pat Dudley		
Veronica de Friez		
Richard Nichol		

Inangahua (4)	Springs Junction / Maruia (6)	Mawheraiti
Councillor Linda Webb		No expressions of interest received
Tony McCarthy	Alison Candy	
Yvonne Hammond	Natalie Brailey	
Nicola Fowlie	Margaret Brooker	
	Ruth Thomson	
	Peter Brooker	

Creative Communities (8)	
Elected Members	Rosalie Sampson Annalise Pfahlert
Art Council Representative Karamea	Kathy Ramsay
Art Council Representative Buller	Mary McGill
Art Council Representative Inangahua	Daisy Sawyers
Community representative from Te Runanga o Ngāti Waewae	Ned Tauwhare
Community Representative	Stephanie Newburry
Community Representative	Carlos de Treend
Community Representative	Veronica de Friez
<p style="text-align: right;">DM A Basher/Cr G Neylon 10/10 Cr C Reidy Abstained CARRIED</p> <p>2. <i>Council notes amendments to Ngkagawau Terms of Reference will come back to Community Environment Services Committee in March 2023 meeting.</i></p> <p style="text-align: right;">Cr R Sampson/Cr L Webb 11/11 CARRIED UNANIMOUSLY</p>	

7. CE REPORT (Page 30)

A verbal report was given by R Townrow. No written report was documented due to Ms Townrow taking Bereavement Leave.

Ms Townrow updated councillors on the reform work that is currently being undertaken.

RESOLVED that Council receive the verbal update from Acting Chief Executive Townrow.

Cr A Pfahlert/Cr J Howard
11/11
CARRIED UNANIMOUSLY

8. MAYORS REPORT (Page 31)

Discussion:

Mayor J Cleine spoke to his report.

He acknowledged councillors and staff, having navigated some very unusual events. He thanked everyone for all their effort and wished them a good break.

Regarding the Chief Executive recruitment, Mr Cleine and Douglas Marshall A Basher have been meeting with Jackson Stone and are nearly ready to send a mock-up of print ads. This is likely to go live by the end of this week.

Mr Cleine is looking to get a more functional reporting system to present to council from Mayors Taskforce for Jobs (MTFJ).

He noted that the Mayoral Relief Fund is almost completely exhausted.

The first TTPP meeting will be held tomorrow for the new committee.

Mr Cleine noted correspondence provided by Cr G Neylon. This was a report that was published by a medical student. The CEO of the PHO responded saying it reflected badly on mental health services in Westport. There was an update given from the PHO clarifying this.

R Townrow spoke that they were keen for people to understand the context of the report. This was a third-year student assignment and was not peer reviewed and not meant to be released more widely.

It was noted that it is good to receive this from PHO but also that this information is not publicly known. It is important to spread this information to the community to advise people of the services which are available for people who need them.

R Townrow clarified regarding the infrastructure acceleration fund for a new sub-division. The fund is for areas where there are developers who could develop at least 30 houses within a short period of time to support the infrastructure being put in place quickly. Developers are able to pay 'fair share' contribution towards this infrastructure. This is not a free ride or hand out. It is to give it a kick start.

Infrastructure is not exclusively for one developer. This services all the lifestyle blocks up Alma Road.

RESOLVED

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

Cr P Grafton/Cr G Neylon

11/11

CARRIED UNANIMOUSLY

9. WESTPORT JOINT COMMITTEE – CONFIRMATION OF INDEPENDENT CHAIR AND COMMUNITY MEMBER APPOINTMENTS FOR NEXT TRIENNIUM (Page 41)
Discussion

Nil

RESOLVED That the Council:

1. Reconfirm Hugh McMillan as Chair of the Westport Rating District Joint Committee; and
2. Reconfirm Jodi Murray and Dan Moloney as the Community Members of the Westport Rating District Joint Committee.

Cr J Howard/ Cr G Neylon

11/11

CARRIED UNANIMOUSLY

RESPONSE TO PUBLIC FORUM

There was discussion and guidance given to Mayor J Cleine as to how council would like to respond to the Public Forum. A letter will be sent by Mr Cleine.

10 PUBLIC EXCLUDED REPORT (Page 53)
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
11	Douglas Marshall	Applications for Risk and Audit Committee Independent Chairperson	section (2)(a) - Protect the privacy of natural persons, including that of deceased natural persons

Mayor J Cleine/DM A Basher
11/11
CARRIED UNANIMOUSLY

RESOLVED that Council move out of Public Excluded and the information release to public be as noted above.

Mayor J Cleine/Cr C Reidy

11/11

CARRIED UNANIMOUSLY

- There being no further business the meeting concluded at 5.10pm
- **Next meeting:** 3:30pm, Wednesday 22 February 2023, Clocktower Chambers, Palmerston Street, Westport.

Confirmed: **Date:**

THE BULLER DISTRICT COUNCIL, HELD AT 3.30PM ON WEDNESDAY 29 MARCH 2023 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: Mayor J Cleine, DM A Basher, Councillors P Grafton, J Howard, T O'Keefe, A Pfahler, C Reidy, R Sampson, L Webb, G Weston, N Tauwhare - via Zoom (lwi Representative)

IN ATTENDANCE: R Townrow (Acting CEO), D Marshall (Chief Financial Officer), S Judd (GM Regulatory Services), P Bicknell (Programme Manager - Recovery), Brendan Russ (Project Manager NEMA Rebuild), G Barrell (Governance Secretary)

MEDIA: Ellen Curnow (Westport News)

MEETING DECLARED OPEN AT: 3.44pm

1. APOLOGIES (Page 8)

Discussion:

G Neylon late via Zoom.

RESOLVED that Buller District Council receives a late apology from Cr G Neylon who will attend via Zoom.

Cr L Webb/Cr P Grafton
11/11
CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 9)

Discussion:

Mayor J Cleine declared an interest in Item 13. He is a trustee of Buller Resilience Trust. He will remove himself from the room and pass the Chair to DM A Basher.

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

Cr G Weston/DM A Basher
11/11
CARRIED UNANIMOUSLY

3. CONFIRMATION OF PREVIOUS MINUTES (Page 10)

Discussion:

Nil

RESOLVED that Council receive and confirm minutes from the meeting of 22 February 2023.

Cr P Grafton/Cr A Pfahlert

11/11

CARRIED UNANIMOUSLY

4. ACTION POINTS REPORT (Page 26)

Discussion:

Nil

RESOLVED that Council receive the Action Point list for information.

Cr J Howard/Cr L Webb

11/11

CARRIED UNANIMOUSLY

**5. REEFTON HISTORIC LANDFILL – ROCKWALL REINSTATEMENT
(Page 28)**

Discussion:

Brendan Russ spoke to the report noting In the February 2022 Weather event, record high flows in the Inangahua River damaged the rock protection wall along the historic old Reefton Landfill. This led to landfill material being eroded out and deposited along a stretch of both the Inangahua River and Buller River.

Initial clean-up was funded by council which was approximately \$40k.

The requested \$250k on top of the NEMA budget covers construction work only.

Vigorous QA work has been done to ensure rock is acceptable. It is superior to what was in the river. It is not as good as granite, but granite is very expensive and not as accessible.

Cr G Neylon joined the meeting via Zoom at 3.57pm.

If the money is not funded, a repair downstream only will be done and a minor amount of repair on the existing wall. NEMA will not fund this.

Like for like repair would be done if damaged again, but only at 60% - 40% split of the cost with council.

If the top half fails, the whole rock wall will fail and create more landfill down river.

D Marshall advised that the \$250k, which is not in the budget, would likely come from internal borrowing.

RESOLVED that Council resolves and approves the construction WSP Recommended Minimum Design – Option One – which requires the additional Council funding of \$250,000 ex GST to supplement the \$1,074,000 ex GST received from the National Emergency Management Agency (NEMA).

Cr A Pfahlert/Cr L Webb
11/1
CARRIED

6. 2023-2024 ANNUAL PLAN REPORT (Page 105)

Discussion:

D Marshall spoke to the report. Key process to consider is the community issues. Potential Three Waters targeted rates is a concern. Hoping to not lift water rates this year. Adoption of the Annual Plan (AP) is scheduled for June if no consultation is agreed.

The UAGC was the first part of the discussion. Currently is \$500 and has been since 2019/2020 and likely up to a decade prior to that.

There was concern that percentage increase for rates for those in rural areas if it is kept at \$500.

The maximum limit for UAGC is \$815 at 30%. Currently it sits at 20.3%.

Mayor J Cleine felt the general rates burden based on recent floods etc does justify an increase in the UAGC.

D Marshall clarified that this not change the total general rates. Council would not collect any more rates if the UAGC is increased.

Preference by councillors was seen to be to lift the UAGC to around \$550.

Mayor J Cleine explained regarding the risk to council of investing into water targeted rates. The options council were faced with were either doing the work now and billing the ratepayer, doing the work now and run up debt, or don't do the work at all. Council is trying to minimise the impact on ratepayers by trying to hold water rates.

He clarified the reasoning behind the suggestion to carry out engagement instead of consultation.

Important to advise community of the new process if this is chosen.

R Townrow spoke how the new process would be run. Taking away the very formalised hearing but keeping it available to have community engagement and feedback. All feedback, regardless of format, would still have a cut-off date.

Cash would be used to cover a hold on rates.

Mr Cleine reminded that there is a risk if Three Waters reform does not go ahead. Holding the rates is not for free; it would be at a cost later on.

It was noted that if, after community engagement, the public feedback showed a desire to have the water rates increased, this would happen. The recommendation was to guide staff as to how to prepare the documentation.

D Marshall noted that holding water rates is subject to approval from the Department of Internal Affairs under the reform legislation, and that this is being sought in parallel to the draft Annual Plan process.

The following resolutions were made, noting the change in (c)

FROM: *“3 water targeted rates last year”*

TO: *“3 water targeted rates in the 2022-2023 financial year”.*

RESOLVED that the council:

- a) directs staff to prepare information for the community in relation to the 2023/2024 Annual Plan, including information on major projects and changes to rates;

Cr G Neylon/Cr R Sampson

11/11

CARRIED UNANIMOUSLY

- b) resolves that it will not consult on the 2023/2024 Annual Plan on the basis that the proposed Annual Plan does not include significant or material differences from the content of the Long-Term Plan for the 2023/2024 financial year.

Mayor J Cleine/Cr G Neylon

9/2

Cr R Sampson against

CARRIED

- c) notes that there was a 12.1% increase in the various 3 water targeted rates in the 2022-2023 financial year and given the current economic conditions facing the council and ratepayers that the Council wants to reduce the impact of the water activity cost increases on ratepayers in 2023-2024 and that the council will therefore hold rates at the same level as set in 2022-2023 financial year for each drinking water supply and wastewater service.

DM A Basher/Cr L Webb

11/11

CARRIED UNANIMOUSLY

7. PROPERTY RATIONALISATION REPORT (Page 121)

Discussion:

Potential public interest in Percy's Bush was noted. Assurance was given that staff are aware of the interest when this area was considered by a previous Council.

RESOLVED That the Council:

1. Instructs the Chief Executive Officer to proceed with the process of disposal of the following council owned properties, as set out in Appendix 1, subject to legal advice:
 - a) Boswell Street Denniston - Lot 2 DP 1987, Record of Title NL68/279;
 - b) Gillies St (north) Denniston - Part Section 90 TN Of Denniston, Record of Title NL20/89;
 - c) Corner Gillies and Boswell Streets – Denniston Part Section 67 TN OF Denniston, Record of Title NL33/90;
 - d) Gillies Street (south) Denniston - Lot 1 DP 542 Record of Title NL39/95; and
 - e) 7 Aiken Street, Waimangaroa - Lot 70 DP 21 Blk II Kawatiri SD, Record of Title NL12A/96; AND
2. Notes the progress made on the disposal of properties which have already been approved by Council for disposal.

Cr G Neylon/Cr J Howard

11/11

CARRIED UNANIMOUSLY

8. ACTING CHIEF EXECUTIVE RESIGNATION (Page 132)

Discussion:

Mayor J Cleine spoke to his report.

He recognised Ms Townrow's long term service to council and appreciated her effort.

Councillors acknowledged the work Ms Townrow has done and noted the departure of a lot of knowledge and experience.

RESOLVED that Council

1. Accepts the resignation of Rachel Townrow from her role at Buller District Council, effective from 9 June 2023.
2. Notes that Ms Townrow's resignation is being considered by Council because she was in the Acting Chief Executive role at the time the letter of resignation was received.

Mayor J Cleine/R Townrow

11/11

CARRIED UNANIMOUSLY

9. RESERVE AND HALL SUBCOMMITTEE REPORT (Page 135)

Discussion:

Nil

RESOLVED:

1. That Council makes the following appointments:
 - Waimangaroa RHS:
 - Andrew Wiseman
 - Mokihinui RHS:
 - Barbara Spillane
 - Silas Coleman
 - Kim Cameron
 - Hayley Brunner
2. Appoints Graeme Neylon as the elected member to the Springs Junction Reserve/Maruia Hall Subcommittee in place of Linda Webb.
3. Instructs the Chief Executive to advertise for applicants to be considered for appointment as members of the Springs Junction Reserve/Maruia Hall Subcommittee

Cr L Webb/Cr A Pfahlert

11/11

CARRIED UNANIMOUSLY

10. COUNCIL REMUNERATION – PROPOSED CHANGE (Page 138)

Discussion:

It was agreed that in future, having the Inaugural ICB meeting sooner after the election, in order to understand who the Chair would be, will save this happening again.

D Marshall confirmed he had sought advice from the REM Authority regarding this.

RESOLVED that Council resolve the following changes to their remuneration as a result of Councillor Linda Webb being appointed to the role of Chairperson of the Inangahua Community Board with the new remuneration levels being changed from the date advised by the remuneration Authority;

1. That Andrew Basher receive remuneration of \$44,489 per year for the role of Deputy Mayor.
2. That Graeme Neylon receive remuneration of \$39,546 per year for the role of Chairperson Regulatory, Hearings and Planning Committee. The role includes organising the relevant Committee and additional liaison with Council staff.
3. That Joanne Howard receive remuneration of \$39,546 per year for the role of Chairperson Community Environment & Services Committee. The role includes organising the relevant Committee and additional liaison with Council staff.
4. That Rosalie Sampson receive remuneration of \$34,603 per year for the role of Deputy Chairperson Community Environment & Services Committee. The role includes organising the relevant Committee and additional liaison with Council staff.
5. That Linda Webb receive remuneration of \$30,756 per year for the role of Chairperson of the Inangahua Community Board and Councillor. The role includes appointees to reserve subcommittees as well as representation on other community bodies or organisations on behalf of Council as required.
6. That Phil Grafton, Toni O'Keefe, Annalise Pfahlert, Colin Reidy, Grant Weston receive remuneration of \$27,073 per year for the role of Councillor. The role includes appointees to reserve subcommittees as well as representation on other community bodies or organisations on behalf of Council as required.

Cr G Neylon/DM A Basher

11/11

CARRIED UNANIMOUSLY

A short break was called at 5.20pm.

The meeting resumed at 5.33pm.

11. BULLER DISTRICT WELLBEING SURVEY (Page 141)

Discussion:

Penny Bicknell introduced Karen Selway from Opinions Market Research via Zoom to speak to the report.

The report was a snapshot in time and shared with social services.

She outlined the findings from her report.

Mayor J Cleine thanked Karen for her presentation.

RESOLVED that Council receive the Buller District Wellbeing Survey Report.

DM A Basher/Cr G Weston
11/11

CARRIED UNANIMOUSLY

12. BULLER FLOOD RECOVERY EXIT STRATEGY (Page 374)

Discussion:

P Bicknell spoke to her report noting the purpose of the Recovery Exit Strategy is to assist the community and Buller District Council Staff to understand the outcomes from the events and which agencies are involved in transitioning from Recovery to Business as Usual (BAU) in order to continue to assist the regeneration and enhancement of the community to recover over time.

RESOLVED That the Council receive and endorse the Buller Flood Recovery Exit Strategy.

Mayor J Cleine/Cr A Pfahlert
11/11

CARRIED UNANIMOUSLY

Mayor J Cleine handed over the Chair to DM A Basher and left the room.

13. BULLER RESILIENCE TRUST – 30 JUNE 2022 PERFORMANCE REPORT (Page 396)

Discussion:

A payment from Council to the Trust was noted in the financials presented. It was confirmed there are no additional costs to the ratepayer in relation to the Trust.

RESOLVED

- a) That Council receives the Financial Report for the Buller Resilience Trust for the twelve months ending June 2022.
- b) Given the nature and scope of the activities of the Buller Resilience Trust, and cost benefit available from being exempted, Council, per section 7 of the Local Government Act 2002, exempts Buller Resilience Trust as a Council Controlled Organisation.

Cr A Pfahlert/Cr P Grafton
11/11

CARRIED UNANIMOUSLY

14. ACTING CE REPORT (Page 411)
Discussion

R Townrow spoke to her report providing an overview and update on strategic aspects that are happening in the Buller District, and a 'horizon-scan' of upcoming strategic focus areas and opportunities.

RESOLVED that Council receive this report for information.

Cr P Grafton/Cr A Pfahlert
11/11
CARRIED UNANIMOUSLY

15. MAYOR'S REPORT (Page 463)
Discussion:

Mayor J Cleine asked if Councillors felt they were getting value from the Akona membership as it is currently free but will carry a subscription fee shortly.

General consensus was that it was viewed as a valuable tool.

The Wellbeing Sessions will be booked in for councillors.

Mayor J Cleine spoke regarding the Te tiriti o Waitangi training being made available to councillors and stressed the importance of councillors having an understanding of iwi etc.

N Tauwhare advised the marae is only available for the one day allocated for this hui.

Councillors discussed the responses to Mr Cleine's correspondence.

RESOLVED

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

Cr A Pfahlert/Cr G Weston
11/1
CARRIED UNANIMOUSLY

Cr G Neylon left the meeting at 6.45pm

16. VERBAL UPDATES FROM COMMITTEE CHAIRS (Page 232)
Discussion:

1. **Inangahua Community Board – Cr L Webb.** Cr L Webb and Cr G Neylon attended the premier of a film. Council gave community grant to film. Shortly holding chlorination workshop. Met with Takiwa Poutini roadshow regarding wellbeing.

2. **Ngati Waewae Representative – N Tauwhare.** Working with Otago University and the museum regarding the return of artifacts. Looking at putting them on display if possible, depending on state of artifacts and size etc.
3. **Regulatory & Hearings Committee – Cr G Neylon.** Cr G Neylon not available.
4. **Community, Environment & Services Committee – Cr J Howard.** Feasibility study into community hub. Reinforcing wellbeing survey that this is heavily supported. Involved in a lot of environmental discussions.
5. **Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon.** As per Mayor's report.
6. **Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy.** Meeting this coming Tuesday.
7. **WC Health Localities Project - Cr G Neylon.** Cr G Neylon not available.
8. **Regional Transport Committee - Cr T O'Keefe.** Had their first meeting of the year. Very positive.

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

1. Inangahua Community Board – Cr L Webb
2. Ngati Waewae Representative – N Tauwhare
3. Regulatory & Hearings Committee – Cr G Neylon
4. Community, Environment & Services Committee – Cr J Howard
5. Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon
6. Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy
7. WC Health Localities Project - Cr G Neylon
8. Regional Transport Committee - Cr T O'Keefe

Mayor J Cleine/DM A Basher

11/11

CARRIED UNANIMOUSLY

Cr R Sampson left the meeting at 5.57pm

17. PUBLIC EXCLUDED REPORT (Page 506)
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
18	Paul Zaanen – Asset Information Coordinator (Contractor)	Cape Foulwind Intersection Improvement – Legal Road Rationalisation	Section 7 2(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);
19	Rachel Townrow – Acting CEO	Request to Transfer Land	Section 7 (2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);
20	Sean Judd – Group Manager Regulatory Services	Legal Proceedings	Section 7 (2)(a) protect the privacy of natural persons, including that of deceased natural persons Section 7 (2)(g) – maintain legal professional privilege

Mayor J Cleine/Cr C Reidy
10/10
CARRIED UNANIMOUSLY

P Zaanen and N Hateley entered the meeting at 6.00pm

Cr R Sampson rejoined the meeting at 6.01pm

- There being no further business the meeting concluded at 7.33pm.
 - **Next meeting:** 3.30pm Wednesday 26 April 2023, Clocktower Chambers, Palmerston Street, Westport.
-

Confirmed: **Date:**

BULLER DISTRICT COUNCIL

29 MARCH 2023

AGENDA ITEM 4

Prepared by Rachel Townrow
Acting Chief Executive

COUNCIL ACTION POINT LIST

1. REPORT SUMMARY

A summary of council resolutions requiring actions.

2. DRAFT RECOMMENDATION

That Council receive the Action Point list for information.

a) Council Action Points - CURRENT

No	Meeting Date / Action Point	Responsible	Update	Date Required By
1	22 February 2023 Minutes from the December 2022 Council meeting to be brought back to Council for approval, including the public excluded section	CEO	These minutes will be brought back to Council at the April 2023 meeting	26 April 2023

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 5

Prepared by Penny Bicknell
Programme Manager – DIA Better Off Funding

Reviewed by Mike Williams
Acting Group Manager Infrastructure Services

THREE WATERS REFORM – “BETTER OFF” FUNDING REPRIORITISED INITIATIVES

1. REPORT PURPOSE

The purpose of this report is to request a reprioritisation of the approved initiatives for the Three Waters Reform “Better Off” funding as approved by the Council resolution of 29 June 22.

2. BACKGROUND

The Government is undertaking a reform programme for “Three Waters” (drinking water, wastewater, and stormwater) service delivery for communities.

As part of the process the Government entered into a Heads of Agreement with New Zealand Local Government Association Incorporated Te Kahui Kaunihera ō Aotearoa (LGNZ) under which, amongst other things, the Government proposed that a Three Waters Reform financial support package be provided to local authorities, comprising:

- A “No Worse Off” package which will seek to ensure that financially, no local authority is in a materially worse off position to provide services to its community directly because of the Three Waters Reform Programme and associated transfer of responsibility for the provision of water services (including the transfer of assets and liabilities) to the Water Services Entities; and
- A “Better Off” package of \$2 billion which supports the goals of the Three Waters Reform Programme by supporting local government to invest in the wellbeing of their communities in a manner that meets the priorities of both the central and

local government and is consistent with the agreed criteria for such investment set out in the Heads of Agreement, to be given effect in agreements between each local authority and the Government (through DIA).

Council was originally allocated \$14.01M through the “Better Off” package in two tranches. Tranche one, with a value of \$3.5M, is available for draw down from May 2022 through to 30 September 2022. Tranche two was due to become available in 2024, with a value of \$10.51M.

The Government’s objectives with the “Better Off” package is to demonstrate confidence in the future for local government by providing the sector with additional funds to support local well-being outcomes in a way that aligns with the priorities and criteria including:

- Supporting communities to transition to a sustainable and low emissions economy, including by building resilience to climate change and natural hazards.
- Delivery of infrastructure and/or services that:
 - enable housing development and growth, with a focus on brownfield and infill development opportunities where those are available.
 - support local place-making and improvements in community well-being.

On 13 April 2023, the Government announced changes to these reforms to incorporate more regional representation. In moving from 4 entities to 10 new regionally owned and led public water entities, the Government will no longer allocate the ‘Better Off’ funding Tranche 2 package.

3. DRAFT RECOMMENDATIONS

That the Council:

- 1. Note the report.**
- 2. Approve the reprioritisation of the initiatives approved in June 2022 to progress into a revised budget proposal and alteration of the funding agreement with DIA**

4. SUMMARY

Due to the work required to ensure a continuous and quality supply of potable Water to Westport, as outlined in the next report on this agenda, additional funding is required. It is proposed that Council reprioritise the approved list of projects to facilitate some of this funding.

The below table highlights the chosen initiatives originally approved by Council and DIA for the Tranche 1 funding, provides a high-level cost indication and shows proposed reprioritisation of projects to provide funding for the Westport Water programme of works.

Given Tranche 2 funding of \$10.51M will no longer be available, the proposed reprioritisation is for 3 waters projects only, ensuring the allocated funding is utilised for the approved community and climate change preparedness projects.

THREE WATERS “BETTER OFF” FUNDING – REPRIORITISATION OF APPROVED INITIATIVES				
Initiative	Sub-Project	Description	Approved Budget	Proposed Budget
Wastewater & Stormwater solutions – District wide	<i>Stormwater – Westport</i>	Accelerate or add value to addressing known stormwater issues. Examples - new valves, flood gates, increase pipe sizes. This set of work will provide immediate impact on known required scopes of works and alleviates known issues in the stormwater network.	\$1,260,000	\$1,260,000
	<i>Stormwater/ Wastewater – Reefton</i>	Reefton Stormwater Options Analysis - Undertake a detailed analysis of Reefton’s combined Sewer/Stormwater System, providing an options paper with solutions being presented to Council to approve funding for the next LTP or alternative funding mechanisms.	\$150,000	\$150,000
	<i>Stormwater/ Wastewater – Westport</i>	Westport Wastewater/Stormwater ingress solutions - smoke testing	\$400,000	Project completed – saving of \$100,000 \$300,000

Climate change Preparedness/ Planning – District wide		Additional funding to meet Climate Change Preparedness Adaptation	\$250,000	\$250,000
		Master Planning	\$250,000	\$250,000
Cultural & Community Hub		Development of a detailed feasibility study.	\$150,000	\$150,000
Civil Defence		Upgrade of essential equipment, EOC facilities and upskill/train staff. A comprehensive & detailed spend plan will be provided.	\$275,000	\$275,000
Airport Relocation		Strategic assessment for the relocation of vital Lifeline Asset - Westport Airport.	\$50,000	\$50,000
Waimangaroa Water Supply			\$650,000	This project has now been deemed ineligible as categorised as rates relief \$0
Karamea Water Supply		A standalone Karamea Water Supply will not proceed. To provide a small sum to support the Karamea Bowling Club and Campground situated on Reserve Subcommittee land to transition to their own water supply.	\$65,000	\$65,000
Westport Water Supply		Programme of works to ensure continued supply of Westport Water	\$0	\$750,000
TOTAL			\$3.5 Million	\$3.5 Million

5. CONSIDERATIONS

5.1 Strategic Alignment

The Three Waters Reform “Better Off” funding is an investment by the Crown into the future for local government and community wellbeing. It is in recognition of the significance to the local government sector (and the communities they serve) of the transfer of responsibility for three water services delivery to the new yet to be formed “Entities”.

5.2 Significance Assessment

This funding is not from rates, therefore the decision being sought through this report is not considered to meet the thresholds and triggers in Council’s Significance and Engagement Policy. If “Better Off” funding is not used and the Westport water work has to be funded from rates, this is likely to be considered significant in terms of the policy.

5.3 Tangata Whenua Considerations

The criteria for the “Better Off” funding package recognise that local authorities are expected to engage with iwi/Māori (Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio) in determining how it will use its funding allocation. For tranche one, it is expected that the funding proposal demonstrates genuine engagement, extending beyond standing committees.

5.4 Risk Management Implications

All projects/initiatives carry a low-risk threshold for Council and a full risk register for each initiative will be initiated.

5.5 Policy Framework Implications

Council must comply with the relevant policy and legal requirements of the “Better Off” funding agreement, including the Water Services Act 2021, Health Act 1956, the Health and Safety at Work Act 2015, the Resource Management Act 1991, Local Government Act 2002 and Council’s own Procurement Policies and Delivery Guidelines.

5.6 Legal Implications

If changes are made to the allocation of the funding, a revised funding agreement with DIA will be required.

5.7 Financial / Budget Implications

The allocation of the \$3.5M “Better Off” funding is towards projects over and above those contained in the Long-Term Plan.

5.8 Media/Publicity

Publicity is expected with Council drawing down on the “Better Off” funding, not all of which will be positive. However, this should not deter from the reasons for delivering important assets and infrastructure for the community.

5.9 Consultation Considerations

The team will work to ensure affected parties and stakeholders will be included and consulted throughout the programme delivery process.

Consultation is not required before making the decision requested in this report.

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 6

Prepared by Penny Bicknell
Programme Manager

John Salmond
Senior Project Lead

Reviewed by Mike Williams
Acting Group Manager Infrastructure Services

Attachments 1 - Westport Water Supply – Resilience Options 29 June 2022

WESTPORT WATER SUPPLY – CRITICAL NEEDS

1. REPORT PURPOSE

This report outlines the urgent requirements for Westport Water resilience. This updates the options paper (attached) put forward for Westport Water Supply Resilience in June 2022.

The cost estimates are desktop only (rough order) and have not been market tested. However, they are considered sufficient to guide strategic decisions and comparisons for the urgent work that is required.

2. REPORT SUMMARY

During the February 2022 severe weather events, the Westport Water Supply was significantly affected in terms of site accessibility, primary intake damage and surface catchment area deterioration. The impact has been an ongoing challenge to maintain sufficient raw water supply to the reservoir ponds to meet demand.

This presents a significant risk for Westport consumers experiencing a “no supply” situation, where there is not enough storage or capability to produce safe, compliant drinking water.

As outlined in the previous paper, there were two distinct phases. Staff have added an urgent requirement phase to deliver potable water should the reservoir be depleted from an operational level.

	Estimated Cost	Confidence	Funding Source
Critical Needs			
West-Trak Bore, Treatment, pump & pipework	\$418,750	Moderate	Better Off Fund
Water Tankers and Tanks	\$260,000	High	Better Off Fund
Business Case – clarification & 2c water main	\$71,250	High	Better Off Fund
Critical Needs	\$750,000		
Short Term			
Water Loss Reduction Plan (initial 6 months to develop plan)	\$44,200	High	BDC
Bulk Flow Meters	\$380,000	Moderate	DIA
Raw Water Main Tunnel Upgrades (short term - Contractor review of cathodic protection)	\$0	Moderate	Now under BAU
Groundwater Feasibility Study	\$0	Moderate	NEMA
Clarification Investigation	\$20,000	Moderate	DIA
Raw Water Pond Modifications	\$201,600	Moderate	DIA
Treated Water Main Renewals	\$3,140,000	High	DIA
Hydroseeding of Catchment	\$100,000	Low	DIA
Medium Term			
Clarification	\$2,860,000	Moderate	DIA
Backwash/Solids Handling	\$150,000	Moderate	DIA
Phase 1 – Secure Water Supply & Delivery (Short & Medium Term)	\$6,895,800		
Long Term			
Universal Metering	\$3,617,900	Moderate	DIA
Develop Groundwater Source	\$500,000	Low	DIA
Bore Water Supply	\$2,900,000	Low	DIA
Water tunnel upgrades	N/A – Not estimated at this point		TBC
Phase 2 – Better Water Management & Sustainability (Long Term)	\$7,017,900		

3. DRAFT RECOMMENDATIONS

That the Council:

1. **Note the report and attachment.**
2. **Endorses the proposed strategy and priority of critical needs for the Westport Water Supply to utilise the reprioritised funds from the Better Off Funding package of \$750k from the total \$3.5m package.**

4. BACKGROUND

Existing Supply

The Westport Water raw water supply currently comes from the south branch of Giles Creek and the catchment slopes of Mount Rochfort. The primary intake incorporates a silt trap and gates to close off supply to the tunnel pipeline system when the water levels and quality exceed thresholds.

During normal operation, the raw water flows through a 2.5km tunnel pipeline to the reservoir ponds under gravity flow. Settled water from the largest pond then feeds through a 600mm PE pipe to the Water Treatment Plant.

After a treatment process consisting of coagulant dosing, flocculation, filtration, UV irradiation, chlorination and pH adjustment, the treated water is then conveyed through two Trunk Mains (14" spiral steel and 8" cast iron) from an elevation of 100m down to sea level and then approximately 4.5km into the Westport reticulation under gravity flow.

Infrastructure Damage

The primary raw water network sustained significant damage during the February 2022 severe weather events. The critical infrastructure affected including the following, which are currently being repaired via DIA funding:

- The primary intake (south branch of Giles Creek). Access road slips, weir infrastructure including gates, screens and general flood damage. Most significant is the loss of usable raw water due to upstream catchment slips causing high turbidity.
- Attempts remain ongoing to provide usable water of sufficient quality, by constructing temporary weirs and pumping.

Note: Every time there is significant rainfall these repairs are nullified, and supply capability is lost or reduced. If high turbidity water is turned into the tunnel pipeline network, the sediment load can damage the asset, create build up to

obstruct flow and spoil the quality of the reservoir ponds making it unsuitable for treatment without other measures such as clarification.

Supply & Demand

The Westport Water reservoir ponds have a current raw water storage capacity of 123,000m³ with the bottom 30% unusable due to poor quality at low level. Hence the usable volume is only 86,000m³ when at full capacity.

At an average Westport demand of 5,500m³ per day, there are approximately 16 days raw water reserve at 100% full, with the treated water storage holding a further 1 day maximum. If the reservoir is not replenished, storage can reduce by up to 5% per day.

The raw water requirement to meet average demand (5,500m³ per day) is 64 L/s. Even when Westport has been placed on essential use restrictions (food preparation and hygiene only) and network leaks have been repaired, the average usage has not reduced significantly.

Strategic Alignment

Staff have identified the opportunity to operationalise the West-Trak Bore. West-Trak have offered the use of this bore as its contribution to the Community.

This Bore is operational, has been tested for water quality and compliance after moving through a treatment process. It is in close proximity to the Westport Watermain and will give sufficient volume of water to provide a minimum supply in an emergency.

5. FUNDING OPTIONS

It is proposed to utilise \$750k from the Better Off Funding package as outlined in the previous paper on this agenda.

The costings above have been updated from the attached Westport Water Options paper.

6. CONSIDERATIONS

6.1 Strategic Alignment

Providing safe, adequate, reliable and compliant drinking water for Westport is Council's responsibility. The benefits are aligned with community outcomes including well-being, learning, who we are, sustainable environment and prosperity.

6.2 Significance Assessment

This funding is not from rates, therefore the decision being sought through this report is not considered to meet the thresholds and triggers in Council's Significance and Engagement Policy. If "Better Off" funding is not used and the

Westport water work has to be funded from rates, this is likely to be considered significant in terms of the policy.

6.3 Tangata Whenua Considerations

Council works in partnership with Ngāti Waewae and will consult on any elements of intrinsic value or potential impact for tangata whenua culture and traditions.

6.4 Risk Management Implications

Risks are managed in accordance with Council's risk management processes including a "what could go wrong?" approach to ensure all practicable steps are being taken to assess, control and monitor identified risks. This is classed as the highest rating on our strategic risk register, and we are highlighting it as an element we are looking to action urgently.

Strategic Aspect	Risk Title	Risk Description & Impact	Risk Category	Risk Consequence	Risk Likelihood	Inherent Risk Rating	Key Controls in Place	Residual Risk Rating	Control Plan	Treatment Date Due	Escalation Pathway
Infrastructure Failure	Westport Water Supply Outage	IF there are prolonged periods of foul weather that do not enable the Westport water reservoirs to be recharged, THEN there is a risk that water supply may cease for Westport and Carters Beach consumers	Operations & service delivery	5	4	20	Operational monitoring of intake, response escalation via water restriction orders as required and management of water loss	20	Contingency planning with support from the National Emergency Management Agency - response/short term. Westport water supply resilience options package - short, medium and long term	Dec 23	CEO

6.5 Policy Framework Implications

Council must comply with relevant policy and legal requirements including the Health (Drinking Water) Amendment Act 2007, the Water Services Act 2021 and Drinking Water Standards of New Zealand 2005 (rev 2008), the Health and Safety at Work Act 2015, the Resource Management Act 1991, Local Government Act 2002 and Council's own policies.

6.6 Legal Implications

Council as the water supplier for Westport must comply with its legal obligations to provide an adequate and reliable amount of safe, compliant drinking.

6.7 Financial / Budget Implications

Costs for the proposed resilience options are not included in our LTP or Annual Plan and therefore are currently unapproved and unfunded.

6.8 Media / Publicity

Publicity is expected with significant issues, not all of which will be positive. However, this should not detract from the reasons for delivering important services for the community.

6.9 Consultation Considerations

Affected parties and stakeholders including community members and entities, government ministries, agencies and authorities are consulted throughout the project delivery process.

BULLER DISTRICT COUNCIL

29 JUNE 2022

AGENDA ITEM 12

Prepared by Mike Duff
Group Manager Infrastructure Services

Reviewed by Sharon Mason
Chief Executive Officer

WESTPORT WATER SUPPLY – RESILIENCE OPTIONS

1. REPORT PURPOSE

This report outlines a range of short, medium and long term options to increase the resilience of the Westport Water Supply.

There are two phases of investment recommended. The first phase is short and medium term to further secure water supply and delivery, achievable within 18 months. The second phase is medium and long term (18 to 36 months) for better water management and sustainability.

The capital cost estimates are desktop only (rough order) and have not been market tested. However they are considered sufficient to guide strategic decisions and comparisons for the resilience options identified.

2. REPORT SUMMARY

During the February 2022 severe weather events, the Westport Water Supply was significantly affected in terms of site accessibility, primary intake damage and surface catchment area deterioration. The impact has been an ongoing challenge to maintain sufficient raw water supply to the reservoir ponds to meet demand.

This presents a significant risk for Westport consumers experiencing a “no supply” situation, where there is not enough storage or capability to produce safe, compliant drinking water.

In response to this risk, and building on the previous contingency planning from the Civil Defence Emergency Management (CDEM) response phase, a DIA-sponsored review was conducted in early May 2022 to identify short, medium and long term resilience options.

Those options have been further assessed in terms of strategy into two distinct phases. The first phase is to secure the supply and delivery of water to Westport, with the second phase to improve water management and sustainability into the future. Refer to Attachment A for the Options Paper report resulting from the review.

The following investment priority has been identified as shown below. In summary, \$17.5M (\$14M + 25% contingency) may be required over the next 3 years.

Approximately 50% is considered high priority as part of the first phase. The remaining 50% includes the longer term improvements via universal (smart) metering, and potentially an alternative ground source and treatment plant to complement the existing Giles Creek gravity flow system.

Investment Priority					
Phase 1 – Further Secure Water Supply & Delivery	Cost	Confidence	Timing	Funding	Approved
Pond Modifications	\$0.20M	Moderate	3 months	No	No
Catchment Hydroseeding	\$0.10M	Low	3 months	No	No
Groundwater Feasibility Study	\$0.10M	Moderate	3 months	No	No
Bulk Flow Meters	\$0.38M	Moderate	3 months	No	No
Water Loss Reduction Plan	\$0.05M	High	6 months	No	No
Trunk Main Renewal Completion	\$3.14M	High	6-9 months	No	No
Clarification & Backwash/Solids Handling	\$3.01M	Moderate	12-18 months	No	No
Subtotal	\$6.98M				
Contingency (25%)	\$1.75M				
Phase 1 Total	\$8.73M				
Phase 2 – Better Water Management & Sustainability	Cost	Confidence	Timing	Funding	Approved
Universal (Smart) Metering	\$3.62M	Moderate	18-36 months	No	No
Groundwater (Bore Field) Supply	\$0.50M	Low	18-36 months	No	No
Bore Field Water Treatment Plant	\$2.90M	Low	18-36 months	No	No
Subtotal	\$7.02M				
Contingency (25%)	\$1.76M				
Phase 2 Total	\$8.78M				

3. DRAFT RECOMMENDATIONS

That the Council:

1. **Note the report and attachment.**
 2. **Endorses the proposed strategy and priority of resilience options for the Westport Water Supply in two phases by securing the supply and delivery followed by longer term water management and sustainability improvements.**
4. **BACKGROUND**

Existing Supply

The Westport Water raw water supply currently comes from the south branch of Giles Creek and the catchment slopes of Mount Rochfort. The primary intake incorporates a silt trap and gates to close off supply to the tunnel pipeline system when the water levels and quality exceed thresholds.

During normal operation, the raw water flows through a 2.5km tunnel pipeline to the reservoir ponds under gravity flow. Settled water from the largest pond then feeds through a 600mm PE pipe to the Water Treatment Plant.

After a treatment process consisting of coagulant dosing, flocculation, filtration, UV irradiation, chlorination and pH adjustment, the treated water is then conveyed through two Trunk Mains (14" spiral steel and 8" cast iron) from an elevation of 100m down to sea level and then approximately 4.5km into the Westport reticulation under gravity flow.

Infrastructure Damage

The primary raw water network sustained significant damage during the February 2022 severe weather events. The critical infrastructure affected including the following, which are currently being repaired via DIA funding:

- The primary tunnel pipeline system, between Tunnel no.3 and Tunnel no.4 (T3-T4). A major slip of ground beneath has left a 3 tonne, 20m span of DN630 PE100 SDR13.6 pipe unsupported. If left unrepaired, the risks included total failure under hydraulic load and sagging sufficient to impede water flow on shallow 1:1000 system grade.
- The primary intake (south branch of Giles Creek). Access road slips, weir infrastructure including gates, screens and general flood damage. Most significant is the loss of usable raw water due to upstream catchment slips causing high turbidity.
- Attempts remain ongoing to provide usable water of sufficient quality, by constructing temporary weirs and pumping.

Note: Every time there is significant rainfall these repairs are nullified, and supply capability is lost or reduced. If high turbidity water is turned into the tunnel

pipeline network, the sediment load can damage the asset, create build up to obstruct flow and spoil the quality of the reservoir ponds making it unsuitable for treatment without other measures such as clarification.

Supply & Demand

The Westport Water reservoir ponds have a current raw water storage capacity of 123,000m³ with the bottom 30% unusable due to poor quality at low level. Hence the usable volume is only 86,000m³ when at full capacity.

At an average Westport demand of 5,500m³ per day, there are approximately 16 days raw water reserve at 100% full, with the treated water storage holding a further 1 day maximum. If the reservoir is not replenished, storage can reduce by up to 5% per day.

The raw water requirement to meet average demand (5,500m³ per day) is 64 L/s. Even when Westport has been placed on essential use restrictions (food preparation and hygiene only) and network leaks have been repaired, the average usage has not reduced significantly.

This indicates that the highest influence on water demand is loss (i.e. leaking pipes) rather than consumption, and there is supporting evidence from flowmeter measurements that the largest contributor to leakage is the 4.5km 14" trunk main, where up to 40% of treated water volume could be lost directly to ground.

Council is about to complete replacement of half of the trunk main with new 400mm PE pipe. However, there is still another 2km to complete in order to finish the total renewal.

5. FUNDING OPTIONS

Council staff will actively work with central government agencies and the national transition unit (NTU) to source external funding for the proposed work programme.

There is no additional financial commitment from council considered at this time. If a funding contribution is required, staff will look first to budgets available from the approved Annual Plan.

If external funding cannot be secured, a further report will be brought back to Council for funding consideration.

6. CONSIDERATIONS

6.1 Strategic Alignment

Providing safe, adequate, reliable and compliant drinking water for Westport is Council's responsibility. The benefits are aligned with community outcomes including well-being, learning, who we are, sustainable environment and prosperity.

6.2 Significance Assessment

Provision of compliant drinking water is considered highly significant in terms of levels of service and public health.

6.3 Tangata Whenua Considerations

Council works in partnership with Ngāti Waewae and will consult on any elements of intrinsic value or potential impact for Tangata Whenua culture and traditions.

6.4 Risk Management Implications

Risks are managed in accordance with Council's risk management processes including a "what could go wrong?" approach to ensure all practicable steps are being taken to assess, control and monitor identified risks.

6.5 Policy Framework Implications

Council must comply with relevant policy and legal requirements including the Health (Drinking Water) Amendment Act 2007, the Water Services Act 2021 and Drinking Water Standards of New Zealand 2005 (rev 2008), the Health and Safety at Work Act 2015, the Resource Management Act 1991, Local Government Act 2002 and Council's own policies.

6.6 Legal Implications

Council as the water supplier for Westport must comply with its legal obligations to provide an adequate and reliable amount of safe, compliant drinking.

6.7 Financial / Budget Implications

Costs for the proposed resilience options are not included in our LTP or Annual Plan and therefore are currently unapproved and unfunded.

6.8 Media / Publicity

Publicity is expected with significant issues, not all of which will be positive. However, this should not detract from the reasons for delivering important services for the community.

6.9 Consultation Considerations

Affected parties and stakeholders including community members and entities, government ministries, agencies and authorities are consulted throughout the project delivery process.

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 7

Prepared by Bronwyn Little
Policy Advisor

Reviewed by Krissy Trigg
Group Manager Community Services

Appendix 1 November 2022 Terms of Reference

Appendix 2 2022/2023 Proposed Terms of Reference

Appendix 3 April 2023 Karamea proposed changes to Council Revised Draft
Terms of Reference

Appendix 4 17 April 2023 Mokihinui response

Appendix 5 Analysis of Major Points of Difference

Appendix 6 Revised Draft Terms of Reference for Council April 2023

TERMS OF REFERENCE RESERVES AND HALLS SUBCOMMITTEES

1. REPORT SUMMARY

This report outlines the issues related to establishing Terms of Reference for the reserves and halls subcommittees which were re-established and re-appointed in November 2022. Included in the report are the terms of reference proposed by a number of Northern Buller reserve subcommittees. It provides Council with a draft Terms of Reference prepared by council officers which includes a number of the proposed terms of reference and delegations proposed by the Northern Buller subcommittees. It also provides some options for consideration and an analysis of the advantage and challenges related to the various options.

2. DRAFT RECOMMENDATION

That the Committee:

- 1. Approves the Terms of Reference for the Reserve and Halls Subcommittees attached as Appendix 6 with the following options:**
 - A. Preamble a), b) or c)**
 - B. 3.1 a) or b)**
 - C. 3.3 a), b), c), d) or e)**
 - D. 5.2 a) or b)**
 - E. 5.7 a) or b)**
 - F. 6.2 a) or b)**
 - G. 7 a) or b)**
 - H. 7.2 a) or b)**
 - I. 9.2 a) or b)**
 - J. 13.1i a) or b)**
 - K. 14 a), b), c), d) or e)**
 - L. 15.3 a) or b)**
 - M. 19 a) or b); and**
 - N. any other changes as follows:**

3. ISSUES AND DISCUSSION

3.1 Background:

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

In May 2019 Council considered a report recommending the committee/sub-committee process allowed for by the Local Government Act (LGA) as the appropriate legal process. This would enable Council to appoint groups of community members to manage halls and reserves, and to give them delegated authority to carry out that management in partnership with the Council. No other option would have allowed Council to delegate the level of authority to these groups that the LGA 2002 process allows.

In April 2020 the full Council approved the establishment of subcommittees under the Community Environment and Services Committee for each of the reserves and/or halls. The maximum number of members on any subcommittee reserve and/or hall subcommittee was set at 11, including a Ward councillor appointed to that subcommittee.

The Council also adopted a General Terms of Reference and Delegations for all the Reserve and Hall Subcommittees. The first subcommittees were appointed in April 2020 after an Expressions of Interest process. In the months that followed further appointments were made to some subcommittees and a number of individual resignations were received.

Under the LGA 2002, all committees and subcommittees of councils are automatically dissolved following each council election and must be reappointed following the election unless there is a specific resolution for them to continue. In November 2022, after the new Council had been elected, the Community Environment and Services Committee once again established the subcommittees and adopted the Terms of Reference included in the report to the committee, and:

‘Instructs the Chief Executive to advise subcommittees of the opportunity to request appropriate changes to the ‘Frequency of Meetings’ and ‘Other Delegations and Responsibilities – Financial’ provisions in the ‘General Terms and Reference and Delegations for Reserve and Hall Subcommittees’;

(Community Environment and Services Committee minutes for 9 November 2022).

A second Expressions of Interest process was undertaken and in December 2022 appointments were once again made to each of the subcommittees.

3.2 Terms of Reference

It is common practice to adopt a terms of reference for committees and subcommittees amongst local authorities in New Zealand. It is not required under the Local Government Act 2002 but is vital in order to empower a committee or subcommittee to undertake specific duties which Council has responsibility to undertake. In empowering the subcommittees through the Terms of Reference, the Council delegates many of the responsibilities to carry out matters which the subcommittee has the skills and experience to perform. This is the intention of the Terms of Reference for the reserve and halls subcommittees.

The Terms of Reference are a governance tool and should be based on the principles of good delegation. That is that they will endeavour to enable efficient and effective functioning without undue interference while still ensuring accountability and transparency for decisions relating to public land and money.

Terms of Reference provide guidance for both the Council, the overseeing committee and the subcommittee on:

- Purpose
- Scope
- Delegations
- Duties
- Responsibilities

In the case of the reserves and halls subcommittees, the Terms of Reference set out Council's responsibilities to the subcommittees and those of the subcommittee to Council and the community. Without the Terms of Reference and the delegations included in them, the Council would be responsible for carrying out all the requirements set out in the Reserves Act 1977 and the Local Government Act 2002 in relation to the reserves Council is deemed to be the Administering Body – that is the responsibility to control and manage.

A generic Terms of Reference for the Reserves and Halls Subcommittees was approved by the Council in April 2020 when the subcommittees were first established. These Terms of Reference were also approved by the Community Environment and Services Committee in November 2022. As noted above it was intended that subcommittees be able to request changes to some of the provisions in the generic Terms of Reference. (November 2022 Terms of Reference - see Appendix 1)

During the first term of the subcommittees (April 2020 to October 2022) a number of subcommittees requested financial delegations be set in the Terms of Reference which were duly approved by Council.

Some subcommittees also proposed a number of significant changes to the Terms of Reference. The subcommittees for Ngakawau-Hector, Seddonville, Mokihiui, Waimangaroa and Little Wanganui proposed the changes set out in Appendix 2 – 2022/2023 Proposed Terms of Reference.

3.3 Moving Forward

In order to move forward, officers prepared a revised Draft Terms of Reference for consideration by the subcommittees and the Council. This version incorporated many of the changes proposed by the subcommittees but also sets out a number of options for consideration by Council for several key points.

This was circulated prior to Easter to the subcommittees in Northern Buller for their response by email (at the request of two of the subcommittees). Face to face workshops were offered but not possible given the timeframe for this report. All those contacted (except for Waimangaroa) responded by email. Ngakawau-Hector, Karamea and Seddonville all rejected the draft revised version and strongly advised that the version they supported was their original 2022/2023 Proposed Terms of Reference (Appendix 2). Karamea responded after holding a workshop of members with changes to the Council Revised Draft Terms of Reference.

The Karamea changes to the Council Revised Draft Terms of Reference are attached as Appendix 3 – April 2023 Karamea proposed changes.

Mokihiui advised that due to a busy Easter and other subcommittee commitments, they were not able to respond in the timeframe. Their written response, which covers a number of other matters, is attached as Appendix 4.

There was no response from the Waimangaroa Sub Committee at the time of writing this report.

In Appendix 5 (Outline of Major Points of Difference) the issues raised in the Terms of Reference presented by the Ngakawau-Hector, Seddonville and Little Wanganui subcommittees are analysed.

As noted above, the Karamea Subcommittee provided a separate response. The response agreed with a number of the changes put forward in the Council Revised Draft Terms of Reference. Their support or disagreement with the Revised Draft Terms of Reference is included in the analysis in Appendix 5.

3.4 Council Direction

A draft revised terms of reference has been prepared for this council meeting by officers and is attached as Appendix 6 - Revised Draft Terms of Reference for Council April 2023 CFO. This document is basically the same as that sent out to the subcommittees for comment before Easter. It is a combination of the original terms of reference approved by Council in November 2022 (Appendix 1) 2022/2023 Proposed Terms of Reference, presented by the Ngakawau-Hector, Seddonville, Waimangaroa and Little Wanganui subcommittees (Appendix 2).

Throughout the document there are options given for the points which need Council direction. They are matters relating to:

- Preamble
- 3.1 Discharge of subcommittee individual members or in its entirety
- 3.3 Appointment process
- 5.2 Licences to Occupy process
- 5.7 Any other powers delegated
- 6.2 Contracts
- 7 Exercise of delegated powers
- 7.2 Budget approval
- 9.2 Allocation of money if subcommittee terminated
- 13.1 Budget and Programme of Works approval process
- 14 Contact with Media protocols
- 15.3 Special General Meeting provisions
- 19 Other delegations and responsibilities

The advantages and challenges for each of the options have been analysed by staff and are presented in Appendix 5. It is proposed that Council consider the document and the analysis then choose which of the options they consider appropriate for the subcommittee Terms of Reference.

The remainder of the document is also of course subject to any changes Council sees fit to make.

4. CONSIDERATIONS

4.1. Strategic Impact

The appointment of reserve and/or hall subcommittees allows for decision regarding reserves and halls to be managed at a local level while being aligned to the Council's policy and direction. Terms of reference and delegations mean that the subcommittees are included within the Council's Governance Structure.

4.2 Significance Assessment

"Reserves" are listed as a strategic asset in Council's Significance and Engagement Policy. Appointing reserve and/or hall subcommittees is not considered to be transferring control of these assets as they are subcommittees of Council itself, and the ultimate responsibility, liability and control sits with Council as the administering body under the Reserves Act 1977.

The decisions in this report are not considered to meet the threshold to be considered significant decisions under the Policy.

4.3 Risk Management Implications

- **Public Perception**

Council has taken on board the need for further resource to support the subcommittees and the community volunteers that take on the responsibility of subcommittee appointments. In March 2023 the role of Subcommittees Liaison Officer was created and filled on a part time basis. This role includes the position being the one source of contact for the subcommittees to improve communication and feedback.

Appropriate Terms of Reference, delegations and support to the subcommittees acknowledge that the work of the volunteers on the subcommittees is highly valued by Council.

- **Strategic**

The appointment process, terms of reference and delegations are in line with the Council's overall Governance Structure and carried out according to legal requirements and advice

4.4 Values

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

The Buller District Values are: Community Driven, One Team, Future Focussed, Integrity and We Care. The recommended option is aligned with these values.

4.5 Policy / Legal Considerations

The following are relevant:

- Buller District Council Governance Structure
- Local Government Act 2002
- Reserves Act 1977

4.6 Tangata Whenua Considerations

No specific considerations have been identified relating to this issue.

4.7 Views of Those Affected

There has been mixed feedback from those on the various reserves and/or halls subcommittees over the last three years. Much of this has related to the lack of support around meetings and day to day matters. The other matter of great concern to the subcommittees has been the role they have in the management of reserves and halls which are and have been for many years an integral part of the communities they serve.

The development of Reserve Management Plans for each reserve, in partnership with each subcommittee, as required under the Reserves Act 1977 will be a priority for the Liaison Officer. This will assist the subcommittees in their future financial planning and identification of projects.

4.8 Costs

Council staff time and resources will continue to be managed under existing workloads and budgets.

4.9 Benefits

- The establishment of clear Terms of Reference for the subcommittees ensures that reserves are managed in line with Council’s legal obligations and responsibilities under the Reserves Act 1977.
- Provides an opportunity for the council and community to work together to ensure that public assets are used in the best way for the local community.

- The responsibilities and expectations on both Council and the subcommittees are clearly outlined and understood through Terms of Reference.

4.10. Media / Publicity

There may be interest from the media in this issue. This will be managed by the Communications team as and when required.

Reserve and Hall Subcommittees

Reports To:	Community, Environment & Services Committee
Chairperson:	[to be elected by the subcommittee]
Membership:	[members to be confirmed following process]
Meeting Frequency:	Twice a year
Quorum:	A majority of members (including vacancies)

Purpose

The Reserve and Hall Subcommittee is responsible for:

1. Providing general guidance and support to the Council in the management of specified Buller District Council local reserves and halls.
2. In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district and therefore retains the right to set minimum standards and to review the recommendations of Reserve and Hall Subcommittees associated with the exercise of these delegations.

General Terms of Reference:

The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :

1. Are to be formally appointed by Council, which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety.
2. Are subject in all things to the control of the Council;
3. Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee or its affairs;
4. Are prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Are prohibited from appointing any subordinate body.

Role and Powers

The role of Reserve and Halls Subcommittees is to:

1. Work with Council to manage reserves and halls in the district;
2. Develop in partnership with Council Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
3. Undertake responsibilities set out in individual Reserve and Hall Subcommittee Terms of Reference and Delegations;
4. Make recommendations to Council on property (including land & buildings) acquisitions and disposals in relation to a reserve or hall.

In exercising the delegated powers, the Subcommittee will operate within:

1. Policies, plans, standards, or guidelines that have been established and approved by Council:

2. The approved Council budgets for the activity.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

Matters which are NOT delegated by Council.

1. The power to:
 - Make a rate or bylaw.
 - Borrow money, or purchase or dispose of assets.
 - Acquire, hold, or dispose of property.
 - Appoint, suspend, or remove staff.
 - Institute an action for the recovery of any amount.
 - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

Membership

The membership of the Subcommittee consists of:

1. One member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 selected by an advertised expressions of interest process.

Chairperson

The Subcommittee must have a chairperson who shall be elected by Subcommittee members at the first meeting of the Subcommittee.

The chairperson is responsible for:

1. The efficient functioning of the Subcommittee.
2. Setting the agenda for Subcommittee meetings.
3. Ensuring that all members of the Subcommittee receive sufficient timely information to enable them to be effective Subcommittee members.
4. Attending Council meetings as required to represent the interests of the Subcommittee.
5. Being the link between the Subcommittee and Council staff.

Accountability

(a) The Subcommittee shall:

- i) Present its proposed Annual Budget and Programme of Works, by the date specified, to the Community Environment and Services Committee for endorsement.
- ii) Present its Annual Report and Annual Accounts, by the date specified, to the Community, Environment and Services Committee of Council.
- iii) Present to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iv) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

(b) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Contacts with media and outside agencies

The Mayor acts as the official spokesperson for the Council with the media and may provide approval to elected members to act as an official spokesperson.

Subcommittee members, including the chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of the Council.

The Council, after consultation with the Subcommittee Chair, will manage the formal communications between the Subcommittee and the community in the exercise of its business.

Correspondence with central government, other local government agencies or other official agencies will only take place through Council staff.

Frequency of meetings

The Subcommittee shall hold two formal meetings per year. For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with the *Local Government Act 2002*, the *Local Government Official Information and Meetings Act 1987*, the *Local Authorities (Members' Interests) Act 1968*, and Council's Standing Orders and Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other delegations and responsibilities

These general provisions and delegations can be superseded by specific Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations, following approval by the Community, Environment and Services Committee.

Little Wanganui Hall Reserve Subcommittee

Reports To: Community, Environment & Services Committee

Chairperson: Kathy Blumm

Secretary: Kate Grey

Treasurer: Caroline Wood

Committee Members: Emma Duncan, Dianne Anderson, Owen Morrissey, Linda Hyndman, Pat Parkinson, Kirsty Barkman, Melanie Horncastle, Anji Hamson, Kathleen Gavigan, Jill Newman.

Purpose:

The purpose of the Little Wanganui Hall Subcommittee, is as a “Committee of Management” for the Little Wanganui Reserve as historically appointed by the Buller District Council under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 sections 30 and 31 of the Local Government Act 2002 and the Reserves Act 1977.

General Terms of Reference:

The subcommittee will act within the delegated powers and annual financial requirements contained within these terms of reference, its Reserve Management Plan and in conjunction with the overarching functions, duties and powers provided as a Committee of Management under the Reserves Act 1977.

The Subcommittee:

1. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise;
2. Will be formally appointed or reappointed by Council following the Local Government triennial election of members and following a publicly advertised Special General Meeting of the subcommittee where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee;
3. Is subject in all things to the control of the Committee that appointed it;
4. Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Is prohibited from appointing any subordinate body.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

Council has the power to discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council’s Code of Conduct. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated with the terminated Subcommittee.

In exercising the delegated powers, the Subcommittee will endeavour to operate within:

1. All general and special directions of the Community, Environment and Services committee, and Council, given in relation to the Subcommittee or its affairs;
2. Policies, plans, standards or guidelines that have been established and agreed;
3. Agreed budgets for the activity.

Delegations:

In making these delegations Council recognises the functions, powers, and duties transferred to the Little Wanganui Reserve Subcommittee by this document are matters of significance to the community and therefore require legislative standards to be met.

In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve.

Matters delegated by Council

The Little Wanganui Reserve Subcommittee's key delegations are:

- The maintenance and operation of the reserve including licences to occupy
- The letting of facilities
- The setting of hire fees and annual budgets for the reserve
- to raise and expend finance as per agreed budgets
- to enter into contracts necessary for the efficient running and suitable use of the reserve
- any other powers necessary for the efficient and effective management of the reserve

Matters which are NOT delegated by Council.

1. The power to:

- Make a rate or bylaw.
- Borrow money, or purchase or dispose of assets.
- Acquire or dispose of property.
- Appoint, suspend, or remove staff.
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

Membership

The membership of the Subcommittee consists of:

1. One Seddon Ward member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 nominated via a Subcommittee Special General Meeting in the year of the Local Government triennial election of members.

Officers of the Subcommittee

The Subcommittee must have a chairperson, secretary and treasurer and up to seven committee members who shall be locally elected at a Special General Meeting of the Little Wanganui Reserve Subcommittee in the year of the Local Government triennial election of members and which is publicly advertised.

The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

The Secretary shall summon the meetings, co-ordinate the agenda for meetings, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable.

The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

Accountability

The Subcommittee shall:

- i) Provide its Annual Report and Annual Accounts, by the date specified to Council's Finance Department
- ii) Provide to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iii) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

Buller District Council's auditors, Audit New Zealand, have the following two requirements for the audit verification of banking arrangements:

1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
2. A letter signed for and on behalf of the Subcommittee certifying that during the period:
 - no new bank or investment accounts were opened,
 - no monies were borrowed, and
 - no guarantees were sought or given.

This audit method has been agreed to on the understanding that it does not detract from Audit New Zealand's ability to request bank confirmation if deemed necessary.

(c) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Frequency of meetings

The Subcommittee shall hold at least one formal meeting per year.

In addition, one Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) prior to each Local Government triennial election of members which will then be provided to Council.

For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with Council's Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other Powers and Responsibilities

These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.

Council may delegate the Sub Committee's functions, duties and powers to a Ward specific Community Board if such delegation would enable a Community Board to better achieve the Sub Committee's role.

Ngakawau-Hector Reserve Subcommittee

Reports To: Community, Environment & Services Committee

Chairperson: Dick Marsh

Secretary: Jackie Mathers

Treasurer: Sharlene Terry

Committee Members: Richard King-Turner, Bart Gillman

Purpose:

The purpose of the Ngakawau-Hector Reserve Subcommittee, is as a “Committee of Management” for the Ngakawau-Hector Reserves as historically appointed by the Buller District Council under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 sections 30 and 31 of the Local Government Act 2002 and the Reserves Act 1977.

General Terms of Reference:

The subcommittee will act within the delegated powers and annual financial requirements contained within these terms of reference, its Reserve Management Plan and in conjunction with the overarching functions, duties and powers provided as a Committee of Management under the Reserves Act 1977.

The Subcommittee:

1. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise;
2. Will be formally appointed or reappointed by Council following the Local Government triennial election of members and following a publicly advertised Special General Meeting of the subcommittee where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee;
3. Is subject in all things to the control of the Committee that appointed it;
4. Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Is prohibited from appointing any subordinate body.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

Council has the power to discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council’s Code of Conduct. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee.

In exercising the delegated powers, the Subcommittee will endeavour to operate within:

1. All general and special directions of the Community, Environment and Services committee, and Council, given in relation to the Subcommittee or its affairs;
2. Policies, plans, standards or guidelines that have been established and agreed;
3. Agreed budgets for the activity.

Delegations:

In making these delegations Council recognises the functions, powers, and duties transferred to the Ngakawau-Hector Reserve Subcommittee by this document are matters of significance to the community and therefore require legislative standards to be met.

In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve.

Matters delegated by Council

The Ngakawau-Hector Reserve Subcommittee's key delegations are:

- The maintenance and operation of the reserve including licences to occupy
- The letting of facilities
- The setting of hire fees and annual budgets for the reserve
- to raise and expend finance as per agreed budgets
- to enter into contracts necessary for the efficient running and suitable use of the reserve
- any other powers necessary for the efficient and effective management of the reserve

All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee. Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

Matters which are NOT delegated by Council.

1. The power to:

- Make a rate or bylaw.
- Borrow money, or purchase or dispose of assets.
- Acquire or dispose of property.
- Appoint, suspend, or remove staff.
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

Membership

Other than the Seddon Ward Councillor Representative, eligibility for subcommittee membership is restricted to residents of the Ngakawau, Hector or Granity townships.

The membership of the Subcommittee consists of:

1. One Seddon Ward member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 nominated via a Subcommittee Special General Meeting in the year of the Local Government triennial election of members.

Officers of the Subcommittee

The Subcommittee must have a chairperson, secretary and treasurer and up to seven committee members who shall be locally elected at a Special General Meeting of the Ngakawau-Hector Reserve Subcommittee in the year of the Local Government triennial election of members and which is publicly advertised.

The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

The Secretary shall summon the meetings, co-ordinate the agenda for meetings, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable.

The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

Accountability

The Subcommittee shall:

- i) Provide its Annual Report and Annual Accounts, by the date specified to Council's Finance Department
- ii) Provide to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iii) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

Buller District Council's auditors, Audit New Zealand, have the following two requirements for the audit verification of banking arrangements:

1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
2. A letter signed for and on behalf of the Subcommittee certifying that during the period:
 - no new bank or investment accounts were opened,
 - no monies were borrowed, and
 - no guarantees were sought or given.

This audit method has been agreed to on the understanding that it does not detract from Audit New Zealand's ability to request bank confirmation if deemed necessary.

(c) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Frequency of meetings

The Subcommittee shall hold at least one formal meeting per year.

In addition, one Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) prior to each Local Government triennial election of members which will then be provided to Council.

For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with Council's Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other Powers and Responsibilities

These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.

Council may delegate the Subcommittee's functions duties and powers to a Ward specific Community Board if such delegation would enable a Community Board to better achieve the Subcommittee's role.

Seddonville Reserve Subcommittee

Reports To: Community, Environment & Services Committee

Chairperson: Karen Mulholland

Secretary: Lorraine Zielinski

Treasurer: Aroha Commons

Committee Members: Dave & Betty Watson, Wayne Mulholland

Purpose:

The purpose of the Seddonville Reserve Subcommittee, is as a “Committee of Management” for the Seddonville Reserves as historically appointed by the Buller District Council under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 sections 30 and 31 of the Local Government Act 2002 and the Reserves Act 1977.

General Terms of Reference:

The subcommittee will act within the delegated powers and annual financial requirements contained within these terms of reference, its Reserve Management Plan and in conjunction with the overarching functions, duties and powers provided as a Committee of Management under the Reserves Act 1977.

The Subcommittee:

1. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise;
2. Will be formally appointed or reappointed by Council following the Local Government triennial election of members and following a publicly advertised Special General Meeting of the subcommittee where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee;
3. Is subject in all things to the control of the Committee that appointed it;
4. Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Is prohibited from appointing any subordinate body.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

Council has the power to discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council’s Code of Conduct. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee.

In exercising the delegated powers, the Subcommittee will endeavour to operate within:

1. All general and special directions of the Community, Environment and Services committee, and Council, given in relation to the Subcommittee or its affairs;
2. Policies, plans, standards or guidelines that have been established and agreed;
3. Agreed budgets for the activity.

Delegations:

In making these delegations Council recognises the functions, powers, and duties transferred to the Seddonville Reserve Subcommittee by this document are matters of significance to the community and therefore require legislative standards to be met.

In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve.

Matters delegated by Council

The Seddonville Reserve Subcommittee's key delegations are:

- The maintenance and operation of the reserve including licences to occupy
- The letting of facilities
- The setting of hire fees and annual budgets for the reserve
- to raise and expend finance as per agreed budgets
- to enter contracts necessary for the efficient running and suitable use of the reserve
- any other powers necessary for the efficient and effective management of the reserve

All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee. Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

Matters which are NOT delegated by Council.

1. The power to:

- Make a rate or bylaw.
- Borrow money, or purchase or dispose of assets.
- Acquire or dispose of property.
- Appoint, suspend, or remove staff.
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

Membership

The membership of the Subcommittee consists of:

1. One Seddon Ward member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 nominated via a Subcommittee Special General Meeting in the year of the Local Government triennial election of members.

Officers of the Subcommittee

The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be locally elected at a Special General Meeting of the Seddonville Reserve Subcommittee in the year of the Local Government triennial election of members and which is publicly advertised.

The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

The Secretary shall summon the meetings, co-ordinate the agenda for meetings, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable.

The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

Accountability

The Subcommittee shall:

- i) Provide its Annual Report and Annual Accounts, by the date specified to Council's Finance Department
- ii) Provide to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iii) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

Buller District Council's auditors, Audit New Zealand, have the following two requirements for the audit verification of banking arrangements:

1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
2. A letter signed for and on behalf of the Subcommittee certifying that during the period:
 - no new bank or investment accounts were opened,
 - no monies were borrowed, and
 - no guarantees were sought or given.

This audit method has been agreed to on the understanding that it does not detract from Audit New Zealand's ability to request bank confirmation if deemed necessary.

(c) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Frequency of meetings

The Subcommittee shall hold at least one formal meeting per year.

In addition, one Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) prior to each Local Government triennial election of members which will then be provided to Council.

For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with Council's Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other Powers and Responsibilities

These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.

Council may delegate the Subcommittee's functions duties and powers to a Ward specific Community Board if such delegation would enable a Community Board to better achieve the Subcommittee's role.

Waimangaroa Reserve Subcommittee

Reports To: Community, Environment & Services Committee

Chairperson: Beverly Morrow

Deputy Chairperson: Barry Lightbown

Secretary/Treasurer: David Orchard

Committee Members: Susan Lightbown, Jacqueline McDonald, Alister Perry, Andrew Wiseman, Sally Brown.

Purpose:

The purpose of the Waimangaroa Reserve Subcommittee, is as a “Committee of Management” for the Waimangaroa Reserve (formerly the Waimangaroa Domain) as historically appointed by the Buller District Council under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 sections 30 and 31 of the Local Government Act 2002 and the Reserves Act 1977.

General Terms of Reference:

The subcommittee will act within the delegated powers and annual financial requirements contained within these terms of reference, its Reserve Management Plan and in conjunction with the overarching functions, duties and powers provided as a Committee of Management under the Reserves Act 1977.

The Subcommittee:

1. Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise;
2. Will be formally appointed or reappointed by Council following the Local Government triennial election of members and following a publicly advertised Special General Meeting of residents of the Fairdown/Waimangaroa/Birchfield area (including Waimangaroa Township) where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee and receive the support of a majority of the attendees at such meeting;
3. Is subject in all things to the control of the Committee that appointed it;
4. Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
5. Is prohibited from appointing any subordinate body.

Power to delegate

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee, or person.

Council has the power to discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council’s Code of Conduct. If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee.

In exercising the delegated powers, the Subcommittee will endeavour to operate within:

1. All general and special directions of the Community, Environment and Services committee, and Council, given in relation to the Subcommittee or its affairs;
2. Policies, plans, standards or guidelines that have been established and agreed;
3. Agreed budgets for the activity.

Delegations:

In making these delegations Council recognises the functions, powers, and duties transferred to the Waimangaroa Reserve Subcommittee by this document are matters of significance to the community and therefore require legislative standards to be met.

In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve.

Matters delegated by Council

The Waimangaroa Reserve Subcommittee's key delegations are:

- The maintenance and operation of the reserve including licences to occupy
- The letting of facilities
- The setting of hire fees and annual budgets for the reserve
- to raise and expend finance as per agreed budgets
- to enter into contracts necessary for the efficient running and suitable use of the reserve
- any other powers necessary for the efficient and effective management of the reserve

All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee. Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

Matters which are NOT delegated by Council.

1. The power to:

- Make a rate or bylaw.
- Borrow money, or purchase or dispose of assets.
- Acquire or dispose of property.
- Appoint, suspend, or remove staff.
- Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like.

2. The powers and duties conferred or imposed (on Council) by the Public Works Act 1981 or those powers listed in the Section 34 (2) of the Resource Management Act 1991

Membership

Eligibility for subcommittee membership is restricted to residents of the Fairdown/Waimangaroa/Birchfield area, including Waimangaroa townships.

The membership of the Subcommittee consists of:

1. One Seddon Ward member elected under the Local Electoral Act 2001; and
2. Appointed members – up to 10 appointed by Council from those elected by simple majority of the attendees at the publicly advertised Special General Meeting referred to above.

Officers of the Subcommittee

The Subcommittee must have a chairperson, secretary and treasurer and up to seven committee members who shall be locally elected as provided above.

The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.

The Secretary shall summon the meetings, co-ordinate the agenda for meetings, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable.

The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

Accountability

The Subcommittee shall:

- i) Provide its Annual Report and Annual Accounts, by the date specified to Council's Finance Department
- ii) Provide to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iii) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

Buller District Council's auditors, Audit New Zealand, have the following two requirements for the audit verification of banking arrangements:

1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
2. A letter signed for and on behalf of the Subcommittee certifying that during the period:
 - no new bank or investment accounts were opened,
 - no monies were borrowed, and
 - no guarantees were sought or given.

This audit method has been agreed to on the understanding that it does not detract from Audit New Zealand's ability to request bank confirmation if deemed necessary.

(c) Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

Frequency of meetings

The Subcommittee shall hold at least one formal meeting per year.

In addition, one Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) prior to each Local Government triennial election of members which will then be provided to Council.

For the avoidance of doubt, this clause does not prevent the Subcommittee holding workshops or working bees outside of the formal meeting schedule.

Conduct of affairs

The Subcommittee shall conduct its affairs in accordance with Council's Code of Conduct.

Quorum

The quorum at a meeting of the Subcommittee shall consist of:

1. Half of the members if the number of members (including vacancies) is even; or
2. A majority of members if the number of members (including vacancies) is odd.

Remuneration

No honorarium or meeting allowance will be payable to Subcommittee members.

Other Powers and Responsibilities

These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.

Council may delegate the Subcommittee's functions duties and powers to a Ward specific Community Board if such delegation would enable a Community Board to better achieve the Subcommittee's role.

TERMS OF REFERENCE. KARAMEA RESERVE SUBCOMMITTEE

It is acknowledged and appreciated that efforts are now being made to discuss and hopefully agree on terms of reference for the management of the Reserve.

There is a long history of discussion over the terms of reference and the obligations of the voluntary committees and the Council. There is an even longer history, in our case, of being left alone to manage the campground and this has resulted over the last 10 years or so in a significant upgrade of the facilities. At no stage has the Council been asked for any financial or administrative assistance to run the facility or pay for improvements, apart from a grant from the Enhancement Fund towards the purchase of trees, shrubs and grasses. Marariki Tu Rakau also provided funding for this project, all plantings by volunteers.

Our financial records are audited very fully by Council each year without adverse comment.

Discussions over terms of reference have been discussed by this Subcommittee for several years, and the initial “General terms of reference and delegated authorities” being proposed were supplied to us at a meeting on 10 July 2020. Our committee suggested some amendments in tone and context and conveyed them to Council staff. At the next meeting on 11 November 2021 at Karamea, Ms Trigg advised that it was “unlikely that councillors would accept the suggested alternative terms of reference. They would be presented to councillors at the next Community, Environment and Services committee meeting.”

At our most recent meeting with Council staff on 1 August 2022 the Facilities Team present from Council were unable to discuss the issue.

We agree with “Jackie and Bart” that there is little point in carrying on even more ‘discussions’ without having a document which our Committee, as a whole, can have the opportunity to study and debate.

Is there any reason why Council cannot send us the new proposed draft TOR so we can distribute it to our committee members for consideration and discussion? This would seem to be the logical next step in this long running issue.

We look forward to meeting you in person at a later date and resolving the TOR. However, we see little point in further discussion at this stage and in any event it would be a matter for full deliberation by our Subcommittee.

Peter Gibson
Acting Secretary
Karamea Reserve Subcommittee

KARAMEA RESERVE SUBCOMMITTEE

GENERAL TERMS OF REFERENCE AND DELEGATION FOR SUBCOMMITTEE OF BULLER DISTRICT COUNCIL.

1. PURPOSE

- 1.1 The purpose of the Karamea Reserve Subcommittee is to manage the Karamea Reserve and Camping Ground with the support of Council.
- 1.2 In making these delegations the Council recognises that it is ultimately responsible for the Karamea Reserve under the instrument of Delegation for Territorial Authorities dated 12 June 2013 and as the administering body specific to the Karamea Reserve.

2. COUNCIL RESPONSIBILITIES

- 2.1 Formally appoint members of the Subcommittee which will report to the Community, Environment and Services Committee of Council.
- 2.2 In partnership with the Subcommittee and local community endeavour to develop Reserve Management Plans to provide clear guidelines for maintenance and development programmes in the best interest of the local community and district within the provisions of the Reserves Act 1977.
- 2.3 If disputes arise concerning the terms of reference, determine the interpretation.
- 2.4 To produce and distribute the Subcommittee Order Paper for the formal annual Subcommittee meeting, give notice of the meeting and provide secretarial support at the meeting.

3. THE KARAMEA RESERVE SUBCOMMITTEE IS DELEGATED THE FOLLOWING GENERAL TERMS OF REFERENCE AND POWERS;

The Subcommittee (Local Government Act 2002,s30 and 32 Schedule 7)

- 3.1 Are to be formally appointed by Council,
- 3.2 Which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.
- 3.3 Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise.
- 3.4 Will be formally appointed by Council following the Local Government triennial election of members following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area (determined by use of Census NZ statistical areas) and have the skills, attributes, or knowledge that will assist the work of the Subcommittee.
- 3.5 Is subject in all things to the control of the Council.
- 3.6 Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee.
- 3.7 Is prohibited from the disposing or purchasing of land or buildings without the express approval of the Community, Environment and Services committee and/or Council, whichever is appropriate.
- 3.8 Is prohibited from appointing any subordinate body.

4. ROLE.

The role of the Karamea Reserve Subcommittee is to:

- 4.1 Manage the reserve for the benefit of the local community and wider district in accordance with the Reserves Act 1977 and the Reserve Management Plan when it is completed and approved.
- 4.2 Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan.
- 4.3 Make recommendations to Council on property (including land and buildings) acquisitions and disposals in relation to the reserve.
- 4.4 Develop and approve an annual budget each financial year.

5. DELEGATIONS

The delegations to the Subcommittee are as follows;

- 5.1 The maintenance and operation of the Reserve.
- 5.2 The letting of facilities.
- 5.3 The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February each year).
- 5.4 The raising and expenditure of finance.
- 5.5 To enter contracts necessary for the efficient running and suitable use of the reserve.

6. EXERCISE OF DELEGATIONS

In exercising the delegated powers, the Subcommittee will use its best endeavour to operate within:

- 6.1 Policies, plans, standards or guidelines that have been established and approved by Council.
- 6.2 The approved annual budget.
- 6.3 All general and special directions of the Community, Environment and Services committee and Council given in relation to the Subcommittee.

7. POWER TO DELEGATE

The Subcommittee may not delegate any of its responsibilities, duties or powers to a committee, subcommittee or person.

8. CESSATION OF SUBCOMMITTEE

- 8.1 The Subcommittee may be terminated for a breach of the general principles of good governance as outlined in section 3 of Council's Code of Conduct.
- 8.2 If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the Reserve associated with the terminated Subcommittee.

9. MATTERS WHICH ARE NOT DELEGATED BY COUNCIL.

The power to:

- 9.1 Make a rate or bylaw.
- 9.2 Borrow money, or purchase or dispose of land or buildings.
- 9.3 Acquire, hold or dispose of property.
- 9.4 Appoint, suspend or remove staff.
- 9.5 Institute an action for the recovery of any amount.
- 9.6 Issue and police building consents, notices, authorisations and requirements under any Acts,

Statutes, Regulations, By-Laws and the like.

9.7 The powers and duties conferred or imposed on Council by the Public Works Act 1981 or those powers listed in Section 34 (2) of the Resource Management Act 1991.

10. MEMBERSHIP.

The membership of the Subcommittee consists of:

10.1 One Ward member elected under the Local Electoral Act 2001, and appointed members – up to 10, selected in accordance with section 3.4 of this document.

10.2 The Subcommittee shall have a Chairperson and Secretary and up to eight committee members.

10.3 The Chair's main duty is to guide the meetings so that fair and satisfactory decisions are reached on the various items on the agenda.

10.4 The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute them to members and the Community, Environment and Services Committee as soon as practicable. The annual or biennial formal meeting will be managed by Council staff.

10.5 A Treasurer will be employed as a contractor and will be responsible to the Subcommittee for financial payments and income oversight, and will prepare income and expenditure reports and a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial records is the 30th June.

11. ACCOUNTABILITY

The Subcommittee shall :-

11.1 Present its proposed annual budget and programme of works to the Community, Environment and Services Committee for information and comment.

11.2 Present to the Council any other report it is requested to provide.

11.3 Keep clear and accurate accounts and records of all transactions and make them available to Council on request.

11.4 Provide its annual accounts to Council by the date specified by Council for auditing in accordance with Audit New Zealand requirements.

NOTE;

Audit New Zealand have the following two requirements for the audit verification of banking arrangements:

a) Copies of all bank account and investment statements as at 30 June confirmed as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.

b). A letter signed for and on behalf of the Subcommittee certifying that during the period:

. No new bank or investment accounts were opened.

. No monies were borrowed.

. No guarantees were sought or given.

This audit method has been agreed on the understanding that it does not detract from Audit New Zealand's ability to request bank confirmation if deemed necessary.

11.5 Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of the operations of the Subcommittee or for any debt lawfully incurred by the Subcommittee.

12. CONTACTS WITH MEDIA AND OUTSIDE AGENCIES,

Only the Chairperson of the Subcommittee may speak with the media and outside organisations on behalf of the Subcommittee.

13. FREQUENCY OF MEETINGS

13.1 The Subcommittee shall hold at least one formal meeting per year.

The formal meeting will be chaired and administered by Council and follow all requirements for Council meetings,

including compilation, advertising, distribution of agenda, secretarial and officer support and preparation and prompt distribution of minutes.

13.2 In addition, one Special General Meeting will be held for the purpose of publicly nominating members

(as per the membership criteria) prior to each Local Government triennial election of members which will then be provided to Council.

13.3 For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting.

14. CONDUCT OF AFFAIRS.

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, The Local Government Official Information and Meetings Act 1987, The Local Authorities (Members Interests) Act 1968, and the Council's Standing Orders and Code of Conduct.

15. QUORUM.

The quorum of a meeting of the Subcommittee shall consist of:

Half of the members if the total number of members is even.

A majority of the members if the number of members is odd.

16. REMUNERATION.

No honorarium or meeting allowance will be payable to subcommittee members.

17. OTHER DELEGATIONS AND RESPONSIBILITIES.

These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the Subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.

17 April 2023

Buller District Council

Attn: Krissy Trigg

By email: krissy.trigg@bdc.govt.nz

Dear Krissy,

RE: Buller District Council Consultation on Subcommittee Terms of Reference

On 5th of April we received an email from Council with a draft Terms of Reference document for our feedback. We were asked to provide feedback by 11 April at the latest.

We are a committee of 7 volunteers with day jobs and other commitments, and we meet once a month around the middle of the month. We provided Council with our proposed meeting schedule in February. The 5th of April was the Wednesday before Easter, and feedback was due the Tuesday following Easter. This means we were provided with three business days' notice that we were expected to review and provide feedback on this document. This is insufficient time or notice for us to be able to workshop as a group. We are concerned at the lack of time to provide for adequate consultation, for such an important document, which governs how we are to work for the next three years. We are unclear why the version that we endorsed was unsatisfactory, and why we have been presented with a revision.

Our committee is currently doing a large amount of operational work to get the Mokihinui Campground into good shape for a new contractor to hopefully take over the running of the campground on 1 July. This includes flood/water damage remediation, kitchen refurbishment, establishing accounting and online booking systems, developing a budget for the next financial year, reviewing camp fees, physically marking out campsites, looking at long term upgrades, addressing issues with buildings and systems on site. In addition, we held a fundraiser over the Easter weekend to raise funds to pay for some historic photos to be printed and hung in the Bobby Morgan Community Hall. We are stretched, and we are working tirelessly to ensure the longevity of a Council and treasured community asset.

Unfortunately after a 2.5 hour meeting on the 15th of April, we ran out of time to review the Terms of Reference document. We feel it is important that our subcommittee is given the time and breathing space to be able to carefully consider and provide meaningful feedback on this document, and can do this at our next meeting in mid-May. We consider that putting this document to Council to approve without giving adequate time for consultation with the subcommittees that they apply to is demonstrating poor governance, and it is our view that the Terms of Reference should not be sent to Council until this consultation has occurred.

We would also like to take this opportunity to point out that we have on numerous occasions asked for the insurance proceeds from the demolition of our flood damaged backpackers accommodation to be held in the Subcommittee bank account. As explained previously, while these funds sit elsewhere the Subcommittee has an interest bearing loan (which it currently cannot afford to pay) to the Council for previous capital expenditure. So we are paying interest to Council but not receiving it on the insurance funds which are rightfully ours. This could be simply resolved by putting the funds where they belong, in our bank account, so that we can receive the benefit of it before the money is spent on improvements to the campground. To date we have not yet received any other explanation than that "the funds sit with Council". This makes no sense to us when we pay insurance premiums annually from our bank account. We would appreciate an explanation, and backdated interest for the period since Council received the insurance funds and has held on to

them. Even when we have received Council approval to spend the funds, the Council took the money out of our bank account again, instead of directly from the insurance funds they are holding on to, and now require us to produce an invoice to get reimbursed. Having to go through these steps to access our own funds puts a lot of strain on us and does not help build positive relationships with Council staff.

We trust that if the Terms of Reference are put to Council that our feedback above is provided in full, and would be happy to speak to this feedback if the opportunity is available.

Yours sincerely,

Kate McKenzie

A handwritten signature in blue ink, appearing to read 'Kate McKenzie', with a stylized flourish at the end.

Mokihinui Reserve and Hall Subcommittee Chairperson

Introduction:

The issues below have been identified as the major matters on which the April 2023 Council Revised Draft Terms of Reference (Appendix 4) and the 2022/2023 Proposed Terms of Reference (Appendix 2) as preferred by the Ngakawau-Hector, Little Wanganui and Seddonville Subcommittees. The Council Revised Draft includes many of the changes that the subcommittees have put forward and these are not discussed below.

For some issues, officers have presented a number of options for Council to consider or inclusion in the Terms of Reference.

NB: in the following discussion:

- ‘subcommittee terms of reference’ refers to the 2022/2023 Proposed Terms of Reference as presented by the three subcommittees (Appendix 2); and
- ‘council revised draft’ refers to the document prepared by officers (Appendix 4)

1. Purpose and general outline of roles and responsibilities:

Throughout the Subcommittee Proposed terms of reference there are various explanatory statement which could be combined in a Preamble or Purpose.

- The purpose of the Reserve Subcommittee, is as a “Committee of Management” for the Reserves as historically appointed by the Buller District Council under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 sections 30 and 31 of the Local Government Act 2002 and the Reserves Act 1977.
- In making these delegations Council recognises the functions, powers, and duties transferred to the Reserve Subcommittee by this document are matters of significance to the community and therefore require legislative standards to be met.
- In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve.

Advantages	Challenges
<ul style="list-style-type: none"> • References back to the very beginning of the change from Domain Boards • Delegations highlighted as important aspect of the terms of reference 	<ul style="list-style-type: none"> • ‘Committee of Management’ term used in the Local Government Reorganisation Order. The initial committees were not functioning legally with appropriate delegations.

<ul style="list-style-type: none"> Community ownership used to emphasise importance of local decision making 	<p>The subcommittee have been set up within the parameters of the LGA 2002.</p> <ul style="list-style-type: none"> No definition of ‘committee of management’ in either the LGA 2002 or the Reserves Act 1977 – nor are they referenced in either statute. Reference to matters of significance – LGA 2002 uses the term ‘significance’ in a very particular way and defines significance and significant. Matters deemed to be of significance require certain processes to be undertaken in particular the special consultative procedure. It is not considered that this process is of such significance given that it was and is correcting an existing non complying situation and returning legal power to manage the reserves to the local community. Council is the administering body for the reserves, held for the community but still ultimately responsible under the Reserves Act 1977 for all the matters set out in the Act <p><i>Reserves Act 1977 Section 40:</i> <i>(40) Functions of administering body</i> <i>(1) The administering body shall be charged with the duty of administering, managing, and controlling the reserve under its control and management in accordance with the appropriate provisions of this Act and in terms of its appointment and the means at its disposal, so as to ensure the use, enjoyment, development, maintenance, protection, and preservation, as the case may require, of the reserve for the purpose for which it is classified.</i></p> <ul style="list-style-type: none"> Council is also responsible for what happens on the reserve in relation to such things as Health and Safety (as the PCBU – person in charge of a business or undertaking)
<p>Recommendation Preamble - either:</p> <ul style="list-style-type: none"> Include a Preamble outlining history of the reserve/hall, development and current facilities; OR No preamble <p>Purpose: 1. PURPOSE:</p>	

1.1	The purpose of Reserve and Hall Subcommittee is to manage the X reserve and hall with the support of Council;
1.2	In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and/or as the administering body (specific to each reserve)
KARAMEA: Preamble: remove Purpose: As above 1.1 and 1.2	

2. General Terms of Reference :

Under General Terms of Reference the subcommittees propose including the following:

The subcommittee will act within the delegated powers and annual financial requirements contained within these terms of reference, its Reserve Management Plan and in conjunction with the overarching functions, duties and powers provided as a Committee of Management under the Reserves Act 1977.

The Subcommittee:

- Will be formally appointed or reappointed by Council following the Local Government triennial election of members and following a publicly advertised Special General Meeting of the subcommittee where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee;
- Is subject in all things to the control of the Committee that appointed it;

Advantages	Challenges
<ul style="list-style-type: none"> • Appointment process within the hands of the appointed subcommittee and local community through a public meeting • Would encourage those with support in the area to participate in the subcommittee • Nominations would help to ensure candidates have the support of others in the community 	<ul style="list-style-type: none"> • Reference to committee of management (see 1. Above) and in relation to the Reserves Act 1977 where committee of management is not defined or identified • Appointment recommendations managed through the existing subcommittee could dissuade the wider community from expressing their interest in the subcommittee. May be seen as a deterrent to those who are not connected in some way with the existing subcommittee and discourage new members with differing views • Reference to subject in all things to the committee is contrary to matters outlined further on in the document in the 'power to delegate' which states that in exercising the delegated powers the subcommittee will <u>endeavour</u> to operate within all general and special directions of the committee and

	<p>council.</p> <p>LGA 2002 Schedule 7, S. 30 (4):</p> <p><i>A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs.</i></p>
<p>Recommendation</p> <p>Below are some options for the appointment of members which provide for an open system with or without nomination requirements. In general it is considered that requiring potential appointees to be nominated by other community members would help in identifying those with support from the community. Council may also consider it important that nominees and/or appointees are residents or ratepayers of the local area as defined by using NZ Statistics census boundaries.</p> <p>Include In 'General Terms of Reference':</p> <p>3.3 Will be formally appointed by Council following the Local Government triennial election of members in the following way; either</p> <ul style="list-style-type: none"> a) following a publicly advertised Special General Meeting of the subcommittee where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee; OR b) Following a call for expressions of interest from those having the skills, attributes, or knowledge that will assist the work of the subcommittee within the District; OR c) Following a call for expressions of interest from those within the local area having the skills, attributes, or knowledge that will assist the work of the subcommittee (determined by use of appropriate NZ Statistics census boundaries): OR d) Following a call for expressions of interest from those living within the district who have been nominated by at least two residents or ratepayers within the District and have the skills, attributes, or knowledge that will assist the work of the subcommittee ; OR e) Following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area (determined by use of appropriate NZ Statistics census boundaries) and have the skills, attributes, or knowledge that will assist the work of the subcommittee <p>3.4 Is subject in all things to the control of the Council;</p> <p>3.5 Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee;</p>	
<p>KARAMEA:</p> <p>3.3 c) members following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area (determined by use of Census NZ statistical areas) and have the skills, attributes, or knowledge that will assist the work of the Subcommittee.</p> <p>3.4 Is subject in all things to the control of the Council;</p> <p>3.5 Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee</p>	

3. Power to discharge and money raised

The subcommittee's Terms of reference Power to Delegate section includes the following:

Council has the power to discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.

If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee.

Advantages	Challenges
<ul style="list-style-type: none"> • Code of Conduct referenced as the standard for behaviour of subcommittee members • Code of Conduct provides guidance to members • Money raised by the subcommittee to be invested in the reserve for which is was raised 	<ul style="list-style-type: none"> • Under the LGA 2002 Council is not limited to breaches of the Code of Conduct should it decide to discharge a subcommittee: LGA 2002 Schedule 7, S. 30 (5): <i>Unless expressly provided otherwise in an Act, (a) a local authority may discharge or reconstitute a committee or subcommittee or other subordinate decision-making body; and (b) a committee may discharge or reconstitute a subcommittee</i> • Council may not wish to be limited to breaches of the Code of Conduct - this is not a standard used across it's committees • The Reserves Act 1977 Section 80 Expenditure of Funds allows for money received from reserves can be used on any reserve across the District: Reserves Act 1977 s. 80 Expenditure of Funds (2) <i>Where pursuant to section 37 or section 38 an administering body is appointed to control and manage more than 1 reserve or a reserve and other land, then—</i> (a) <i>money received from the separate areas may be used for the improvement and benefit of all those areas or any of them</i>
<p>Recommendation: In general terms it is considered that keeping the Terms of Reference in line with the provisions of the LGA 2002 and the Reserves Act 1977 is good practice however the following are options:</p> <p>Include the following in the General Terms of Reference:</p> <p>3. The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :</p> <p>3.1 Are to be formally appointed by Council, which has the power to either:</p> <p>a) appoint and discharge members of the Subcommittee or the Subcommittee in its entirety; OR</p>	

<p>b) appoint and discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.</p> <p>9. Cessation of Subcommittee:</p> <p>9.2 If the Subcommittee is terminated, any money raised by the Subcommittee:</p> <p>a) may be allocated to the reserve or hall associated to the terminated Subcommittee, or reallocated to another reserve or hall as the Council sees fit</p> <p>OR</p> <p>b) must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee</p>
<p>KARAMEA:</p> <p>3.1b) Which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.</p> <p>9.2b) If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee</p>

4. Delegations

In the original Terms of Reference matters to be delegated were limited and required council approval for most decisions. It is considered that given the role of the subcommittee's delegations are in need of expansion and clarification.

The subcommittee's proposal is as follows:

The Reserve Subcommittee's key delegations are:

- The maintenance and operation of the reserve including licences to occupy
- The letting of facilities
- The setting of hire fees and annual budgets for the reserve
- To raise and expend finance as per agreed budgets
- To enter into contracts necessary for the efficient running and suitable use of the reserve
- Any other powers necessary for the efficient and effective management of the reserve

Advantages	Challenges
<ul style="list-style-type: none"> • Provides for the day to day management of the reserve/hall to be carried out by the subcommittee • Clearly states the specific delegations and defines the role of the subcommittee 	<ul style="list-style-type: none"> • Licences to occupy are binding legal agreements and a limited time period and one month termination notice would the fact that reserve subcommittees are subject to re-establishment and re-appointment every 3 years. • The 'any other powers' provision is considered to be too wide to be granted without further definition

	<ul style="list-style-type: none"> Leaves council in a vulnerable position in terms of delegations No limit on amount for contracts A limit on the amount permitted to be committed in a contract needs to be line with financial delegations for payment of invoices
<p>Recommendation</p> <p>Its is considered that all the delegations except for the last ‘any other powers’ are appropriate and will greatly assist the subcommittees understand and carry out their roles more effectively and efficiently.</p> <p>With respect to the power to grant licences to Occupy it is suggested that the term be defined and it be noted that the Reserves Act 1977 has certain requirements for the issuing of licences to occupy:</p> <p>5.2 The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month’s notice, and be in accordance with The Reserves Act 1977 Section 74 Licences to occupy reserves temporarily</p> <p>With respect to contract limitations these should be linked to financial delegations as follows:</p> <p>6.2 Contracts</p> <p>All contracts for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.</p> <p>Approval of contracts over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.</p>	
<p>KARAMEA</p> <p>5. Delegations:</p> <ul style="list-style-type: none"> 5.2 Licences to Occupy – remove from delegations Any other powers – remove from delegations 	

5. Exercise of Delegations:

The subcommittee’s proposed Terms of Reference includes the following as:

In exercising the delegated powers, the Subcommittee will endeavour to operate within:

1. All general and special directions of the Community, Environment and Services committee, and Council, given in relation to the Subcommittee or its affairs;
2. Policies, plans, standards or guidelines that have been established and agreed;
3. Agreed budgets for the activity

Advantages	Challenges
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<ul style="list-style-type: none"> Provides the subcommittee with opportunity to make their best efforts to follow council's requirements 	<ul style="list-style-type: none"> Use of the term 'endeavour' in relation to 1 is not compliant with the provisions of the LGA 2002: LGA 2002 Schedule 7, S. 30 (4): <i>A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs.</i> 'Agreed Budgets' - not clear who are the budgets are agreed between. It is considered that budgets should be at least seen by the Committee if not formally approved to ensure they are in line with the Reserve Management Plan
<p>RECOMMENDATION: It is considered that the Subcommittees could operate under a 'best endeavours' mandate however if they are to be in line with the LGA 2002 they should be required to comply with the matters outlined.</p> <p>7. EXERCISE OF DELEGATIONS In exercising the delegated powers, the Subcommittee will</p> <p>7a) operate within; OR 7b) use its best endeavours to operate within:</p> <p>7.1 Policies, plans, standards or guidelines that have been established and approved by Council;</p> <p>7.2a) The Council approved annual budget OR 7.2b) The Agreed budgets for the activity;</p> <p>7.3 All general and special directions of the Community, Environment and Services Committee and Council given in relation to the Subcommittee.</p>	
<p>KARAMEA</p> <p>7b) use its best endeavours to operate within;</p> <p>7.2b) The approved/agreed annual budget</p>	

6. Accountability

The Subcommittee's proposed Terms of Reference outline the audit of accounts process and the keeping of good financial records as follows:

The Subcommittee shall:

- i) Provide its Annual Report and Annual Accounts, by the date specified to Council's Finance Department
- ii) Provide to the Community Environment and Services Committee or to Council any other report it is requested to provide.
- iii) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.

Buller District Council's auditors, Audit New Zealand, have the following two requirements for the audit verification of banking arrangements:

1. Copies of all bank account and investment statements as at 30 June certified as being true and correct by the Chairperson and the Treasurer/Secretary on behalf of the Subcommittee.
2. A letter signed for and on behalf of the Subcommittee certifying that during the period:
 - no new bank or investment accounts were opened,
 - no monies were borrowed, and
 - no guarantees were sought or given.

This audit method has been agreed to on the understanding that it does not detract from Audit New Zealand's ability to request bank confirmation if deemed necessary.

Advantages	Challenges
<ul style="list-style-type: none"> The Audit and record keeping standards are clearly set out Any reports requested by the Council are to be provided 	<ul style="list-style-type: none"> There is no reference to budgets or budget approval by Council. It is considered that the presentation of annual budgets to the committee would assist council in their understanding of the financial situation of the reserves and halls. Budgets could either be presented for information or require approval by the committee would also help inform the council's annual plan process. Audit New Zealand is no longer the Council's auditor and reference to their processes should be removed. The Chief Financial Officer advises that the definition of Audit has a particular meaning and technically what is undertaken by Council is a review. Reference to 'Audit' should be replaced by 'review'. As the budget is part of Council's overall financial planning it is recommended by the Chief Financial Officer that budgets need to be approved by Council.
RECOMMENDATION	

<p>It is considered that the audit provisions proposed by the subcommittees are comprehensive and appropriate. It is however recommended that budgets for the coming year be presented to the committee for either approval or information:</p>	
<p>13 FINANCIAL ACCOUNTABILITY</p>	
13.1	<p>The Subcommittee shall:</p> <p>i) Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified to the Community Environment and Services Committee for:</p> <p>13.1i a) approval</p> <p>OR</p> <p>13.1i b) information and comment.</p>
<p>KARAMEA</p> <p>13.1i b) Present its proposed Annual Budget and Programme of Works to the Council for endorsement by the date specified to the Community Environment and Services Committee for information and comment</p>	

7. Contacts with the Media and Outside Organisations

The subcommittee's proposed terms of reference are silent in relation to the matter of contact with the Media. It is considered that the original Terms of Reference Media provisions could be relaxed however there is probably a need for guidance in the Terms of Reference around media contact when the subcommittees are speaking on behalf of the subcommittee and therefore Council.

Options include the following:

14a) Duplicate Code of Conduct for Elected members or

14b) Refer to this clause from the Code of Conduct in the terms of reference as follows:

The following rules apply for media contact on behalf of the Council:

- the Mayor is the first point of contact for the official view on any issue, unless delegations state otherwise. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant Committee chairperson.
- No other member may comment officially on behalf of the Council without having first obtained the approval of the Mayor or (where delegated) the relevant Committee chairperson.
- Subcommittee Members are free to express a personal view in the media, at any time, provided the following rules are observed:
 - i) media comments must not state or imply that they represent the views of the Council;
 - ii) where an Subcommittee Member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;
 - iii) media comments must observe the other requirements of the Code, e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids

aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and

iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.

14c) Chairperson may speak on behalf of the subcommittee provided that:

- i) media comments must not state or imply that they represent the views of the Council;
- ii) where the chair is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;
- iii) media comments must observe the other requirements of the Code, e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and
- iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.

All Subcommittee Members are free to express a personal view in the media, at anytime, provided i) to iv) above are observed.

14d) Only the Chairperson may speak with the media and outside organisations on behalf of the Subcommittee

14e) No media related clause in Terms of Reference

RECOMMENDATION:

It is considered that some guidance regarding interaction with the media should be included in the Terms of Reference. Similar guidance to that given to councillors would seem appropriate.

- Given the special nature of the subcommittees with their narrow focus of attention being on the management of individual reserves and halls it is unlikely that the full code of conduct clause would be necessary.
- Speaking on behalf of the subcommittee itself would naturally fall to the chair person;
- Personal views should still be able to be expressed provided that it is clear these are not the necessarily the views of the Council or subcommittee.

For these reasons the approach in b) above is recommended.

KARAMEA:

14d) Only the Chairperson may speak with the media and outside organisations on behalf of the Subcommittee

8. Frequency of meetings

The Subcommittees Proposed Terms of Reference includes the following:

- The Subcommittee shall hold at least one formal meeting per year.
- In addition, one Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) prior to each Local Government triennial election of members which will then be provided to Council.

Advantages	Challenges
<ul style="list-style-type: none"> • One formal meeting a year reduces the workload for council • A formal meeting provides the platform for official decisions on matters of importance to be made. • It does not preclude more than one formal meeting a year if more prove to be needed for formal decision making 	<ul style="list-style-type: none"> • The Special General meeting would not be required if Council chooses an alternative appointment process (see 2. above) • The formal meeting will need to be organised by Council under the provisions of the Local Government Official Information and Meetings Act 1987 – agenda preparation, public notification, meeting protocol etc. This could be noted in the Terms of Reference to avoid any doubt regarding the process.
<p>RECOMMENDATION: To avoid doubt or confusion regarding the running of the formal meetings it is recommended that the following be included in Terms of Reference:</p> <p>15 Frequency of meetings</p> <p>15.1 The Subcommittee shall hold at least one formal meeting per year.</p> <p>15.2 This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting and preparation and distribution of minutes;</p>	
<p>KARAMEA</p> <p>15.1 The Subcommittee shall hold at least one formal meeting per year.</p> <p>15.2 This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting and preparation and distribution of minutes;</p> <p>Retain: In addition, one Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria) prior to each Local Government triennial election of members which will then be provided to Council.</p>	

9. Other delegations and Responsibilities:

The Subcommittees proposed Terms of Reference include the following:

These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.

Council may delegate the Subcommittee's functions duties and powers to a Ward specific Community Board if such delegation would enable a Community Board to better achieve the Subcommittee's role.

Advantages	Challenges
<ul style="list-style-type: none"> Recognises the importance and role of the Reserve Management Plan 	<ul style="list-style-type: none"> Under the Reserves Act 1977 the preparation of the Reserve Management Plan is the responsibility of the administering body (in this case Council). A process for preparation and approval is then submitted to the Minister for approval – Section 41 – Management Plans. Under S41 (5) and (6) of the Act the process for public notification is set out and covers the intention to prepare a plan, notification of the draft plan and holding a hearing. The process is prescribed and not in the hands of the subcommittee, local community or even the committee. The preparation of the Reserve Management Plan will be undertaken in consultation and partnership the subcommittee however final approval rests with the Council and the Minister. The advantages of the delegation to a Ward Committee are not clear Any changes to the Terms of Reference would need to be considered by Council.
<p>RECOMMENDATION: It is recommended that this clause in the Terms of Reference remain as simple and clear as possible as follows: 19 OTHER DELEGATIONS AND RESPONSIBILITIES These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations;</p>	
<p>KARAMEA</p> <p>OTHER DELEGATIONS AND RESPONSIBILITIES. These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the Subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.</p>	

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GENERAL TERMS AND REFERENCE AND DELEGATION OF ALL RESERVE AND HALL SUBCOMMITTEES:

PREAMBLE:

- a) *Short History of Reserve, development and current facilities; or*
- b) *Matters outlined by subcommittee or similar;*
The purpose of the X Reserve Subcommittee, is as a "Committee of Management" for the X Reserve as historically appointed by the Buller District Council under Section 57 of The Local Government (West Coast Regional) Reorganisation Order 1989 and pursuant to Schedule 7 sections 30 and 31 of the Local Government Act 2002 and the Reserves Act 1977. In making these delegations Council recognises the functions, powers, and duties transferred to the X Reserve Subcommittee by this document are matters of significance to the community and therefore require legislative standards to be met.
In making these delegations Council recognises that many recreation activities are provided through a range of organisations and on land that is either in public ownership or protected and administered under the Reserves Act 1977. There are also a range of recreation spaces and community facilities that are and will remain in community ownership. These aspects are to be managed through Reserve Management Plans as required under the Reserves Act in full consultation with the community and which are specific to each Reserve; or
- c) *No Preamble*

1. PURPOSE:

- 1.1 The purpose of Reserve and Hall Subcommittee is to manage the X reserve and hall with the support of Council;
- 1.2 In making these delegations the Council recognises that it is ultimately responsible for the reserves and halls in the district under the Instrument of Delegation for Territorial Authorities dated 12 June 2013 and/or as the administering body (specific to each reserve)

2. COUNCIL RESPONSIBILITIES:

- 2.1 Formally appoint members of the Subcommittees which will report to the Community, Environment and Services Committee of Council - see 3.3 below for appointment process
- 2.2 In partnership with the Subcommittee and local community endeavour to develop Reserve Management Plans, to provide clear guidelines for maintenance and development programmes in the best interests of the local community and District and within the provisions of the Reserves Act 1977.
- 2.3 If disputes arise concerning these terms of reference, determine the interpretation;
- 2.4 To produce and distribute the SubCommittee Order Paper for the formal annual/biennial subcommittee meeting, give public notice for the meeting and provide secretarial support at the meeting;

The Reserves and Halls Subcommittee is delegated the following General Terms of Reference and powers:

3. GENERAL TERMS OF REFERENCE:

The Subcommittees (Local Government Act 2002, s. 30 and 32 Schedule 7) :

- 3.1 *Are to be formally appointed by Council,*
 - a) *which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety; OR*
 - b) *which has the power to appoint and discharge members of the Subcommittee or the Subcommittee in its entirety for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.*
- 3.2 Will be discharged on the coming into office of the members of Council elected at the triennial general election of members unless Council resolves otherwise;
- 3.3 *Will be formally appointed by Council following the Local Government triennial election of members in the following way; either*
 - 3.3a) *following a publicly advertised Special General Meeting of the subcommittee where officers and committee members are nominated as having the skills, attributes, or knowledge that will assist the work of the subcommittee; or*
 - 3.3b) *Following a call for expressions of interest from those having the skills, attributes, or knowledge that will assist the work of the subcommittee within the District; OR*
 - 3.3c) *Following a call for expressions of interest from those within the local area having the skills, attributes, or knowledge that will assist the work of the subcommittee ((determined by use of appropriate NZ Statistics census boundaries): OR*
 - 3.3d) *Following a call for expressions of interest from those living within the district who have been nominated by at least two residents or ratepayers within the District and have the skills, attributes, or knowledge that will assist the work of the subcommittee ; OR*
 - 3.3e) *Following a call for expressions of interest from those living within the local area who have been nominated by at least two residents or ratepayers within the local area ((determined by use of appropriate NZ Statistics census boundaries) and have the skills, attributes, or knowledge that will assist the work of the subcommittee*
- 3.4 Is subject in all things to the control of the Council;
- 3.5 Must carry out all general and special directions of the Community, Environment and Services committee, and the Council, given in relation to the Subcommittee;
- 3.6 Is prohibited from the disposing of or purchasing of land or buildings without the express approval of the Community Environment and Services Committee and/or Council, whichever is appropriate; and
- 3.7 Is prohibited from appointing any subordinate body.

4. Role

The role of Reserve and Halls Subcommittees is to:

- 4.1 Manage the reserve and hall for the benefit of the local community and wider district (including all that land identified in Appendix 1) in accordance with the Reserves Act 1977 and the Reserve Management Plan when it is completed and approved;
- 4.2 Develop, in partnership with Council, Reserve Management Plans where required and within Council's budgets as set out in Council's Annual Plan;
- 4.3 Make recommendations to council on property (including land & buildings) acquisitions and disposals in relation to the reserve or hall.
- 4.4 Develop and approve an annual budget each financial year to achieve 1. above

5. Delegations

The delegations to the Subcommittee are as follows:

- 5.1 The maintenance and operation of the reserve
- 5.2 a) *The issuing of licences to occupy; OR*
- 5.2 b) *The negotiation of Licences to Occupy for the reserve provided such licence shall be temporary in nature (up to 3 years) and capable of being terminated on no more than one month's notice, and be in accordance with The Reserves Act 1977 Section 74 Licences to occupy reserves temporarily*
- 5.3 The letting of facilities
- 5.4 The setting of fees and charges for the reserve (Council to be advised of fees and charges for each following financial year by February of each year)
- 5.5 The raising and expenditure of finance (in accordance with the financial delegations below)
- 5.6 To enter contracts necessary for the efficient running and suitable use of the reserve in accordance with the financial delegations below;
- 5.7 a) *Any other powers necessary for the efficient and effective management of the reserve; OR*
- 5.7 b) *No further powers, remove 5.7*

6. FINANCIAL DELEGATIONS

6.1 Invoices

All invoices for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised for payment by the Treasurer and Secretary of the Subcommittee.

Approval for the payment of invoices over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority.

6.2 Contracts

6.2a) *All contracts for goods and/or services costing no more than \$5,000 for budgeted items, and \$1,000 for non-budgeted items may be authorised by the Treasurer and Secretary of the Subcommittee.*

Approval of contracts over \$5,000 for budgeted items and \$1,000 for non-budgeted items must be authorised by a Council staff member with appropriate delegated authority; OR

6.2b) *No reference to contracts*

7. EXERCISE OF DELEGATIONS

In exercising the delegated powers, the Subcommittee will

- 7a) operate within; OR*
- 7b) use its best endeavours to operate within:*
- 7.1 Policies, plans, standards or guidelines that have been established and approved by Council;
- 7.2a) The Council approved annual budget ; OR*
- 7.2b) The Agreed budgets for the activity*
- 7.3 All general and special directions of the Community, Environment and Services Committee and Council given in relation to the Subcommittee.

8. POWER TO DELEGATE

The Subcommittee may not delegate any of their responsibilities, duties or powers to a committee, subcommittee or person.

9. CESSATION OF SUBCOMMITTEE

- 9.1 The Subcommittee may be terminated:
- by resolution of the Council; OR
 - for a breach of the general principles of good governance as outlined in Section 3 of Council's Code of Conduct.
- 9.2
- 9.2 a) *If the Subcommittee is terminated, any money raised by the Subcommittee may be allocated to the reserve or hall associated to the terminated Subcommittee, or reallocated to another reserve or hall as the Council sees fit; OR*
- 9.2 b) *If the Subcommittee is terminated, any money raised by the Subcommittee must, in the first instance, be allocated to the reserve associated to the terminated Subcommittee*

10. MATTERS WHICH ARE NOT DELEGATED BY COUNCIL.

- 10.1 The power to:
- Make a rate or bylaw;
 - Borrow money, or purchase or dispose of assets;
 - Acquire, hold or dispose of property;
 - Appoint, suspend or remove staff;
 - Institute an action for the recovery of any amount; or
 - Issue and police building consents, notices, authorisations, and requirements under any Acts, Statutes, Regulations, By-laws and the like
- 10.2 The powers and duties conferred or imposed on Council by The Public Works Act 1981 or those powers listed in the Section 34 (2) of The Resource Management Act 1991

11. Membership

The membership of the Subcommittee consists of:

- 11.1 One Ward member elected under the Local Electoral Act 2001; and
- 11.2 Appointed members – up to 10 selected by - see options above.

12. Officers of the Subcommittee

The Subcommittee must have a chairperson, secretary, and treasurer and up to seven committee members who shall be appointed by Council by way of - see above options

- 12.1 The Chair's main duty is to guide the meeting so that fair and satisfactory decisions are reached on the various items on the agenda.
- 12.2 The Secretary shall summon the meetings, co-ordinate the agenda for meetings and workshops, keep a true record of the proceedings and distribute these to members and the Community, Environment and Services committee as soon as practicable. Noting that the annual or biennial formal meeting will be managed by council staff.
- 12.3 The Treasurer is responsible for oversight of payments made, and deposits to, the subcommittee's nominated bank account; and to prepare income and expenditure accounts with a balance sheet at the end of the financial year to be audited by Council. The annual balance date for all financial reports shall be June 30th.

13 FINANCIAL ACCOUNTABILITY

- 13.1 The Subcommittee shall:
- i) *Present its proposed Annual Budget and Programme of Works to Community Environment and Services Committee for:*
- 13.1i a) *approval; OR*

13.1i b) information and comment.

- ii) Present to the Council any other report it is requested to provide.
- iii) Keep clear and accurate accounts and records of all transactions and make them available to the Council on request.
- iv) Provide its Annual Report and Annual Accounts to Council, by the date specified by Council for Review

- 13.2 Members of the Subcommittee shall not be personally liable for any act done or omitted to be done in good faith in the course of operations of the Subcommittee or for any debt or other liability lawfully incurred by the Subcommittee.

14 CONTACT WITH MEDIA

- 14 a) *In accordance with the provisions set out in Council's adopted Code of Conduct; or*

- 14 b) *The following rules apply for media contact on behalf of the Council:*

- *the Mayor is the first point of contact for the official view on any issue, unless delegations state otherwise. Where the Mayor is absent, any matters will be referred to the Deputy Mayor or relevant Committee chairperson.*
- *No other member may comment officially on behalf of the Council without having first obtained the approval of the Mayor or (where delegated) the relevant Committee chairperson.*

Subcommittee Members are free to express a personal view in the media, at any time, provided the following rules are observed:

- i) media comments must not state or imply that they represent the views of the Council;*
- ii) where an Subcommittee Member is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;*
- iii) media comments must observe the other requirements of the Code, e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and*
- iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.*

- 14 c) *Chairperson may speak on behalf of the subcommittee provided that:*

- i) media comments must not state or imply that they represent the views of the Council;*
- ii) where the chair is making a statement that is contrary to a Council decision or Council policy, the member must not state or imply that his or her statements represent a majority view;*
- iii) media comments must observe the other requirements of the Code, e.g. not disclose confidential information; compromise the impartiality or integrity of staff; or avoids aggressive, offensive or abusive comments which reflects adversely on the member or the Council; and*
- iv) media comments must not be misleading and should be accurate within the bounds of reasonableness.*

All Subcommittee Members are free to express a personal view in the media, at anytime, provided i) to iv) above are observed.

- 14d) *Only the Chairperson may speak with the media and outside organisations on behalf of the Subcommittee*
14e) *No media related clause in Terms of Reference*

15 Frequency of meetings

- 15.1 The Subcommittee shall hold at least one formal meeting per year.
15.2 This formal meeting will be administered by Council and follow all requirements for council meetings including agenda compilation (with Chair), advertising, distribution of agenda, secretarial and officer support at meeting and preparation and distribution of minutes;
Subject to resolution in 3.3 above
15.3a) *One Special General Meeting will be held for the purpose of publicly nominating members (as per the membership criteria above) prior to each Local Government triennial election of members which will then be provided to Council). Or*
15.3b) *No reference to Special General Meeting (15.3 removed)*
15.4 For the avoidance of doubt, this clause does not prevent the Subcommittee holding informal meetings, workshops or working bees outside of the formal meeting schedule.

16 CONDUCT OF AFFAIRS

The Subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, and Council's Standing Orders and Code of Conduct.

17 QUORUM

The quorum at a meeting of the Subcommittee shall consist of:

- Half of the members if the number of members (including vacancies) is even; or
- A majority of members if the number of members (including vacancies) is odd.

18 REMUNERATION

No honorarium or meeting allowance will be payable to Subcommittee members.

19 OTHER DELEGATIONS AND RESPONSIBILITIES

- 19a) *These general provisions and delegations can be superseded by specific Reserve Management Plans and Reserve and Hall Subcommittee Terms of Reference and Delegations; OR*
19b) *These general provisions and delegations can be superseded by specific Reserve Management Plans by agreement with the subcommittee members and the local community and with subsequent approval from the Community, Environment and Services Committee.*

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 8

Prepared by	Rachel Townrow Acting Chief Executive Officer
Attachments	1 - CEO KPIs for 2022 - 2023 - April Update 2 - Charging our Future - Summary of Proposed Targets and Outcomes

ACTING CHIEF EXECUTIVE REPORT

1. REPORT SUMMARY

This report provides an overview and update on strategic aspects that are happening in the Buller District, and a 'horizon-scan' of upcoming strategic focus areas and opportunities.

2. DRAFT RECOMMENDATIONS

That the Council:

1. Receives this report for information;
2. Delegates authority to the Mayor and the Chairs of the Community, Environment and Services and Regulatory and Hearings committees to approve a submission on behalf of Council on *Charging our Future*; and
3. Delegates authority to the Deputy Mayor, the Chair of the Regulatory and Hearings committee, and the Chair and Deputy Chair of the Community, Environment and Services Committee to approve a further submission on behalf of Council on the Te Tai o Poutini Plan; and
4. Delegates authority to the Chair and Deputy Chair of the Community, Environment and Services Committee to consider and approve any requests from not-for-profit community organisations for Council backing of an application to the April/May 2023 round of the Tourism Infrastructure Fund.

3. OVERVIEW OF INFORMATION

This report provides information on activity which has occurred over April 2023, and horizon scans matters of interest to Council, including central government reform.

It also provides quarterly updates on the CEO's key performance indicators (KPIs).

3.1 CEO Key Performance Indicators Progress Update

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.

The Mayor, Deputy Mayor and CEO meet monthly to discuss progress on the KPIs. It has been agreed that a quarterly update will be presented to Council through the Chief Executive's Report. These will be presented in February (as no January meeting), April, July (wrapping up the previous financial year) and October.

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.

3.2 Reform Update

- **Three Waters Reform**

The Mayor's report provides an outline of recently announced amendments to waters reforms. Staff continue to engage with the National Transition Unit as we learn more about what these changes will mean on the ground.

We understand that legislation amendments will be proposed in the coming months, with a short turn-around for making a submission. Reviewing and submitting on these amendments is considered to be a critical task. At the time of writing, it is not known when this submission process will occur, making it difficult to plan for allocating staff time to respond, and to identify an opportunity for Council to review and endorse a draft submission. Updates will be provided as more is known, noting that other work may have to be reprioritised in order to meet the submission timeframe.

- **Civil Aviation Act 2023**

Changes in aviation legislation are relevant to Council as a joint venture partner in, and operator of, Westport Airport. The Civil Aviation Act 2023 modernises the Civil Aviation Act 1990 and the Airport Authorities Act 1966. Changes of note include:

- New provisions that make it clear that airports can now ask the Minister of Transport to acquire land under the Public Works Act on their behalf.

- Broadening the exception to the requirement for airports to operate as a commercial undertaking.
- A new registration regime for airports will be implemented, including a requirement for airports to consult on their spatial plans.
- A new independent review process for decisions made by the Director of Civil Aviation will be established.
- The Civil Aviation Rules will be aligned with the new legislation.

The new legislation and resultant changes will take up to 24 months to come into effect.

- **Charging Our Future: A Draft Long-Term Electric Vehicle Charging Strategy for Aotearoa New Zealand**

The Ministry of Transport has launched public consultation for *Charging Our Future*, a draft electric vehicle (EV) charging strategy that builds on the early targets and standards for national EV charging infrastructure. Consultation opened on 22 March 2023 and closes on 11 May 2023.

The draft strategy sets out a vision that Aotearoa New Zealand's EV charging infrastructure supports the transition to and use of low-emission transport by being accessible, affordable, convenient, secure, and reliable.

Electrifying our fleet is an important contribution towards a low-emission future. The Emissions Reduction Plan (ERP) sets the commitment to increase zero-emission vehicles to 30 percent of the light vehicle fleet and reduce emissions from freight transport by 35 percent by 2035.

The draft strategy is aimed at helping New Zealand meet these targets by ensuring access to charging infrastructure is not a barrier to EV uptake.

Key takeaways:

- The draft strategy proposes targets of:
 - journey charging hubs every 150-200kms on main highways by 2028;
 - a public charger for every 20-40 EVs in urban areas with limited off-street parking;
 - public charging at municipal or community facilities for all settlements with a population of 2000 or more people by 2025.

- These proposed targets are aimed to balance facilitating infrastructure to support different trips and journeys that EV drivers make, while ensuring that rural and provincial New Zealand locations are accessible for residents and visitors with EVs.

What this means for local government:

- Local and regional councils will have a key role to play in enabling the EV charging network, from helping shape where journey charging hubs could be best located to where local public chargers will be placed in their communities.
- For example, councils may need to consider new processes for land use leases for EV charging locations.

A summary of the proposed targets and outcomes from the strategy is attached as Appendix 2. The full draft strategy and discussion document are available at <https://consult.transport.govt.nz/policy/charging-our-future/>.

Given the timeframe available for submitting on the draft strategy, it is proposed that staff review the document and if any aspects of particular relevance to Council or the district are identified that a draft submission be prepared, with authority delegated to the Mayor and the chairs of the Community, Environment and Services and Regulatory and Hearings committees to approve the submission on behalf of Council, as any submission points are likely to touch on matters related to Council property, planning or regulatory functions. Any draft submission would also be circulated to Councillors, and reported to a future meeting.

3.3 Te Tai o Poutini Plan (TToPP) – Further Submissions

Submissions on the TToPP closed on 11 November 2022. A total of 534 submissions were made, covering more than 15,000 submission points. A summary of the submission points has now been prepared by the TToPP team.

The next step in the process is for the summary of submissions to be notified. Further Submissions are then able to be made by original submitters, and by other persons who meet the following criteria as outlined in the Resource Management Act (RMA):

- any person representing a relevant aspect of the public interest;
- any person that has an interest in the proposed policy statement or plan greater than the interest that the general public has; and
- the local authority itself.

The RMA restricts the content of further submissions, and in essence they can only support or oppose an original submission. This process is not an opportunity to raise additional submission points.

At its meeting on 18 April 2023 the TToPP Committee resolved to publicly notify the summary of submissions on 28 April 2023, with the submission period to close on 26 May 2023. The RMA specifies 10 working days as the period for further submissions. In this case a period of 20 working days has been agreed to by the Committee, given the large number of submission points.

Council's May meeting is scheduled for 31 May, after the closing date for further submissions. The Regulatory and Hearings Committee (RHC) is considered to be the relevant committee to consider the draft further submission. The next RHC meeting is currently scheduled for 17 May. Staff would only have seven working days to prepare the draft further submission and covering report to meet the agenda deadline for a 17 May meeting. This is not enough time to complete the work.

It is recommended that authority be delegated to a group of Councillors to approve the further submission on Council's behalf. Council's original submission stated Council's position on the TToPP content. The further submission will consider the requests of other submitters against Council's requests and note whether they are aligned or not. It is not anticipated that the further submission will require Council to state a position on a matter it has not already stated one on.

The TToPP is a key strategic document that covers a wide range of matters important to the district and the region. As such, it is considered important that Council does make a further submission, and that sufficient time is allowed for its preparation. Given the breadth of the TToPP it is suggested that the authority to approve the submission be delegated to the Deputy Mayor and the Councillors who are Chairs and Deputy Chairs of committees. The draft further submission would also be circulated to Councillors and reported to a future meeting.

3.4 Tourism Infrastructure Fund (TIF)

A TIF round opened on 11 April 2023, with applications closing on 8 May 2023. Applications are now open from councils or not-for-profits to develop and support local tourism infrastructure. The fund is open to councils, although some community organisations with council backing can apply.

A particular priority for this year's fund will be on the rebuild and recovery from Cyclone Gabrielle and other recent weather events. Examples include repairing damaged buildings, local walks and cycle trails, sewerage and water repairs and safety upgrades.

A secondary aim of this year's fund is to improve resilience in regions where there is a low ratepayer base and high visitor numbers. The fund will also continue to prioritise projects that demonstrate the need for additional visitor-related public infrastructure.

The fund provides co-funding for councils. The benchmark is that applicants are expected to co-fund on at least a 50-50 basis with Central Government, though proposals offering co-funding below 50 per cent will still be considered. Co-funding must be monetary, not in kind.

All applications to the fund go through an eligibility and criteria assessment to make sure funding:

- goes to councils that are most in need; that is, most financially constrained
- that the level of co-funding put forward by applicants is sufficient, taking into account its financial circumstances.

To be eligible for TIF funding, proposed projects:

- must be for publicly-available infrastructure used significantly by tourists
- must be for new infrastructure or enhancements (like-for-like replacement will not be funded)
- must not be for the development of new attractions, accommodation or commercial activities
- must demonstrate that they do not compete with commercial activities in the area
- must seek co-funding of over \$25,000 (although a series of linked projects can be joined in one application)
- must be financially sustainable
- must not be receiving funding from NZTA (i.e. roading projects).

Several individual projects can be submitted in one application (i.e. they can be considered as one project), provided all the other criteria for co-funding are also satisfied. Applicants who submit multiple proposals are expected to clearly rank each by priority.

Staff are currently working on identifying projects that meet the TIF criteria and priorities, and which have co-funding commitments in place. Contact has also been made with the Mokihinui-Lyell Backcountry Trust (Old Ghost Road) and the Charleston-Westport Coastal Trail Trust (Kawatiri Coastal Trail) to ensure they are aware of the opportunity, noting the impacts recent weather events have had on their trails.

As these groups would need Council backing to apply to TIF, it is recommended that authority be delegated to the Chair and Deputy Chair of the Community, Environment and Services to consider any requests for Council backing of TIF applications, and decide on behalf of Council.

The application timeframe does not allow for applications to be put in front of Council before submission. As the priorities and criteria are

clearly set out for the fund, including the requirement that co-funding exist, staff will make applications for projects considered to be eligible and report back to a future Council meeting for information.

Chief Executive Officer KPIs for FY 2022/23
Quarterly Update – April 2023

SECTION 1: “Core” Key Performance Indicators

Core Key Performance Indicators			Progress Update
Statutory Duties	Statutory compliance will be reviewed at least annually, including identifying progress against the top 5 risks agreed by Council, and that those updated risk reviews will be formally reported to Council prior to the draft 2023/2024 annual plan.	30 June 2023	<p>A strategic risk register report updating council on the various risks in the register is prepared every quarter and reported to the Risk and Audit Committee. A full review of the register will be undertaken later in the 2023 calendar year</p> <p><i>A report will be provided to Council in March 2023</i></p>
	An unqualified audit report is received in respect of the 2021/2022 annual report and all issues raised by Audit NZ in their management letter have agreed timeframe to be cleared.	31 Jan 2023	<p>Management letter received, timetable for clearing issues will be reported via Risk and Audit Committee</p> <p><i>An unqualified audit report has been received for the 2021/2022 annual report</i></p>
Health & Safety	Health and safety reports through to Risk & Audit on a quarterly basis, noting trends and mitigation strategies.	30 June 2023	<p>Quarterly report provided in March 2023, next report in June 2023</p> <p><i>Quarterly report provided in September 2022. The December 2022 report did not occur due to staff vacancies</i></p>
Risk	Quarterly Strategic risk report to RAC and annual review of strategic risk register.	30 June 2023	<p>Quarterly report provided in April 2023, next report in July 2023</p> <p><i>Quarterly report provided in December 2022</i></p>
Financial Prudence	<p>OPEX – operating budgets will not be exceeded in total</p> <p>CAPEX delivery:</p> <ul style="list-style-type: none"> Individual capital projects over \$750K will be achieved within +/-5% Any changes outside of +/-5% will be brought to Council for re-approval along with consequent effects. The total capital budget achieved within +/-5% 	30 June 2023	Reported on via Risk and Audit Committee

Staff Satisfaction	<p>Staff satisfaction is raised as follows onto an 18-month cycle:</p> <ul style="list-style-type: none"> Staff engagement surveys attain a minimum of 70% response rate. The overall staff engagement index is 5% higher than 30 June 2021. The staff confidence that collective organisational leadership inspires and motivates is 5% higher than at 30 June 2021. 	<p>Ongoing</p> <p>30 June 2023</p> <p>30 June 2023</p>	A staff engagement survey is planned for April/May 2023 with results to be available by 30 June 2023
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SECTION 2: Strategic Areas of Focus

One Year Specific Goals:		Progress Update
<p>The key most visible projects should be placed into this KPI on a completed/not-completed basis each year. For the 2022/2023 financial year, the following are key KPI projects:</p> <ul style="list-style-type: none"> Delivering central government funded projects for the betterment of the Buller District. That Council engages with the Buller community to assist forming the climate change action plan. That council deliver the toll gate strategy to ensure Westport port and Kawatiri are a viable commercial business or appropriate mitigations are put in place if viable commercial business are not in place. 	<p>By June 2023</p> <p>By June 2023</p> <p>By June 2023</p>	<p>Infrastructure Acceleration Fund (IAF) and Better-off funding packages were announced in late 2022. Project delivery is in its early stages</p> <p>A project plan is currently being developed, with engagement to commence in early 2023</p> <p>A report to the Risk and Audit Committee will be undertaken in May 2023 on both activities on progress in implementing the strategy</p> <p><i>This is a work in progress. An update will be provided to Council in April</i></p>

APPENDIX 1

<ul style="list-style-type: none"> That council is agile enough to respond to the strategic implications which will arise through the 3 Water, RMA and Local Govt reforms process as well as Emission reduction plan and National Adaption plan. Council to receive quarterly or as appropriate updates given the pace of the reform. That Tranche 2 Economic development Environmental opportunities is progressed throughout the year and in partnership with relevant key stakeholders. 	<p>Quarterly through to June 2023</p> <p>By June 2023</p>	<p>Workload and resource planning underway to ensure Council can respond. Quarterly updates to Council are included in the agenda timetable for 2023, with the first in February 2023 and the next due in May 2023. Further updates provided as needed</p> <p>We are continuing to actively work with the Kotahitanga mō te Taiao Alliance to pursue opportunities</p>
<p>That the CEO runs a successful local government election process.</p> <p>That CEO pre-election report is prepared.</p> <p>That community engagements activities occur to encourage voting and potential candidates: outlining roles and responsibility of council and councillors.</p> <p>That a comprehensive orientation package is made available for incoming councillors.</p>	<p>Oct 2022</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>A site visit to the Westport water treatment plant has occurred. Further site visits will be arranged around meeting dates. A professional development workshop on local government decision making and meeting processes was held in April 2023</p> <p><i>Orientation and induction sessions delivered. Site visits to Council-owned assets and facilities to be arranged</i></p>

APPENDIX 1

<p>BDC Recovery Plan</p> <p>That the CEO has overall oversight of the post flood recovery plan and that plan:</p> <p>Has a clear transition date to business as usual activity.</p> <p>That the Tranche 2 business case has been successful and that a programme of work is in place through the projects in partnership (PiP) framework and governance oversight through the Buller Flood committee to deliver the agreed activities within agreed timelines.</p> <p>That the recovery funding is transparent and visible and reported monthly .</p> <p>That a MOU is in place between council and the Buller Resilience Trust (BRT) Stafford Street homes.</p> <p>That a divestment plan is articulated and approved through partnership with Council, Iwi and MBIE with regards to the Alma Road temporary village.</p>	<p>June 2023</p>	<p><i>The Buller Flood Recovery Exit Strategy was received and endorsed by Council in March 2023 – KPI complete</i></p> <p><i>Transition plan in action, with reviews as milestones reached</i></p> <p>Tranche 2 programme is progressing well, and is reported to PiP monthly</p> <p>Recovery funding is reported monthly to PiP and RAC</p> <p>Draft documents completed, currently being reviewed by both parties</p> <p><i>Due to workloads and other priorities, this is now on the agenda timetable for May 2023</i></p> <p><i>On Council agenda timetable for April 2023</i></p>
<p>The CE will agree a personal development programme with Council that includes measurable deliverables/actions, including regular supportive coaching/performance feedback (for both Council and the CE).</p>	<p>Agreed by December 2022</p>	<p>To be agreed with the new permanent CEO once appointed</p>

Multi-Year Goals:		
<ul style="list-style-type: none"> That an information management system upgrade is implemented and delivered. 	By June 2023	<p>The system is being implemented</p> <p><i>Good progress is being made on this project</i></p>
<ul style="list-style-type: none"> Raise cultural awareness amongst council staff and Councillors through the provision of a development programme in partnership with Buller District Council non-elected Māori representatives. 	By June 2023	<p>A date in May 2023 has been confirmed for cultural training</p> <p><i>A training day for Councillors and senior staff is currently being organised, aiming for a date in mid-May 2023</i></p>
<p>Customer service satisfaction is a 2 yearly survey and :</p> <ul style="list-style-type: none"> Users' perception of Council staff interaction is 5% greater than at 30 June 2021. Overall residents' perception of Council service performance is 5% greater than at 30 June 2021. 	By June 2023	<p>Customer satisfaction survey carried out in March 2023 with results to be available by 30 June 2023</p> <p><i>Customer satisfaction survey to be carried out in March 2023 with results to be available by 30 June 2023</i></p>

Charging our future: Have your say on a draft long-term electric vehicle charging strategy for Aotearoa New Zealand

Summary of proposed targets and outcomes | March 2023

Why is this important?

To meet our climate change goals we need zero-emissions vehicles to make up 30% of our light fleet by 2035 – so we need the charging infrastructure to support this.

The Government's vision

Aotearoa's EV charging infrastructure supports the transition to and use of low-emissions transport by being accessible, affordable, convenient, secure and reliable.

Have your say

We are currently seeking public feedback on a draft national EV charging strategy for Aotearoa New Zealand. Read the draft strategy and discussion document at consult.transport.govt.nz and share your feedback by 11 May 2023.

How our EV charging network could look in future (proposed targets):



Journey charging hubs every 150-200km on main highways by 2028



One public EV charger for every 20-40 EVs in urban areas



Public charging hubs at municipal or community facilities in all towns and cities with a population of 2000 or more people by 2025



How we will know we have succeeded (proposed long-term outcomes):



The EV charging system in Aotearoa is underpinned by affordable, reliable, secure and safe power supply and infrastructure



All EV users can safely access and use EV charging when and where needed



The EV charging system in Aotearoa is underpinned by integrated and streamlined cross-sectoral planning and standards



The EV charging market in Aotearoa functions effectively, can adapt and evolve over time, and is attractive to users, operators and investors



Our national EV charging system supports the transition to, and use of, low-emissions transport modes across the wider transport system



BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 9

Prepared by Jamie Cleine
Buller District Mayor

Attachment 1 2023 Council Charter
2 TTPP Project Managers Report - March
3 Takiwā Poutini Charter - March 2023
4 Mayors Correspondence

MAYOR'S REPORT

1. REPORT SUMMARY

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

2. DRAFT RECOMMENDATION

- 1. That Council receive the report for discussion and information.**
- 2. That Council adopts the 2023 Charter (Attachment 1) as a means to support the quality and professionalism of decision making.**
- 3. That Council requests a revised meeting schedule be presented to the May Council meeting for consideration and resolves to move the Risk and Audit Committee meeting scheduled for May 24 forward one week, to be held 17 May 2023.**
- 4. That Council receive and note incoming and outgoing correspondence and Councillors provide direction for any responses or additions.**

3. COUNCIL

3.1 Westport Rating District

The Westport Rating District Joint Committee met on 4 April and was mostly held in a public session. The BDC is represented by the Mayor, Cr Reidy and Cr Howard. These meetings are administered by the West Coast Regional Council. The agenda and minutes are available on the West Coast Regional Council website.

An outline of the meeting discussion and outcomes will be provided by Cr Howard and Reidy in the verbal updates agenda item as part of this BDC meeting.

3.2 Professional Development

2023 Charter

As part of Councillor and Council professional development a “reset for success” workshop was held on 25 January, facilitated by Phil Rossiter of Dextera Consultants (pro bono). This workshop walked Councillors through the 5 success factors of high functioning teams.

- Clarity of shared vision
- Defined roles and responsibilities
- Clear and respectful communication
- Trust and respect
- Continuous learning and improvement

It was agreed that a “one page” document would be brought back to Council that sought to summarise the key themes of the workshop that Councillors could endorse. This is now presented as a Charter whose discussion and adoption seeks to support positive relationships and the associated performance gains this may bring to Council.

The Charter includes some commentary around four of the five factors mentioned above and builds support for a “one team” approach to governance and leadership. A shared vision statement has not been included as Councillors have not determined that at this time.

It should be noted that a shared vision is a well proven motivator to build a stronger team and Councillors may consider an opportunity in future to add a shared vision to the Charter. The other elements of the Charter are conducive to maintaining and building a good relationship between Councillors and Senior Staff and the professional decision making and leadership that flows from that.

Although the roles of elected members and council staff are well defined, when both work as one team, the quality and professionalism of decision making at all levels is improved and we better serve our District. It is recommended that Council discuss and endorse the charter included as Attachment 1.

Meeting Protocol Workshop

Councillors have held a workshop to build understanding of meeting protocols to build consistency and improve accuracy of decision making. Councillors have obligations under the Local Government Act 2002 (LGA) when making decisions and it is important that every effort is made to ensure decisions made by Councils are adequately informed, correctly determined and consistent with both standing orders and the LGA. The

live-streaming of meetings has greatly enhanced the visibility of Council meeting procedure and it is important Councillors and Committee Chairpersons work together to ensure on-going improvement.

Local Government New Zealand (LGNZ) – Annual Conference

The LGNZ annual conference is being held 26-28 July 2023 in Ōtautahi, Christchurch. The theme this year is SuperLocal, celebrating giving power and decision-making back to communities.

From absorbing the knowledge of inspirational keynote speakers, and taking tips from expert panels, to participating in interactive workshops – Councillors should leave SuperLocal recharged, revitalised, and equipped with practical tools you can use immediately.

The annual conference is the one time of the year where local government come together under the same roof and provides opportunities to build meaningful relationships that will endure throughout your local government career.

Early bird registration (before June 11) is \$1495 so it is unlikely all Councillors can attend.

I would appreciate an early indication of Councillor interest.

3.3 Meeting Schedule Optimisation

It has become apparent that there is an opportunity to optimise the number of meetings requiring attendance of Councillors and to enable better management of Council resources. To meet the timelines required to meet statutory timelines for notification of agendas, it is proposed that we consider some changes to the approved scheduled meetings of Community, Environment and Services Committee (CESC) and the Risk and Audit Committee (RAC). A new schedule that includes all changes will be presented for Council consideration in May.

However due to a large workload that overlaps in the preparation of reports for RAC and Full Council it is requested Council resolves to move the RAC meeting one week earlier to 17 May 2023.

3.4 MAYORS TASKFORCE FOR JOBS (MTFJ)

Mayors Comment

MTFJ Buller continues to innovate and network across the District. This will identify any gaps in both the jobs market and barriers to work for our young people. The portable driving simulator is a good example of MTFJ leveraging our relationship with Buller REAP to take driver training to our more remote areas.

I continue to participate in the TUIA mentoring program that MTFJ is supporting Maddox Manawatu with funding assistance for TUIA and to attend the Festival for the Future conference later in the year.

I have met with representatives from Federation Mining whose Reefton based project is set to grow rapidly during the year. Although mostly skilled jobs are on offer, there will be flow on effect into the community as support industries and hospitality respond to the demand of an established major industry doubling its workforce.

MTFJ Co Ordinator Julie Moore Comments

The MTFJ conference enabled us to establish better relationships with MSD.

The "Hackathon" at the Hui was helpful, giving us more information and good conversations on how MSD works with other councils. Very beneficial doing this in smaller groups.

In March we emailed MSD regarding several employment and apprenticeship opportunities. This has resulted in positive outcomes. MSD, MTFJ and Buller REAP are meeting later this month as a group to discuss opportunities for our community.

We will begin radio advertising this week, along with Facebook is giving us a larger audience. So far, this has been very positive.

We have the relationships with local businesses, now we need to find different ways to engage Job Seekers. Our local Tai Poutini Polytech is one area we are focusing on and are currently collaborating with staff how we can do this e.g. work alongside them in the delivery of courses, transporting students.

Clearhead is proving to be a great resource and clients engaging in sessions have found it worthwhile. However, there is still some reluctance to take up counseling.

The YEP programme starts 1st May at Buller High School, this will be delivered by Buller REAP and MTFJ.

Total distributions for March \$20,044.06

Total distributions year to date \$231,215.56

3.5 Three Waters Reform

The Minister of Local Government, Hon. Keiran McAnulty has recently announced changes to the Three Waters Reform programme. Council has received correspondence from the ministers office, included in the Mayors Correspondence.

Key Changes/features:

- The number of water service entities will move from 4 to 10. Buller will be included in a Canterbury/West Coast water services entity.
- Local voice has been enhanced through regional partnership via the regional representative group. Under the 10-entity model, every territorial authority (including Buller) will be represented on the entity's regional representative group. There will continue to be an equal number of mana whenua representatives.
- Each entity will have the same functions, powers and accountabilities as already provided for in the Water Services Entities Act.
- Changing the reform model necessitates changes be made to the transition timeline. It is necessary to change the establishment date of the entities, and when the new system comes into effect. Entities will begin to be stood up from early 2025 and a staggered approach will ensure all entities will be fully operational by 1 July 2026. The Department of Internal Affairs will develop a schedule of go-live dates, in consultation with councils and other groups.
- Legislation to allow for these changes is to be passed before the 2023 general election. This will be subject to the Parliamentary timetable and processes.
- Council planning and reporting documents will need to reflect the continued service delivery obligations during the longer establishment period – which will include the first two years of the 2024-34 long-term planning cycle. Legislative changes will be made to reflect this, and to provide clarity around planning and reporting.
- The National Transition Unit is well positioned to make the necessary amendments to its programme and officials have been asked to follow up with Council directly to provide further detailed information.

The changes to the current reform detailed above will require further consideration of Council for its implications on our Annual Plan 2023/24 and the 2024-2034 LTP. I continue to foster relationships with Minister McAnulty and mayors within the new Canterbury/WC entity to ensure Buller is represented in the revised reform programme.

The National Party spokesperson for local government, Simon Watts MP has accepted my invitation to visit Buller on 26 April. Council staff are

preparing a briefing pack to ensure Mr Watts is well informed of the three waters infrastructure and funding challenges facing Buller and the steps taken so far to appropriately manage the situation. I look forward to understanding how the National Party policy on water infrastructure investment may work in the Buller context.

4. EXTERNAL MEETINGS & EVENTS

4.1 Takiwā Poutini Charter

I attended a signing ceremony to add my signature to the Takiwā Poutini Charter as part of our commitment to have Buller District Council represented at a governance level in the new health localities project. Cr Graeme Neylon is the BDC representative on the locality project, however I was requested to attend and sign the Charter on behalf of Council.

The Takiwā Poutini charter as signed in March 2023 is attached as Attachment 2.

It should be noted that the Locality establishment Charter was signed in 2022 and included Te Runanga o Makaawhio and Te Runanga o Ngāti Waewae as signatories of the establishment charter. Local government elections in October 2022 meant that Councils were unable to confirm or sign the charter at that time, however it was recorded that Councils would be included in the new triennium.

The March 2023 charter was drafted to include the signatures of Buller, Grey and Westland District Councils. All previous signatories from 2022 are also confirmed as current.

4.2 Te Tai Poutini Plan Committee (TTPP)

The TTPP committee met on 18 April at Westland District Council building in Hokitika which I attended via zoom. The agenda and minutes are available on the TTPP website <https://tppp.nz/about-the-plan/agendas-minutes>.

The committee received and discussed the following:

- Report – Notification of Summary of Submissions, noting the period for further submissions closes 26 May 2023
- Report – Proposed Plan Timing Update
- Report – Buller District Designation Amendments, noting some can be corrected as minor amendments, others will be treated as variations and require a consultation process. This can be included during other TTPP consultations for efficiency.

- Report – Updates to Coastal Hazards Mapping, updated information on coastal inundation mapping has been provided by NIWA. This has significant implications for various landowners and aspects of TTPP. A further consultation and engagement with affected landowners is planned.

The TTPP project managers report for March is Attachment 3.

5. LOCAL EVENTS & RELATIONSHIP MEETINGS

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

- Buller Community Arts Exhibition, opening night. Hosted at the Art Hotel gallery space this was a great opportunity to support the individual artists.
- Patricia August, Lyric Theatre Granity. This was to discuss funding opportunities that may be available to assist the Lyric Theatre in sustainable operations and development.
- Buller High School, Centenary jubilee dinner. Provided an address to welcome and acknowledge the past students and the contribution Buller High has made and continues to make to the District.
- Reefton Mayors Chats, Three residents attended during the afternoon session to discuss various issues.
- Northern Buller tour including Karamea (Market Cross), Little Wanganui, Millerton, Gentle Annie and Seddonville. This was over Easter weekend and although informal in my personal time, was an opportunity to engage with locals and observe the great attractions and efforts of local businesses.
- Buller Holdings Board, joined the board for lunch, this was followed by a formal governance relationship meeting (reported through RAC)
- Reefton public meeting to share information on the chlorination project due to start for Reefton water supply. This meeting was one part of a communications plan to inform the Reefton Water consumers of the imminent chlorination of the water supply.
- Westport competitions society, annual competitions for performance and dance. I visited during an awards ceremony and noted the fantastic contribution of parents, competitors and organisers to the community. The competitions attract visitors from across the South Island for several days.

6. CORRESPONDENCE

For Council consideration – see Attachment 4

Incoming Correspondence 2022	From	
30 March 2023	Gary Jeffery	Using Existing Water Bores
30 March 2023	BEL CEO, Clark Nelson	Collaborative Exercise Request - Economic Assessment
13 April 2023	Hon. Kieran McAnulty	Changes to Three Waters Reform
13 April 2023	Westport Early Learning Centre	Sponsorship
Outgoing Correspondence 2022	To	
30 March 2023	Charles Bruning	Westport Sesquicentennial Response
30 March 2023	Gary Jeffery	Letter of Response
30 March 2023	Jackie Mathers	Ngakawau-Hector Reserve Sub-Committee Letter of Response
30 March 2023	Jeni Greenland	Waimangaroa Water Quality - Letter of response
30 March 2023	Tony Bartley	Northern Buller Toilet Facilities – letter of Response

2023 CHARTER



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 2023 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



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

Project Manager Update

1 March 2023 – 31 March 2023

Prepared By: Jo Armstrong
Date Prepared: 31 March 2023

Accomplishments this Period

- The planning staff and contractors have completed the summary of submissions and will bring it to your 18 April meeting for approval.
- 534 submissions have been received containing 15205 submission points.
- The top numbers of submission points are on:
 - Natural Hazards
 - Subdivision
 - Coastal Environment
 - Ecosystems and Biodiversity
 - General Rural Zone
- Mineral Extraction is also a large topic submitted on under several chapters in the Plan. There are also a lot of submission points supporting different parts of the Plan, as well as those seeking amendments to or opposing provisions.
- The search for a new senior planner continues. We have received four job applications and plan to interview one of the applicants.
- There has been a major focus on the 2023/24 budget preparation, and WCRC continue to work on the council-wide budget.
- Research to assess the coastal inundation impact on properties using updated Lidar information was delivered to staff in February. Staff are working with NIWA on the analysis and will report to the Committee at the 18 April meeting.
- Contracting Hearing Panel members is underway.
- A Request for Proposals for planning contract services to undertake report writing and provide support at hearings is out for responses by 17 April.
- The TTPP website is being updated to accommodate submissions, further submissions and all the hearings information. The new look is designed to make navigation easy for users. Please take a look at the site at www.ttpp.nz
- The next TTPP Committee meeting is scheduled for 18 April 2023 at Westland District Council.

Plans for Next Period

- Respond to queries
- Notify summary of submissions and further submissions period

- Complete Contracts with hearing panel members
- Update WCRC Resource Management Committee
- TTPPC meeting 18 April 2023 at Westland District Council

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	Realistic budget 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		Summary of submissions slightly delayed.
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
Te Tai o Poutini Plan Notified	14 July 2022	This will be the "Proposed" Plan
Summary of Submissions	April 2023	
Further Submissions	May 2023	Submissions must be summarised and published and then there are 10 working days for further submissions
Pre-hearing meetings /Mediation	June 2023 onwards	Indicative time only
Hearings Te Tai o Poutini Plan	From August 2023	Indicative time only.
Decisions Te Tai o Poutini Plan	2025	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

Stage	Target for Completion	Comments
		amendments, undertaking amendments and reviews, or ensuring these are undertaken, as required.
Appeals and Mediation Te Tai o Poutini Plan	From late 2024	Indicative time only. Any parts of the Plan not appealed are operative from the end of the Appeal Period.
Environment or High Court	2025	Indicative time only.



Te Tai o Poutini
PLAN

A combined district plan for the West Coast



CHARTER

MARCH 2023

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Version Control

Version	Reason for Version	Author	Date
2.00	Addition of Partners	Penny Kirk, Advisor, Regional Public Service Commissioner	28 March 2023

Background

Localities provide a place-based approach to improve the wellbeing of populations.

Organising health, wellbeing, and social services to meet the needs identified by mana whenua, whanau, and communities.

Localities are geographical areas of between 20 – 100k people – distinct communities within practical boundaries to enable a strong community voice.

Each Locality has consistent core health resources but delivered based on the needs and priorities of local communities.

In early 2022 the government put out a call for bids to create Localities.

A bid for a Te Tai o Poutini - West Coast integrated Health System Locality Prototype was put in by the partnership in February 2022 which was accepted by interim Health NZ.

Partnership structure

The Governance of the partnership is owned by the Takiwā Poutini Governance Group, which is made up of representatives of the partner organisations.

This includes identifying the day - to - day operational direction of the partnership.

The Funding is held by **Pokeka Poutini Ngai Tahu Limited**, who will manage the financials for the partnership, and report up to the Takiwā Poutini Governance.

The Staff for the partnership will be employed by: **Pokeka Poutini Ngai Tahu Limited** and will have responsibility for staffing policy documentation and administration of the partnership.

The staff for the partnership will report to the Chairperson of the Takiwā Poutini Governance.

Secretariat services for the Partnership will be provided by the Regional Public Service commission or can be transferred to other member organisations of the partnership, where there is agreement by quorum to do so.

Partnership Charter in relation to the Takiwā Poutini

This Charter is made on the _____ day of _____ 2023

The Partners are:

- Te Rūnanga O Ngāti Waewae
- Te Rūnanga O Makaawhio
- Te Whatu Ora – Te Tai o Poutini West Coast
- Te Whatu Ora - Te Mana Ora Te Tai o Poutini National Public Health Service
- West Coast Primary Health Organisation
- Regional Public Service Commissioner
- Buller District Council
- Grey District Council
- Westland District Council

We are cognisant of the fact that health is only a small part of what makes up our people's overall health and wellbeing and hence we cannot have health as the only key part of the Takiwā Poutini makeup if we want to effect true change.

While the partners do not currently represent consumers or all agencies within our takiwā, our intent is to ensure the consumer voice is included in the co-design and that all key agencies are engaged within the takiwā so that we have a truly comprehensive and interconnected system to better serve our population.

Purpose

The purpose of this Charter is to develop an effective and enduring working partnership that will be mutually beneficial to the aspirations we share to improve the Hauora (health and wellbeing) of Takiwā Poutini. We will advance this aspiration through our relationships, trust, and implementation of a Locality Development approach for Takiwā Poutini.

He waka eke noa

We are all in this waka together

The partners have joined together as a Governance Group which is responsible for the success of Takiwā Poutini Locality Prototype. The Governance Groups role and responsibilities reflect the mandate of this charter.

Details of the membership, roles, responsibilities, and delegated representatives of the Governance Group can be found in the Governance Group Terms of Reference.

The Journey

This locality was developed from a collaboration of partners on behalf of Takiwā Poutini for inclusion as a locality prototype. We are a rural locality of approximately 32,500 people. Our rurality and remoteness, spanning over 23,000 kilometres, adds in another dimension when ensuring our population has equity of access, of treatment and outcomes, and maximising wellbeing. Te Tai o Poutini - West Coast has periods of isolation within the region through events such as flooding, slips and road wash outs and with their Canterbury neighbours with challenges such as weather conditions hampering emergency retrievals and the added complexity of planning for the Alpine Faultline that will result in communities being cut off.

The partners came together to redesign our health system and undergo a transformational paradigm shift. Where health no longer sits as a silo within its own confines but is truly integrated with wider sectors and social service agencies. We want to take a bold and ambitious approach which looks to truly bring to life the five system shifts of the health and disability service reforms, whilst reorientating the system to be whānau / community focused and centred.

Vision and Values

Our Locality Charter is based on our collective values and behaviours. Our vision and values demonstrate our close alignment and commitment to the hauora - well-being of our people and as such are shared in this Charter to strengthen our relationship and commitment to our shared communities.

Vision:

Through partnership between Iwi, community, central and local government, the wellbeing of our communities on the West Coast is improved, and inequities are eliminated.

What we are not

We are not collectively established as a Legal Entity.

Thus, we recognise that the partners are subject to their own governance obligations and as such this Charter limits partner's rights and/or obligations necessary to comply with their governance obligations under any law or other agreement.

Principles underpinning the Partnership

The Parties agree to the following principles as the foundation for the Partnership:

Te Tiriti o Waitangi is the enduring foundation of our approach. The principles of Te Tiriti o Waitangi, as articulated by the Courts and the Waitangi Tribunal, provide the framework for how we will meet our obligations under Te Tiriti in our day-to-day work.

Tino rangatiratanga: The guarantee of tino rangatiratanga, which provides for Māori self-determination and mana motuhake in the design, delivery, and monitoring of health and disability services.

Mana taurite/Equity: The principle of equity, which requires the Crown to commit to achieving equitable health outcomes for Māori.

Whakamaru /Active protection: The principle of active protection, which requires the Crown to act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that it, its agents, and its Treaty partner are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.

Kōwhiringa/Options: The principle of options, which requires the Crown to provide for and properly resource kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.

Rangapū/Partnership: The principle of partnership, which requires the Crown and Māori to work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with the Crown, of the primary health system for Māori.

An expression of Te Tiriti obligations in the context of the health and disability system is provided in **Appendix 1**.

Additional to the Te Tiriti Principles are the following agreed kawa.

Fundamentally improving: An understanding that this is a paradigm shift in how we support our community's wellbeing. That this is a visible improvement of our community's wellbeing through action.

Together: An understanding that we will be working together, each through their own strengths and capabilities and collectively being stronger for our communities. Using our collective resources for the improved wellbeing of our communities and ensuring visibility of needs and resources across the partners to achieve this.

In partnership with iwi and our communities: An understanding that we are doing this in partnership with iwi as our treaty partners and our communities. Understanding that partnership is one that provides input, direction and focus for our locality to truly responsive to the needs of those we serve.

Eliminating inequities: An understanding that we are not aiming for improvement in inequities but rather elimination of inequities. It is the priority to eliminate inequity for our Māori whanau and for our rural communities in all we do.

Trust based relationship: A partnering relationship built on each Party working the basis of trust, respect and understanding

No surprises approach: A partnering relationship built on each Party behaving with integrity and in good faith, with appropriate knowledge and information sharing.

Open communication: A partnering relationship built on each Party discussing issues openly, being open to constructive feedback, and understanding and respecting each other's knowledge, expertise, operating environment, and capabilities.

Flexible: A partnering relationship built on each Party taking an open approach on differences of views and opinions and being flexible regarding the resolution of any issues which may arise.

Shared responsibility: A partnering relationship built on each Party establishing and maintaining an environment within our Locality that encourages openness and honesty. Taking shared responsibility for the success of our Locality, achieving consensus decisions, and addressing all potential disputes.

Shared accountability: A partnering relationship built on Parties collectively identifying, managing, and mitigating all risks associated with our Locality activities.

Confidentiality – Parties respect the need of each organisation to maintain confidentiality, when necessary, for example, recognising the Council has statutory obligations - Local Government Official Information and Meetings Act 1987.

Individual stakeholder responsibilities, expertise, identity and roles – Each Party must respect the other Party's areas of expertise and its relationship with its key stakeholders.

Commitment to future planning and capacity building – Parties agree to a forward-looking focus including identifying appropriate resources for collaboration and joint working.

Resilience – Parties agree to open dialogue and processes to facilitate managing difficulties and differences.

Partnership Responsibilities

Responsibility for Partnerships include, but are not limited to:

- Operate within, and promote the principles of Te Tiriti o Waitangi
- Develop a vision, strategic leadership and direction for our Locality
- Acknowledge the role of Iwi- Māori Partnership Boards in Locality planning
- Champion and support the vision, principles and objectives of the Locality Plan
- Actively promote and develop the whānau and community voice in locality planning
- Create an inspirational plan, in partnership with Health New Zealand and the Māori Health Authority, for the locality that will ensure health equity and community wellbeing;
- Create, develop and sustain productive community relationships;
- Manage locality support functions related to the Partnership
- Confine and resolve any inter-partner conflict within the organisation of the Locality in accordance with the stated principles and values;
- Deliver outcomes to meet and exceed the objectives of the Partnership;
- The Partnership must designate which roles are responsible to the partnership, and where alternative representatives are delegated the responsibility to the partnership.

Health New Zealand Responsibilities

Responsibilities for Health New Zealand include, but are not limited to:

- Collaborate with the Locality Partnership to agree the Locality Plan
- Review and agree the Locality Plan
- Generate high level support and stakeholder interface for the Locality
- Provide timely and accurate health system data to support effective local planning and review
- Identify a named Locality Commissioner
- Work with Locality leads and communities to co-design service delivery models
- Support the Partnership to be effective in its role

Māori Health Authority Responsibilities

Responsibilities for the Māori Health Authority include, but are not limited to:

- Collaborate with the Locality Partnership to agree the Locality Plan
- Review and agree and the Locality Plan;
- Generate high level support and stakeholder interface for the Locality

Iwi Maori Partnership Board

Te Tauraki is the designated name for the Iwi-Māori Partnership Board within the Ngāi Tahu takiwā. During colonial state land purchase negotiations within the Ngāi Tahu takiwā, government agents promised the building and maintenance of schools and hospitals for Ngāi Tahu communities as part payment for tribal land. Ngāi Tahu appeals for schools and hospitals throughout and beyond the 1850s thus became part and parcel of Te Kerēme, the Ngāi Tahu Claim.

As the Waitangi Tribunal wrote in 1991, this became “an essential part of [the] overall claim for recognition that the Crown had yet to fulfil the terms of the purchases.” The Tribunal noted that government built a hospital in Dunedin in the 1850s, “apparently as a direct response to Ngai Tahu [sic] representations.” However, it found that after the Otago province took this facility over in 1856, central government provided minimal financial assistance for Māori patients who “soon found themselves unwelcome there.” A Crown historian thus admitted to the Tribunal that the government’s provision of medical care to Ngāi Tahu was “woefully inadequate.” Te Tauraki will give effect to the promises agreed between our people and the Crown.

“Kia maiea te kupu tauraki” (To fulfil the promise)

The structure for Te Tauraki responds to the size and scale of the takiwā, and the need to reflect both the whole of system response and the rangatiratanga of Papatipu Rūnanga who are mana whenua.

The Governance Group will be supported by a Regional Advisory Group comprised of Papatipu Rūnanga representatives from each of the regional clusters. Within each regional cluster, Papatipu Rūnanga will be directly engaged in the development and review of Locality Plans for their area. The multi-layered approach endeavours to ensure that there is the direct and comprehensive input from Papatipu Rūnanga about the issues and needs of their whānau and communities and the development of the Locality Plans, an advisory group with a focus on the regional lens across service provision and hauora outcomes, and then the Governance Group applying a strategic overview for the entire takiwā and whole of health system performance and outcomes for Māori and Ngāi Tahu iwi.

An illustration of the structure is included in **Appendix 2**

Decision-Making

Shared Decision Making

- Each of us are fully committed to our Partnership and carrying out Locality activities to achieve our Locality objectives. We acknowledge that this commitment is fundamental to our Partnership’s success.

Iwi Maori Partnership Board

Te Tauraki is the designated name for the Iwi-Māori Partnership Board within the Ngāi Tahu takiwā. During colonial state land purchase negotiations within the Ngāi Tahu takiwā, government agents promised the building and maintenance of schools and hospitals for Ngāi Tahu communities as part payment for tribal land. Ngāi Tahu appeals for schools and hospitals throughout and beyond the 1850s thus became part and parcel of Te Kerēme, the Ngāi Tahu Claim.

As the Waitangi Tribunal wrote in 1991, this became “an essential part of [the] overall claim for recognition that the Crown had yet to fulfil the terms of the purchases.” The Tribunal noted that government built a hospital in Dunedin in the 1850s, “apparently as a direct response to Ngai Tahu [sic] representations.” However, it found that after the Otago province took this facility over in 1856, central government provided minimal financial assistance for Māori patients who “soon found themselves unwelcome there.” A Crown historian thus admitted to the Tribunal that the government’s provision of medical care to Ngāi Tahu was “woefully inadequate.” Te Tauraki will give effect to the promises agreed between our people and the Crown.

“Kia maiea te kupu tauraki” (To fulfil the promise)

The structure for Te Tauraki responds to the size and scale of the takiwā, and the need to reflect both the whole of system response and the rangatiratanga of Papatipu Rūnanga who are mana whenua.

The Governance Group will be supported by a Regional Advisory Group comprised of Papatipu Rūnanga representatives from each of the regional clusters. Within each regional cluster, Papatipu Rūnanga will be directly engaged in the development and review of Locality Plans for their area. The multi-layered approach endeavours to ensure that there is the direct and comprehensive input from Papatipu Rūnanga about the issues and needs of their whānau and communities and the development of the Locality Plans, an advisory group with a focus on the regional lens across service provision and hauora outcomes, and then the Governance Group applying a strategic overview for the entire takiwā and whole of health system performance and outcomes for Māori and Ngāi Tahu iwi.

An illustration of the structure is included in **Appendix 2**

Decision-Making

Shared Decision Making

- Each of us are fully committed to our Partnership and carrying out Locality activities to achieve our Locality objectives. We acknowledge that this commitment is fundamental to our Partnership’s success.

- We will work on an Open Book basis to help achieve the best results from our Locality activities.

Consensus Decision-Making: Unless all of us agree otherwise, every decision, determination and resolution of our Locality shall be made by consensus of those present, whether in person, by telephone or videoconference, or by proxy, at the relevant meeting, on a Best for system basis.

Implementing Decisions: We will implement all decisions and directions of our Locality concerning our Partnership and this Charter.

Dispute Resolutions: The Partnership is based on a shared commitment to achieving the best possible outcomes for whānau within the Locality. The Partnership recognises that inevitably disputes will emerge. In the event of disputes emerging all partners commit to resolving any dispute at the lowest possible level. Dispute resolution will be based on the culture, principles, and values of the Locality.

Conflicts of Interest

Honesty and Integrity Paramount: It is important that all of us are open and honest with each other and advance the interests of our Locality.

Full Disclosure: Each of us shall fully disclose any Conflicts of Interest that we are aware of or may have in respect of any matter touching or concerning our Partnership or this Charter in accordance with our Conflict-of-Interest policies.

Managing Conflicts:

- We will proactively manage all Conflicts of Interest or potential Conflicts of Interest. Full details of how the partnership will identify and manage potential or actual conflicts of interest can be found in the **Conflict-of-Interest policy**, which is contained within the Takiwā Poutini Policy and Procedure Documents.

Access to Information and Confidentiality

Commitment: We will share all relevant information about our Partnership with each other and with others. To that end, we commit to full, honest, and open disclosure to each other of all information and documents that relate to;

- Undertaking our Locality activities; and
- Otherwise meeting our Partnership obligations and commitments.

For the avoidance of doubt, we acknowledge that we do not intend to share:

- Clinical information about an identifiable individual; or
- Financial information about any Partner or any other organisation providing services within the scope of our Partnership without their express agreement.

Some Information Confidential: We accept that some of the information that we share within our Locality will be confidential (Confidential Information). We will not share or disclose Confidential Information to any person except with the agreement of our Partnership.

Relationship Management

This Charter is endorsed by the governance of our respective iwi and organisations.

Any dispute or difference arising in relation to this Charter shall be dealt with by the key contacts named in appendix 3, who are the day-to-day contacts for this Charter (which can be changed by written notice by either party). If a dispute cannot be satisfactorily resolved, it may be referred to Chairperson of the Partnership, who shall make every reasonable effort to resolve the dispute promptly. If the matter cannot be resolved with this process, the matter shall be referred for advice from a combination of the Iwi Maori Partnership Board and the Commissioner. Only after the issue cannot be resolved through the previous channels, will the issue be escalated to Te Whatu Ora – Health New Zealand.

Review of Charter

The Charter will remain in effect until such time as the Takiwā Poutini Locality Plan is approved and endorsed as required.

The Charter shall be reviewed no less than on an annual review cycle, with the ability to review more frequently if required.

A decision to terminate this Charter will not affect the term of any contract entered under this Charter which is still in force.

Measuring our success

Measures will be developed that capture our locality partnership.

Executed as a Charter

Signed on behalf of:

Te Rūnanga O Ngāti Waewae

Signed: _____

Date: _____

[NAME]

[ROLE]

Te Rūnanga O Makaawhio

Signed: _____

Date: _____

[NAME]

[ROLE]

Regional Public Service CommissionerSigned: Date: 30/3/23

[NAME] CRAIG CHURCHILL

[ROLE] REGIONAL PUBLIC SERVICE COMMISSIONER

Buller District CouncilSigned: Date: 30-3-23

[NAME] JAMIE CLEINE

[ROLE] MAYOR

Westland District CouncilSigned: Date: 30.3.23.

[NAME] Helen Lash.

[ROLE] MAYOR WESTLAND.

Te Whatu Ora - Te Tai o Poutini West CoastSigned: Date: 30/3/23

[NAME] PHILIP CONBLE

[ROLE] GENERAL MANAGER

Grey District CouncilSigned: Date: 30.3.23.

[NAME] Tania Kaye Gibson.

[ROLE] Mayor Grey District.

West Coast Primary Health OrganisationSigned: Date: 30/3/2023

[NAME] Kevin Hague

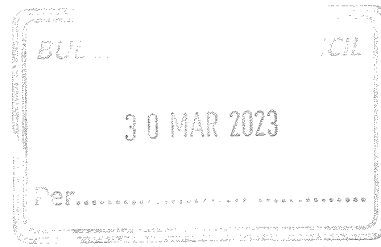
[ROLE] Chairperson

Te Whatu Ora - Te Mana Ora Te Tai o Poutini National Public Health ServiceSigned: Date: 30/3/2023

[NAME] CHERYL BRUNTON

[ROLE] MEDICAL OFFICER OF HEALTH
TE WHA O POUTINI.

The Mayor
Buller District Council



'Dear Mr Cleine

I have started to investigate my idea of using existing water bores to supplement the Westport supply

I mentioned first the bore in the old Cranberry farm. It is now owned by the farmer who took it over as part of his dairying. I think he may be Mr Allan who has his main dairying just the other side of the Totara River. You can find his name if you look up his rate demand. I know that is where he lives as spoke to his wife before we moved our hives off the farm,

He would know the potential flow when fully operating.

Apparently some rust comes out in the flow, but it may be from the top length being of iron. A company I think WATER WEST COAST are advertising they have filters that can give pure drinking water, from any source which apart from the bore may also be useful at the intake up the hill, if economical enough.

Also Alan Bligh has a good bore on his place up Crawthron road, which apparently has no rust in the water.

When living in Loburn I found a reasonable supply where I lived and not far away I located a good artesian supply for someone who was convinced there was no water underneath. Two earlier attempts found none. Only had to go down another 10 feet. Then it had to be capped to stop it flowing down the hill.

In the Loburn Case I believe that the Ashley river filled a gravel bed upstream, an impervious clay confined the water to the gravel below until the bore pipe reached the gravel.

I expect that much of the Buller water goes to the sea through gravel underneath the surface of the land, similar to the Ashley river in Loburn and by the time the water reaches the Westport area there would be a great head of pressure. There appears to be a clay like top soil above much of the Fairdown area so perhaps a Geologist could suggest a suitable place to do a small test bore to see if worth while using a bigger dimension bore there

If an artesian supply could result, then many of the Westport water problems could be over. Perhaps seeing if the Government could help fund the exploration related to possible relocation of parts of the town later to reduce future flood costs.

As a beekeeper we were always thinking of new types of management, and soon realised that there were other ways of doing it, often better.

Hoping my ideas are better than what Westport has at present. Gary Jeffery



Buller Electricity Limited

24 Robertson Street
Westport 7825
New Zealand

P O Box 243
Westport 7866
New Zealand

T +64 3 788 8171
E info@bullernetwork.co.nz
W www.bullerelectricity.co.nz

Attachment 4

March 30 2023

peter.haddock@wcrc.govt.nz

MR PETER HADDOCK
CHAIRMAN
WEST COAST REGIONAL COUNCIL
P O BOX 66
GREYMOUTH 7840

jamie.cleine@bdc.govt.nz

MR JAMIE CLEINE
HIS WORSHIP THE MAYOR
BULLER DISTRICT COUNCIL
P O BOX 21
WESTPORT 7866

Gentlemen

Collaborative Exercise Request

Buller Electricity Limited is seeking an undertaking in the form of a collaborative exercise with WCRC and BDC to complete an economic assessment to understand the capacity for our Buller community to be able to absorb the perspective increases being faced through the following avenues:

1. Electricity price increases [427% Transmission price increase notified to be effective from 1 April 2023].
2. Te Tai o Poutini Plan [TTPP] increases [estimated to be in excess of \$5M]
3. Flood protection [without Central Government support this will be a challenge for ratepayers]
4. Aging infrastructure [ditto]

The services our organization provide for the community (Buller people) are essential and need to be reliable, fit for purpose and affordable. The goal here is to look at affordability as a whole.

We appreciate your response.

Yours faithfully

A handwritten signature in blue ink, appearing to read "C R Nelson", is written over a light blue circular stamp.

C R Nelson
Chief Executive

Hon Kieran McAnulty

Minister for Emergency Management
 Minister of Local Government
 Minister for Racing
 Minister for Rural Communities
 Deputy Leader of the House



2023/4/13LG

13 April 2023

Local Government Mayors and Chief Executives
By email

Dear Local Government Mayors and Chief Executives

Thank you for making yourselves available to attend today's briefing on the changes that will take place to water reform in New Zealand.

The Government is committed to ensuring all New Zealanders have access to safe, reliable and affordable drinking water, wastewater and stormwater services. Significant challenges exist in how water services are currently delivered across the country, with an estimated \$120 billion to \$185 billion required to be invested in water infrastructure over the next 30 years. Changes are needed to the delivery of water services to meet the challenges ahead, including aging infrastructure, population growth, climate change, and natural disasters. Addressing these challenges is out-of-the-reach of many individual councils to address on their own.

I want to acknowledge the work that your council has done in providing these services to your community in the face of increasing and competing demands. You have faced the difficult task of operating water services, within a modern context, where in many cases the pipes, treatment plants and other assets are old and have been outgrown by the communities they serve. You have done so while dealing with communities' increasing need for other infrastructure and services.

The only effective way to address this need for investment is to have balance sheet separation between water services entities and local government. This enables the entities to fund the significant long-term investment required through achieving higher levels of leverage than local authorities can obtain.

As part of the reset, it has been important to me to take the time to meet with representatives from local government and a range of other partners and stakeholders to inform my thinking. I have heard and considered concerns that our plan to set up four publicly owned multi-regional water services entities will result in a loss of local influence and voice. As I have sought to refocus the reform, three key priorities have emerged;

- it is important that the link between councils and entities is strengthened
- water services entities and councils must have financial independence to invest in the things they need to

- That no district is left behind, and all New Zealanders can experience benefits of reform

As a consequence, the number of water service entities will move from 4 to 10. While it is clear fewer entities and greater scale create greater economic benefits, there is the opportunity to increase the weighting of local representation and influence in our approach. The Government believes it is critically important that the entities have clear stronger links with their communities, to ensure New Zealanders have confidence that the entities will listen and respond to their needs. Without a doubt, New Zealanders will pay less for water services with reform, than without.

Having 10 entities based more closely around existing regions, enable the entities to be better connected to the communities they serve. For consumers, this means an improved quality of service and improved affordability of water services, compared with the increase in water charges likely under a continuation of the current water service delivery model. Each entity will have the same functions, powers and accountabilities as already provided for in the Water Services Entities Act.

The entities will continue to be owned by local councils on behalf of the public, however, they remain operationally and financially independent from them. The balance sheets of water services entities are required to be sufficiently separate from local government, to allow them to achieve higher levels of leverage than local authorities can obtain.

Each water service entity will be governed by a professional board, with members appointed for their competencies and skills. Local voice has been enhanced through regional partnership via the regional representative group. Under the 10-entity model, every territorial authority owner – and therefore every community – will be represented on the entity's regional representative group. There will continue to be an equal number of mana whenua representatives.

Changing the reform model necessitates changes be made to the transition timeline. It is necessary to change the establishment date of the entities, and when the new system comes into effect. Entities will begin to be stood up from early 2025 and a staggered approach will ensure all entities will be fully operational by 1 July 2026. The Department of Internal Affairs will develop a schedule of go-live dates, in consultation with councils and other groups.

I intend to introduce and pass legislation to allow for these changes before this year's election. This will be subject to the Parliamentary timetable and processes.

I recognise this approach raises complexities for local government planning and reporting, and there is a need to provide clarity about what the new establishment date means for long-term planning. Councils are already preparing their 2024-34 long-term plans, and without legislative changes cannot make provision for water services.

To recognise the extended establishment period, councils will continue to be responsible for water services until the handover date for their entity. Council planning and reporting documents will need to reflect the continued service delivery obligations during the longer establishment period – which will include the first two years of the 2024-34 long-term planning cycle. Legislative changes will be made to reflect this, and to provide clarity around planning and reporting.

I am also conscious of the need to ensure sufficient clarity regarding accountabilities between councils and entities during this time, and for councils and auditors to have clear and detailed guidance about any transitional arrangements and what these look like in practice. My officials will work with sector representatives (Taituarā) and the Office of the Auditor-General on what the requirements will be and will provide guidance to the sector as soon as they are able.

The National Transition Unit is well positioned to make the necessary amendments to its programme based on today's reset. I have asked that officials follow up with you directly to provide you with further detailed information.

Thank you for your input through this process, I look forward to continuing working with you all.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'K. McAnulty', written in a cursive style.

Hon Kieran McAnulty
Minister of Local Government

Westport Early Learning Centre

OPEN
8am-5pm
Monday-Friday

Attachment 4



Westport Early Learning Centre
48 Pakington Street
Westport 7825
03 789 6683



Thursday 13th April 2023

Buller District Council
6/8 Brougham Street
Westport 7825

Dear Buller District Council, *c/o Mayor Jamie Cleine.*

The Westport Early Learning Centre is proudly community owned and operated, a not-for-profit early childhood education centre. We have been in operation for over 33 years and have a long tradition of quality child care and education. We have an excellent reputation with local parents and whanau and strong ties to our community. We are proud of our long-term sustainability through 2 Covid Lockdowns and the devastating July flood of 2021.

We are now for the first time in a long time experiencing a huge boost in child numbers and when families in our small town have the choice of 3 centres, we know we are doing the best job!

We are constantly looking for ways to help boost our centres income without compromising the burden of this on local families. Possibly, your business is benefitting in some way through your employees having their children at our centre, enabling them to come to work for you knowing their children are in the best hands.

We are also looking for ways to provide opportunities for local businesses to connect with our community in a positive way.

We are seeking corporate sponsors from local businesses who would like to establish a long term working relationship and be willing to donate a yearly sponsorship amount in exchange for positive promotion in various formats and platforms:

Silver Sponsors will gain benefits from:	Gold Sponsors will gain Silver benefits as well as:	Platinum Sponsors will gain Silver and Gold benefits as well as:
Regular appearances on our learning platform - Storypark (accessed online and used by the centre to write stories about tamariki/children and send notices to parents about events, public health and any other important information.	Opportunities for advertising at public events e.g. whitebait festival, open nights and holiday celebrations at the centre (Matariki, Halloween, Daffodil Day, St Patricks Day, Christmas parades etc)	Physical signage on our highly visible corner section fencing - Domett and Pakington St, right next to the Pulse Energy Recreation Centre. (a one off cost to create signage would be paid for by the sponsoring business)
Digital advertising on our social media Facebook page which has over 350 followers and is ever increasing to extended families of children at our centre.		
Regular advertising in our newsletter which goes home to all families at our centre.		

Platinum level sponsors would provide \$5000 per year

Gold level sponsors would provide \$3000 per year

Silver Level sponsors would provide \$2000 per year

OR a monetary value of your choice _____

OR another contribution to our centre _____

Any sponsorship received would be utilised for ongoing building and grounds maintenance, renewing resources as they become worn out/broken beyond repair and ensuring appropriate wages for our qualified professional staff to support our tamariki and centre whanau.

We would love an opportunity to further discuss the opportunities that we might provide you and your business in a long-term business relationship. Please contact us with the information below if you think you can contribute to the best early learning centre in town, we are happy to come and chat about any opportunity you might have!

Yours sincerely



Pip Hateley

Chairperson - Westport Early Learning Centre - Board of Governance

OFFICE OF THE MAYOR
Jamie Cleine

30 March 2023

Charles Bruning
Westport Rotary Club

Via email: [REDACTED]

Dear Charles

Westport Sesquicentennial – Response Letter

Thank you for your letter and suggestions around marking the 150th anniversary of the Westport Borough. Council considered your letter at the March meeting and is happy to endorse your suggestion of Rotary taking the lead on organising a suitable commemoration.

In recent times Council supported Reefton community groups to organise a series of events to mark the Reefton 150th and that seemed to provide an excellent outcome as opposed to Council leading the project. I encourage you to apply to the next round of BDC community grants for some funding assistance, noting that this is a relatively modest pool of contestable funds. Council would also support any applications you were considering to Development West Coast or other funders.

I would do my best to be available to attend any planned events and Council staff will share any promotional material via our usual networks.

The best contact within Council to discuss community grants and how we may assist in supporting your plans is Mira Schwill, Communications & Community Services Officer
DDI 03 788 9683 | Mobile 027 403 6609 | Email mira.schwill@bdc.govt.nz.

I hope that gives you the support you need to plan along the lines you have suggested.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

30 March 2023

Gary Jeffery

Westport 7825

Dear Mr Jeffery

Thank you for your recent letters and taking the time to write to me. These have been shared with all Councillors and the public via the Mayors Report to full Council and the information contained therein has been noted.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

30 March 2023

Jackie Mathers
Ngakawau-Hector Reserve Sub-Committee

Via email: 

Dear Jackie

Thank you for your recent letter and visit to my office regards the Terms of Reference for the Ngakawau-Hector Reserve Sub-Committee. Your letter was discussed by Councillors at the March meeting.

I acknowledge your frustration at the delays and difficult engagement thus far, however I'm confident that we will put this effort into creating a suitable TOR.

My expectation is Council staff will work with you to incorporate your advice into the final agreed version prior to this coming to the April Council meeting. This is and always was, as I understood it, the intended outcome from the December meeting.

I apologise that this has not occurred to date, however the resolution at CESC has put a date on our expectations around this coming to a mutually suitable conclusion. Council certainly has no desire to take over the great work you and the other reserve sub-committees do on behalf of the community. Our intention has always been to enable and support what the community led reserve sub-committees have been doing so well.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

30 March 2023

Jeni Greenland

Waimangaroa 7845

Dear Jeni,

Thank you for your letter regarding the water quality issues you were having at Waimangaroa. I apologise that a formal response has been slow in getting to you.

Upon receipt of your letter and water sample, I immediately raised a service request on your behalf. I understand that the service request was actioned by the BDC team and is now complete.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

30 March 2023

Mr Tony Bartley

Westport 7825

Dear Mr Bartley,

Thank you for your recent letter regards public toilet facilities in Northern Buller. Your letter was shared with Councillors and the public as part of the Mayors report to the March Council meeting.

The issues you have raised have been passed to the BDC management team for follow-up, either as a service request to action or for consideration as part of Councils annual plan budgets.

For a prompt response to any maintenance or safety concerns with Council facilities or assets you are always welcome to raise service requests directly via BDC customer services. This can be done online at <https://bullerdc.govt.nz/do-it-online/request-a-service/> or by calling 03 788 9111.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 10

Reviewed by Rachel Townrow
Acting Chief Executive Officer

VERBAL UPDATES FROM COMMITTEE CHAIRS

1. REPORT SUMMARY

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

2. DRAFT RECOMMENDATION

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

- 1. Inangahua Community Board – Cr L Webb**
- 2. Ngati Waewae Representative – N Tauwhare**
- 3. Regulatory & Hearings Committee – Cr G Neylon**
- 4. Community, Environment & Services Committee – Cr J Howard**
- 5. Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon**
- 6. Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy**
- 7. WC Health Localities Project - Cr G Neylon**
- 8. Regional Transport Committee - Cr T O’Keefe**

BULLER DISTRICT COUNCIL

26 APRIL 2023

AGENDA ITEM 11

Prepared by Jamie Cleine
His Worship the Mayor

PUBLIC EXCLUDED

1. REPORT SUMMARY

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

2. DRAFT RECOMMENDATION

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

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution LGOIMA
12	Buller District Council Extraordinary Meeting of 3 April 2023	Confirmation of Minutes	(s 7(2)(a)) - protect the privacy of natural persons, including that of deceased persons. (s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).
13	Jamie Cleine - His Worship the Mayor	Acting CE Appointment	(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); (s 7(2)(b)(ii)) - Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.