

## **Local Governance Statement**

**March 2026**

### **What is a Local Governance Statement**

This statement is provided in accordance with [section 40 of the Local Government Act 2002](#) and sets out information about the structure of the Council, its functions, decision-making processes, and how the public can engage with and access the Council.

### **Functions, Responsibilities and Activities**

The Buller District Council is responsible for enabling democratic local decision-making and action by, and on behalf of, its communities, and for meeting the current and future needs of the community in a cost-effective manner. Council undertakes regulatory, infrastructure, community, governance, and support activities to fulfil these responsibilities.

### **Local Legislation**

In addition to general legislation applying to all local authorities, Buller District Council operates under a range of local Acts that confer specific powers. These Acts are listed on the [New Zealand Legislation website](#).

### **Bylaws**

Council has adopted bylaws under the Local Government Act 2002 and other legislation. A list of bylaws currently in force, including adoption dates and review history, is provided [here](#).

### **Electoral System**

Elections are conducted in accordance with the Local Electoral Act 2001. Buller District Council uses the First Past the Post electoral system. The Council reviews its electoral system at least once every six years, and electors may demand a poll in accordance with the Act.

## **Representation Arrangements**

The Council comprises a Mayor elected at large and ten Councillors elected from three wards. An Inangahua Community Board is also established. Representation arrangements are reviewed at least once every six years, including consideration of non-elected Iwi Representatives.

## **Members' Roles and Conduct**

Elected members are responsible for governance, including setting direction, adopting plans and budgets, and monitoring performance. The Mayor provides leadership to Council. All elected members are subject to a [Code of Conduct](#) adopted under the Local Government Act 2002.

## **Governance Structures and Delegations**

Council exercises its functions through Council meetings and committees. The Council may delegate powers and responsibilities to committees, community boards, the Mayor, the Chief Executive, and staff in accordance with Schedule 7 of the Local Government Act 2002. Delegations are made by resolution of the Council and enable decisions to be made at an appropriate level to ensure effective and efficient governance and administration.

## **Meeting Processes**

Council and committee meetings are conducted in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, and Standing Orders. Meetings are generally open to the public, and [agendas and minutes](#) are publicly available.

## **Consultation Policies**

Council has a [Significance and Engagement Policy](#) that outlines how it will engage with the community when making decisions. Statutory consultation procedures are followed where required.



## **Consultation and Liaison with Māori**

Council maintains policies and agreements to support consultation and engagement with Māori, including memoranda of understanding with mana whenua, to support participation in decision-making processes.

## **Management Structure and Relationships**

Council employs a Chief Executive who is responsible for implementing Council decisions and managing staff. This ensures a clear separation between governance and operational management.

## **Employment Policies**

Council has adopted employment and Equal Employment Opportunities policies in accordance with its obligations as a good employer.

## **Key Planning and Policy Documents**

Key documents include the [Long-Term Plan](#), [Annual Plan](#), and [Annual Report](#). These documents are adopted following statutory processes and are publicly available.

## **Public Access to Council and Elected Members**

Information about Council services, elected members, and key documents is available through Council offices and the [Council website](#).

## **Official Information**

Requests for official information are managed in accordance with the Local Government Official Information and Meetings Act 1987. Information on how to make a request is available on the [Council website](#).