



AGENDA

Meeting of the
Buller District Council

Commencing at 3:30pm
Wednesday 28 June 2023

To be held at the
Clocktower Chambers
Palmerston Street
Westport



CORE COUNCILLOR ROLE AND RESPONSIBILITIES

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

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

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

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

28 JUNE 2023

AGENDA ITEM 1

Prepared by Sean Judd
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

28 JUNE 2023

AGENDA ITEM 2

Prepared by Sean Judd
Acting Chief Executive

MEMBERS INTEREST

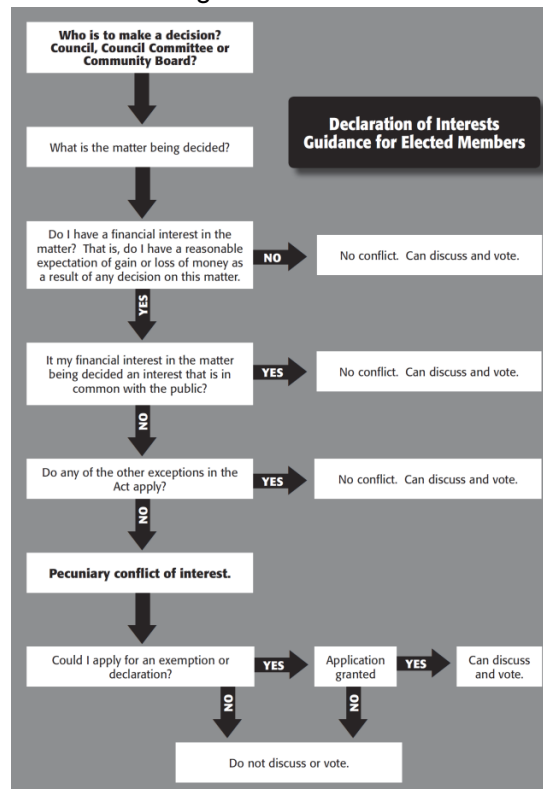
Members are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

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

28 JUNE 2023

AGENDA ITEM 3

Prepared by Sean Judd
Acting Chief Executive

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That Council receive and confirm minutes from the meetings of 31 May 2023 and 14 June 2023

THE BULLER DISTRICT COUNCIL, HELD AT 3.30PM ON WEDNESDAY 31 MAY 2023 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: Mayor J Cleine, Councillors P Grafton, J Howard, T O'Keefe, C Reidy, A Pfahlert, G Neylon, R Sampson, L Webb (via Zoom), G Weston, N Tauwhare (Iwi Representative)

IN ATTENDANCE: S Judd (Acting CEO), D Marshall (Chief Financial Officer), M Williams (Acting GM Infrastructure Services), K Trigg (GM Community Services), S Jope (Team Leader Customer Service), N Hateley (Coordinator Transport), G Barrell (Governance Secretary)

PUBLIC FORUM: Allan Donaldson, Wendy Thompson, Vern Wishart, Jessie Creemore and Brian Jones, Jack Collin, Graham Howard

Brian Jones - Project Allocation and Tendering Matrix

Mr Jones spoke to his concerns with the contracting methodology and believes that unless contracts are allocated to the smaller local contractors then the capacity will be lost to the local community over time. He gave the example of AF8 response.

Jessie Creemore - Revision of the Karamea Plan

Ms Creemore spoke that 127 people in the community have taken part which has resulted in 13,000 words in response to the questions in the process.

A major concern is access over the bluff road. The concern is that the uniqueness of the remote of Karamea and Buller is not being taken into account in supporting local contractors who spend locally. When the bluff road was blocked in Feb 2022, contractors working from both the Karamea and Westport end opened the road sooner.

Having the experience of local contractors will make the response to future adverse events better.

Wendy Thompson - Heavy Traffic on Roebuck Street

Ms Thompson spoke to her concerns over the use of Roebuck Street by heavy traffic and her expectation that heavy traffic would not use her route.

She referred to the letter she received from the Annual Plan process and her concern that signs and information sharing was not followed through with. She believes that staff are not following Council direction.

The focus from staff seems to be on speed but speed and general disturbance created by trucks is the concern.

Vern Wishart - Heavy Traffic on Roebuck Street

Mr Wishart spoke that he had stopped some truck drivers to see why they are not following the heavy bypass rules/instructions. He gave the various reasons drivers do not follow.

The problem is the change in drivers who seem to have no knowledge, and local drivers who ignore the bypass rules. More clearer signage was required.

Allan Donaldson - Water Supply

Mr Donaldson provided a presentation on clean water coming from the northern branch of the Orawati river. The floods removed the debris from the river making it cleaner and back to bedrock.

He said that a bench and water race installed years ago runs between the southern and northern branches, if undertaken, would support the recent tunnel and pipes from the intake to improve the water supply.

Jack Collin - Senior Housing

Mr Collin spoke on behalf of the local Grey Power Committee to the senior housing on the Council agenda.

He believes looking after the elderly in the community was important and felt that rentals paid over the last 40 years meant that the units owed the Council nothing. He wanted the Council not to sell the rentals and felt that the rent paid would fund the maintenance etc.

Mayor J Cleine commented that some of the tenants were the more vulnerable in the community and needed appropriate support. There will be no rushed decisions.

Graham Howard - Punakaiki Centre

Mr Howard asked that the Council should make a claim on the Punakaiki Centre currently being built by the Government to own half of the value of the building and the income generated by the complex.

He wants the income to be used to help fund the rates paid in the community.

MEETING DECLARED OPEN AT: 4.15pm

1. APOLOGIES (Page 9)

Discussion:

DM A Basher will be late.

N Tauwhare will be an apology from 6pm.

RESOLVED that Buller District Council notes that DM A Basher will be late to the meeting and N Tauwhare will be an apology from 6pm.

Mayor J Cleine/Cr A Pfahlert

10/10

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (Page 10)

Discussion:

Mayor J Cleine declared that he held an interest in relation to agenda item 11 as he has been the Buller Resilience Trust (BRT) Trustee .

Mr Cleine will pass the Chair to DM A Basher for this resolution.

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

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

Cr A Pfahlert departed the room at 4.17pm

3. CONFIRMATION OF PREVIOUS MINUTES (Page 11)

Discussion:

Cr T O'Keefe requested it be recorded that on Page 23, she was unable to give her verbal update as her Zoom had frozen. *Noted and amended.*

RESOLVED that Council receive and confirm minutes from the meeting of 26 April 2023.

Cr T O'Keefe/Cr P Grafton
9/9
Cr J Howard abstained
CARRIED

4. ACTION POINTS REPORT (Page 26)

Discussion:

Nil

RESOLVED that Council receive the Action Point list for information.

Mayor J Cleine/Cr G Neylon
9/9
CARRIED UNANIMOUSLY

Cr A Pfahlert arrived back at 4.20pm

5. HEAVY TRAFFIC BYPASS (Page 28)

Discussion:

M Williams spoke to the report

Mayor J Cleine spoke that there had been some suggested wording changes to the signage and is this something we are looking at?

N Hateley replied that there are options to change and that there was a cost of around \$500 per sign to change.

He advised that trucking companies are given a letter annually regarding the requirement to use the bypass. There have also been individual conversations regarding certain jobs.

Mr Hateley noted the trucking companies understand and they commit to telling their drivers. None of the companies have said they will continue to take the short cut.

There are new staff in some companies and there is a good working relationship having been established with them to ensure their compliance.

Mr Hateley is aware that not all operators are following the bypass and the only real action Council can take is continuing the conversation when breaches are brought to their attention.

With what is being done so far appearing to not work, M Williams advised the only real options are education or a bylaw, which would take a very long time.

S Judd advised that to enforce a bylaw, involves active policing depending on the scope of the bylaw and this may result in having a bylaw with no ability to enforce it.

DM A Basher arrived at 4.26pm.

M Williams noted that trucks and trailers coming across the centre line of Menzies St, almost to the footpath on Roebuck St, to be able to transit through to Queen St is a traffic offence, which Council has no ability to reprimand. Council is only able to provide traffic calming and traffic is currently under the speed limit, so traffic calming is not required.

When questioned about the possibility of road humps, M Williams advised that trucks will continue down the roads and noise will cause vibration issues. Traffic calming is about slowing the speed down, not about stopping people from using the roads.

Clarifying the signs may make a difference.

Mr Hateley advised that there has been a request from a member of public to put an extra sign on Stafford St.

When asked if road furniture was a possibility, Mr Williams advised this would need to go back to Waka Kotahi.

It was noted that if bollards were put in, this would prevent any trucks that may be delivering to properties in these roads.

As Right of Reply, Cr G Neylon suggested enforcement of truck and trailer units not going down there, not just the normal trucks. He requested a report on viable alternatives. If it is a traffic infringement, then have the police sitting there. Could be addressed by signage such as 'no right-hand turn for heavy traffic' coming off

the Buller Bridge, and 'no left-hand turn for heavy traffic' coming down Queen St onto Roebuck St.

Noting the abstention of DM A Basher in the votes due to his late arrival in this agenda item.

RESOLVED that the Council:

1. Notes the contents of the report.

Cr J Howard/Cr A Pfahlert
10/10
CARRIED UNANIMOUSLY

2. Approves the continuation of the current management practices of the Heavy Traffic Bypass route including the management of Roebuck Street, and a review of the existing signage.

Cr J Howard/Cr A Pfahlert
5/5
Cr C Reidy against
MOTION LOST

3. Council requests staff to report back to Council on how heavy transport can be excluded from Menzies St and Roebuck St.

Cr G Neylon/Cr R Sampson
8/2
MOTION CARRIED

Cr C Reidy departed the room at 4.56pm.

6. APPLICATION FOR ROAD STOPPING (Page 41)

Discussion:

The resolutions were amended to change wording from Chief Executive to Acting Chief Executive.

RESOLVED that the Council:

1. Agrees to process the application by the owner of the property at Powerhouse Road to stop that portion of unformed legal road known as Deadmans Road in accordance with the provisions of the Local Government Act 1974 as requested.

Mayor J Cleine/DM A Basher
9/10
CARRIED UNANIMOUSLY

CR Reidy was out of the room

2. Noting that the land is in a rural area, instructs the Acting Chief Executive Officer, on completion of a Survey Office Plan of the road to be stopped, to advise the Minister of Lands of the proposal and seek the consent of the Minister as required under section 342(1)(a) Local Government Act 1974; and

3. Instructs the Acting Chief Executive Officer, on receipt of consent from the Minister of Lands, to undertake public consultation as required under Schedule 10 of the Local Government Act 1974.

Cr G Neylon/Mayor J Cleine
9/10

Cr reidy was out of the room
CARRIED UNANIMOUSLY

Cr C Reidy returned at 4.59pm.

**7. HOUSING FOR SENIORS INFORMATION REPORT 28 SEPTEMBER 2022
(Page 48)**

Discussion:

K Trigg spoke to the report

She noted the environment has changed a lot in the last three years with floods. Some of the stock has also been lost due to lease agreements.

Council is aware of the increase of cost of living and the working group has looked at other options including senior sharing houses in larger houses for social wellbeing etc.

Council has been unable to keep up with the maintenance and repairs of these properties. Tenants and Council are also unable to apply for rental subsidies for residents.

Cr J Howard noted that as part of working group, they discovered that in general, people would not be willing to reside in shared living.

She feels there is a need to review the original decision of this being only senior housing; maybe looking at housing serving the wider community and change this to be more than just senior housing.

D Marshall reminded that we are trying to rebuild a financial model that will take us forward. There is no easy solution, and this does take time.

It was noted that none are money making options for council and this is about looking after the community; not making money.

When asked if there was a provider to cover depreciation and maintenance, K Trigg advised that this would require financial analysis. She noted that the current stock is not very attractive to people, and we would need to make it more attractive.

She reminded that we are not looking at just a lease, but also looking after the wellbeing of the residents.

There is potentially an option of buying new stock and sell some old stock.

Ms Trigg advised against reducing stock as rental costs are high, there are very few rentals available and would not be good for community to reduce numbers available.

It was suggested that Option 4b provided the option to add in a Trust. A Trust could gain money to upgrade, and tenants can benefit from a subsidy.

K Trigg will check why this option of a trust was dropped off, when it was initially there.

Cr P Grafton departed the room at 5.15pm.

There was suggestion that we need to see if some of the existing houses are actually suitable for senior housing or are they a funding offset.

Cr P Grafton returned at 5.17pm.

Cr G Neylon moved motions 1-5 with the addition of the words 'or a Community Trust' being added to 4b.

Mayor J Cleine would like to see Option 2 as a separate bundle option and is not keen to see council in a broader housing provider role. Whilst it seems we need to vote in favour of this, he does not agree with all of it.

Cr G Neylon noted as Right of Reply that people are saying 'what about the empty properties up there' but this needs to see financial analysis.

RESOLVED That the Council:

1. Notes the assumption in the 2021-2031 Long Term Plan that Council will continue to operate its existing housing for seniors' units for the first three years of this plan, after which an alternative operating model will be in place.
2. Instructs the Acting Chief Executive Officer to undertake a high-level financial analysis on the following options for the future operation of the Senior Housing portfolio:
 - **Option 1a:** Council continues to own senior housing and maintains current level of rental noting fixed incomes of tenants; and/or
 - **Option 1b:** Council continues to own senior housing and maintains current level of rental noting fixed incomes of tenants with additional support – pastoral care and property management; and/or
 - **Option 2:** Add the TAS housing stock in Stafford Street along with Paparao Way and Queen Street (if they become available) to a new housing portfolio to support senior housing; and/or
 - **Option 3:** Divestment of the Senior Housing Portfolio. Sell current portfolio on the open market or through a tender process; and/or
 - **Option 4a:** Council continues to own the senior housing but leases the housing units to an accredited community housing provider or government agency; and/or

- **Option 4b:** Transfer ownership of senior housing portfolio to an accredited community housing provider or government agency or a Community Trust; and/or
- **Option 5:** Council continues to own senior housing but increases rents to cover costs for upgrading and refurbishment.

Cr G Neylon/Cr C Reidy

11/11

CARRIED UNANIMOUSLY

Mayor J Cleine noted there is advocacy happening at officials level as to discussion about opening the TAS properties up to others.

**8. LEASEHOLD PROPERTIES - EXTENDED 20% DISCOUNT OFFER (Page 65)
Discussion:**

Mayor J Cleine spoke that this is done generally throughout councils to encourage people to try and freehold.

It was noted that some of the properties have outstanding debt and asked why? D Marshall will check these.

There was debate that this had previously been offered as a 'once in a lifetime' offer and was declined by some, so why should they be offered this again.

RESOLVED that Council agrees that a twenty percent sale discount of the independently assessed market value of leasehold land be available to lessees to 30 June 2024.

Cr C Reidy/Cr J Howard

8/3

MOTION CARRIED

**9. SPRINGS JUNCTION AND MARUIA SUBCOMMITTEE APPOINTMENTS
(Page 70)
Discussion:**

Nil

RESOLVED:

1. That Council makes the following appointments to the Maruia/ Springs Junction Reserve & Hall subcommittee:

- Alison Candy;
- Natalie Brailey;
- Margaret Brooker;
- Peter Brooker;
- Ruth Thomson;
- Jerry Hohneck;

- Zac Hart;
- Kolbie Groom;
- Kathleen Bartlett; and
- Justine Kelly

2. That Council appoints Councillor Graeme Neylon as the Council representative on the subcommittee in place of Councillor Linda Webb.

Cr C Reidy/DM A Basher
11/11
CARRIED UNANIMOUSLY

10. FUTURE OF MAWHERAITI HALL (Page 73)

Discussion:

A question was raised from the ICB community consultation regarding the Annual Plan. There is good timber in the hall. Could this be sold or used and put in reserve for the community? Could community dismantle parts and sell to maybe fund a kiosk or bbq etc?

M Williams advised that normally this would be put out to tender to do a demolition assessment, then that company would take everything away. He also expressed concern around the health and safety aspect for keeping community safe given the current state of the building.

RESOLVED that Council instructs the Acting Chief Executive Officer to undertake an asbestos assessment and demolish the Mawheraiti Hall, in accordance with all health and safety requirements, located on the Mawheraiti Recreation Reserve (Part Section 8, Block III Mawheraiti SD, Gazette 1974 p. 2152) and clear the site.

Cr C Reidy/Cr A Pfahlert
8/3
MOTION CARRIED

11. COUNCIL MEETING TIMETABLE AND APPOINTMENTS UPDATE (Page 78)

Discussion

Mayor J Cleine abstained from item 2 as he declared a conflict. DM A Basher took the Chair for this item.

RESOLVED that Council

1. Adopt the amended Council Meeting Timetable for the 2023 calendar year;

Cr C Reidy/Cr G Neylon
8/2
Cr T O'Keefe abstained
MOTION CARRIED

2. Appoint Mayor Cleine as Council's representative on the Buller Resilience Trust; and
- Cr C Reidy/Cr G Neylon**
10/10
Mayor J Cleine abstained
MOTION CARRIED
3. Appoint Councillor Cr J Howard to the Te Tai o Poutini Destination Management Plan Reference Group.
- Cr C Reidy/DM A Basher**
11/11
CARRIED UNANIMOUSLY

Cr C Reidy departed the room at 5.47pm

12. ACTING CHIEF EXECUTIVE REPORT (Page 81)

Discussion:

Nil

RESOLVED that Council receive the report for information.

Mayor J Cleine/Cr A Pfahlert
10/10
CARRIED UNANIMOUSLY

13. MAYORS REPORT (Page 85)

Discussion:

Mayor J Cleine spoke to his report.

Cr C Reidy returned at 5.49pm

N Tauwhare departed the meeting at 6pm.

RESOLVED that Council

1. Receive the report for discussion and information.

Cr C Reidy/DM A Basher
11/11
CARRIED UNANIMOUSLY

2. Resolves to renew membership of Local Government New Zealand for 2023/24 and approves the membership fee for payment.

Cr A Pfahlert/Cr T O'Keefe
11/11
CARRIED UNANIMOUSLY

a) Notes council's LGNZ Conference and zone meetings policy.

Cr G Neylon/Cr C Reidy
11/11
CARRIED UNANIMOUSLY

b) Notes the conference is hosted in Christchurch and this creates a more affordable opportunity to consider additional delegates attend on a one-off basis.

Cr C Reidy/Cr G Neylon
11/11
CARRIED UNANIMOUSLY

c) Resolves that four Councillors are authorised to attend the 2023 LGNZ national conference.

Cr G Neylon/Cr C Reidy
11/11
CARRIED UNANIMOUSLY

3. That Council receive and note incoming and outgoing correspondence and Councillors provide direction for any responses or additions.

Cr C Reidy/Cr G Weston
11/11
CARRIED UNANIMOUSLY

14. VERBAL COMMITTEE UPDATES (Page 142)

Discussion:

1. Inangahua Community Board – Cr L Webb

There was a good turnout for the two public meetings that were held.
ICB service centre accessibility at front door continues to be the main issue.

Still waiting on ramp for Women's Institute Rooms.

NZ Motor Caravan Association will be holding their rally in Reefton next year.

2. Ngati Waewae Representative – N Tauwhare (not available)

Mayor J Cleine advised Council had a visit to marae in Hokitika for cultural training and is keen to gauge the next steps for learning. Possibly a workshop to decide.

3. Regulatory & Hearings Committee – Cr G Neylon

The foundation has been laid for Keeping of Animals, and Gambling bylaws.

Māori Health is keen to help with the Gambling bylaws.

Two places have been booked for the RMA training in Wellington in September. Will look to see who will be selected.

Mr Neylon requested confirmation of those interested to advise him by the end of the week.

4. Community, Environment & Services Committee – Cr J Howard

A number of positive events and happenings around the district.

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

Cr G Neylon spoke that they had met on 24 May and noted there are a number of errors in the summary of submissions but not the submissions themselves.

The submissions on the submissions will remain open till 30 June. Mr Neylon urged everyone to get their submissions in.

Budget was discussed. Suggestion was made that provision be made now for payment; starting to rate people now. This view was not shared by many.

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

Committee has not yet met. Waiting for minutes from Regional Council regarding \$10m loan funded.

NIWA has good interactive flood maps on their website.

7. WC Health Localities Project - Cr G Neylon

The consultation results noted that waiting times was the biggest concern.

Distance to get to services being the second biggest concern. No GPs available on weekends in Westport and Reefton so travelling distance to Greymouth and cost is of concern.

Originally the 20 DHBs each had planning and procurement department. These are being phased out and replaced by a commissioning group to decide which services are required and who will they contract.

263 people were contacted during the consultation with 1500-1600 points being raised.

Cr T O'Keefe departed the meeting at 6.20pm.

8. Regional Transport Committee - Cr T O'Keefe

No correspondence received since March. Public Transport workshop was held to look at options, noting it is very limiting on the West Coast.

Cr G Weston added that a traffic safety meeting was held and lowering speed limits around some areas was discussed. There is a Ulysses motorbike safety course to be held. This will be free. Registering for this is done via their website.

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

PUBLIC FORUM RESPONSES:

Brian Jones and Jessie Creemore: This is mostly about sub-contractors rather than main contractors.

They will still get same emergency response.

Noting the shortage of work around the country and this is why subcontractors are able to come here from outside the district.

Wendy Thompson and Vern Wishart: Has been dealt with within the Council resolution.

Allan Donaldson: This has been considered and continue to explore it. Costs are being looked into.

This may still be cost prohibitive but will continue to explore this.

Jack Collin: Resolutions that further work is to be done on these options.

Graham Howard: The district is already receiving financial benefits without ownership.

5. **PUBLIC EXCLUDED REPORT (Page 143)**

Discussion:

Nil.

RESOLVED that the public be excluded from the following parts of the proceedings of this meeting.

Item No.	Minutes/Report of:	General Subject	Reason For Passing Resolution LGOIMA
16	Buller District Council Meeting of 26 April 2023	Confirmation of Public Excluded Minutes	<p>(s 7(2)(a)) - protect the privacy of natural persons, including that of deceased persons.</p> <p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>
17	Jamie Cleine - His Worship the Mayor	CEO KPI's for 2023 - 2024	<p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>
18	Jamie Cleine - His Worship the Mayor	Acting CE Appointment	<p>(s 7(2)(a)) - protect the privacy of natural persons, including that of deceased persons.</p> <p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>(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.</p>
19	Jamie Cleine - His Worship the Mayor	CEO Recruitment	<p>(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p>

**DM A Basher/Cr A Pfahlert
10/10
CARRIED UNANIMOUSLY**

SPECIAL MEETING OF THE BULLER DISTRICT COUNCIL, HELD AT 2:30PM ON WEDNESDAY 14 JUNE 2023 AT CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

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

MEETING DECLARED OPEN AT: 2.32pm

1. APOLOGIES (Page 8)

Discussion:

N Tauwhare and Cr G Weston

RESOLVED that Buller District Council receives apologies from N Tauwhare and Cr G Weston.

Mayor J Cleine/Cr A Pfahlert
10/10
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
10/10
CARRIED UNANIMOUSLY

3. DRAFT ANNUAL PLAN CHANGES SUMMARY (Page 10)

Discussion:

S Judd spoke to the report noting this is a summary.

Mayor J Cleine reminded that regarding the Westport Water Critical Needs, more accurate numbers will not be available until we go out to tender; making this a 'chicken and egg' situation.

Until Council has a budget, they are not authorised to go to look at a piece of work and seek procurement and pricing.

D Marshall advised that budgets try to have contingencies.

Concern was raised that the debt was too high and not in line with the financial strategy. The auditors would not be happy to see rise in debt from the proposed Final Annual Plan which had been audited and how it now looks.

L Brooks clarified that the LTP and the Annual Report are the only strategic documents which are audited. The debt breach was noted in the prior year AP and approved last year. The self-imposed debt limit of \$25m set in the LTP was already agreed to be breached at close to \$27m.

BDC sought advice on the breach, and this was given by LGNZ. They advised the total of planned debt above the limit should be considered, as well as the impact to rates, and the context in why it arose.

This was impacted by the floods of July and February (increased debt of \$1.75m).

A question was asked around the financial impact on ratepayers in the next financial year specifically if the 50% funding does not come through.

D Marshall advised the debt funding is for Waimangaroa and Westport water. Operating account is being used for landfill items. We are using this for long term capital.

He furthered that Council is very conscious of keeping rates at a minimum level of 6.8%

2024/2025 we need to be focussing on funding water and wastewater costs. Anything we do this year is to respond to the set lot of questions received during the engagement process.

We need to make the best of what we can at this time by halting water charges. If government don't support then us we will have some tricky issues with rating.

Concern was raised that \$465k may be coming out of the Reserves budget.

K Trigg advised that deadlines for funding applications often fall outside of Council meeting dates and have a very short timeframe to be completed. The applications had been made and can be withdrawn if needed. The project that this fund is looking at falls within the Reserves Fund and has minimal rate impact.

RESOLVED that Council receive this report for information.

DM A Basher/Cr A Pfahlert
10/10
CARRIED UNANIMOUSLY

4. WESTPORT WATER UPGRADES (Page 14)

Discussion:

Cr C Reidy moved Option A and was seconded by Cr G Neylon.

General discussion was noted this work does need to be done. It adds to the district resilience. The biggest impact is the cost of \$106 to ratepayers; this being a lot for some people.

Pipes will likely not fail over in the next 12 months, but treatment plant optimisation would be good to have done regardless of who pays, making a middle ground sacrifice to ensure something is in place. Leave the pipes to the Long-Term Plan (LTP) and put the water meters on to see where the bigger problems are.

M Williams advised that a paper coming will shortly be coming to Council from Better Off Funding to invest in the expansion of the storage pond.

RESOLVED that Council:

- a. directs staff to bring this submission to the next Long-Term Plan round

Cr C Reidy/Cr G Neylon
5/5
MOTION LOST

OR

DM A Basher moved Option C. Cr A Pfahlert seconded this motion.

M Williams clarified the reasoning for spending \$650k on bulk flow meters was that this is work which needs to be done. We need to understand where we put a new clarifier system in future and how do we upgrade the plant to handle the extra water for long term maintenance. We need to understand how we can better treat the water that is coming down.

Clarification was given that the smoke testing which was undertaken in Westport was done for stormwater and sewer, not for water.

~~b. includes an additional capital budget of \$3 million in the 2023/2024 Annual Plan for the Westport Trunk Main extension, installation of bulk flow meters, and treatment plant optimisation and investigation.~~

~~— The increased Westport Water supply targeted rate will fund the loan servicing costs and depreciation funding for this work starting from 1 July 2024.~~

OR

- c. includes an additional capital budget of \$0.65 million in the 2023/2024 Annual Plan for the installation of bulk flow meters, and treatment plant optimisation and investigation.

**DM A Basher/Cr A Pfahlert
6/4
Cr C Reidy against
MOTION CARRIED**

Mayor J Cleine advised that due to the overrunning of time, the Public Excluded section of this meeting would reconvene at the end of the Risk and Audit meeting scheduled to start at 3.30pm.

**5. INANGAHUA COMMUNITY BOARD SUBMISSION AND BLACKS POINT RESIDENTS AND RATEPAYERS ASSOCIATION FEEDBACK (Page 16)
Discussion:**

Councillors discussed the paper and resolved as follows:

RESOLVED that Council:

~~a) Approve the additional \$10,000 additional management fee to extend the swim season for the Reefton pool for an additional three days a week over two weeks in the Easter holidays;~~

~~OR~~

b) Advise the Inangahua Community Board that at this time, the swim season will remain as is and they can put forward a submission to be considered by the Council as part of the preparation of the Draft 2024-2034 Long Term Plan.

**Cr G Neylon/Cr C Reidy
10/10
CARRIED UNANIMOUSLY**

AND

c) Receive the late Blacks Point Residents and Ratepayers Association feedback for information.

**Cr G Neylon/Cr C Reidy
10/10
CARRIED UNANIMOUSLY**

**6. RESERVE CONTRIBUTION FUND REPORT (Page 18)
Discussion:**

K Trigg clarified the purpose of the 'Development and Financial Contribution Policy' and what the 'Reserve Contribution Funds' can be used for.

D Marshall advised that the Reserve Management Plan should tell how Reserves Contributions are distributed.

RESOLVED That Council:

1. Receives this report for information and;

Mayor J Cleine/Cr J Howard

10/10

CARRIED UNANIMOUSLY

Resolution 2 was removed from the table and replaced by Resolution 3.

- ~~2. Notes there will be further policy changes to how this fund is collected when the Te Tai-o-Poutini Plan replaces the current Buller District Plan.~~

3. Council directs the CEO to bring back to Council, options for a Financial Contributions Policy for the distribution of Reserves funds.

Mayor J Cleine/Cr G Neylon

10/10

CARRIED UNANIMOUSLY

The meeting was adjourned at 3.39pm and will reconvene following the completion of the Risk and Audit meeting.

The meeting reconvened at 5.40pm.

Cr G Weston was present at the meeting via Zoom.

G Barrell left the meeting and the minutes from the following section were recorded by Mayor J Cleine.

7. PUBLIC EXCLUDED REPORT (Page 21)
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
8	Jamie Cleine	Interim CE Recruitment	(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);

Cr C Reidy/Cr J Howard
10/10
CARRIED UNANIMOUSLY

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

Cr G Neylon/Cr R Sampson

10/10

CARRIED UNANIMOUSLY

- There being no further business the meeting concluded at 6.26pm.
- **Next meeting:** 3.30pm Wednesday 28 June 2023, Clocktower Chambers, Palmerston Street, Westport.

Confirmed: **Date:**

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 4

Prepared by Sean Judd
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.

Council Action Points - CURRENT

No	Meeting Date / Action Point	Responsible	Update	Date Required By
	No current Action Points 28 June 2023			

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 5

Prepared by - Douglas Marshall
- Chief Financial Officer

Reviewed by - Sean Judd
- Acting Chief Executive Officer

2023-2024 ANNUAL PLAN ADOPTION

PLEASE NOTE:

Due to document size, the full Annual Plan document being adopted with this agenda item is available in:

- **Diligent Resource Centre / Elected Members / Council Reports / 2023 - 2024 Annual Plan**

1. REPORT SUMMARY

The purpose of this report is for the Council to adopt the Annual Plan 2023 -2024 and associated documents (electronically located in **Diligent Resource Centre / Elected Members / Council Reports / 2023 - 2024 Annual Plan**).

The proposed Annual Plan and engagement document were made publicly available with a feedback period from 8 - 28 May 2023. In total, Council received 10 items of feedback on the Annual Plan. Councillors discussed a summary of the feedback and reviewed specifically the feedback received from Federated Farmers, Kawatiri Coastal Trail, Inangahua Community Board (ICB) and two staff reports relating to the Westport water supply and an external funding application at a public workshop held 7 June 2023.

A summary of the key financial changes is as follows:

- An additional \$650,000 will be spent on Westport water being the installation of bulk flow meters \$380,000, and \$270,000 for water treatment plant optimisation and investigation. This cost will be funded by debt/borrowing and rates increase to fund this cost will not commence until 1 July 2024.

- After the release of the Draft Annual Plan, Council made applications to the Tourism Infrastructure Fund (TIF) for \$1.71 million of funding to assist in the installation/construction of effluent systems at the Punakaiki and Mokihinui campgrounds, reinstatement of the Tauranga Bay public toilets, and extending the carpark at Carter's Beach reserve.

The applications are for 50/50 funding between Council and TIF. Council's share is made up of a proposed external party contribution of \$200,000, existing budgets of \$195,000 and a new budget for \$460,000 of additional reserve financial contributions (RFC) funding.

- The resulting total rates increase in the Annual Plan 2023-2024 is 6.8% compared to the planned rates increase in year three of the 2021 - 2031 Long Term Plan (LTP) of 5.4%.
- The 6.8% increase reflects the decision of Council to keep the wastewater and water supply scheme targeted rates the same as 2022 - 2023 and run operational deficits in these schemes totalling \$1.15 million for 2023 - 2024.
- General rates are increasing 10.9% from 2022 - 2023. This rate increase is levied by an addition to the uniform annual general charge from the current \$500 including GST per rateable property in 2022 - 2023 to \$550 including GST in 2023 - 2024, and changes to the various land value based differential rates.
- Resulting net debt is projected to be \$29.36 million on 30 June 2024. This debt level exceeds the net debt limit of \$25 million set in the Financial Strategy.

2. DRAFT RECOMMENDATION

That Council:

- 1. Receives the Annual Plan 2023-2024 adoption report; and**
- 2. Endorses the Tourism Infrastructure Fund application noting:**
 - a. Council's 50% share of \$855,000 will be provided from:**
 - (i) existing carry over budgets,**
 - (ii) \$460,000 drawdown on the Reserve Fund Contributions balance,**
 - (iii) funding from an external party.**
 - b. Should the Tourism Infrastructure Fund not approve the application, these projects will not proceed.**
 - c. Should the Tourism Infrastructure Fund propose a lower rate than 50% for this application, this would be a matter to come back to Council to consider before the projects proceed.**

- d. **Should the additional funding from the external party not eventuate, this would be a matter to come back to Council to consider before the Punakaiki Wastewater project proceeds.**
3. **Notes that the total rates revenue increase of 6.8% in the Annual Plan 2023 - 2024 is 1.4% higher than the same year of the 2021-2031 LongTerm Plan, and exceeds the 2.2% limit set in the Financial Strategy; and**
4. **Notes that the increase in the net debt in the Annual Plan 2022-2023 at \$29.36 million exceeds the net debt limit set in the Financial Strategy; and**
5. **Agrees that exceeding both the total rates revenue increase and net debt limits are required to ensure that the Council appropriately funds its operating and capital expenditure activities for 2023/2024, and that these decisions have been explained and are not considered significant enough to warrant an LTP amendment or affect the decision to not follow a formal Annual Plan consultation under section 95(2A) of the Local Government Act (LGA); and**
6. **Notes that staff have incorporated in the Annual Plan 2023 - 2024 (under separate cover) the decisions made at the special Annual Plan Council meeting held 14 June 2023; and**
7. **Approves the list of proposed fees and charges to be included in the Buller District Council Annual Plan 2023 - 2024;**
8. **In accordance with section 95 of the Local Government Act 2022, adopts the Buller District Council Annual Plan 2023 - 2024 on 28 June 2023 (attached); and**
9. **Authorises the Acting Chief Executive Officer to approve any minor editorial amendments to the Final Annual Plan 2023 - 2024 document, prior to being printed and made available online on the Council's website.**

3. ISSUES & DISCUSSION

- 3.1 Under section 95 and section 95A of the Local Government Act 2002 (amended 2014), Council is required to adopt an Annual Plan using the special consultative procedure.
- 3.2 Councils can elect under section 95(2A) to not undertaken a special consultative procedure if the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.

3.3 The Council resolved at its meeting of 29 March 2023 to not undertake a special consultative procedure but instead seek feedback from the community on the proposed annual plan.

3.4 The Purpose of an Annual Plan is to:

- (a) contain the proposed annual budget and funding impact statement for the year to which the annual plan relates; and
- (b) identify any variation from the financial statements and funding impact statement included in the local authority's long-term plan in respect of the year; and
- (c) provide integrated decision making and co-ordination of the resources of the local authority; and
- (d) contribute to the accountability of the local authority to the community.

3.5 Variances in the 2023/2024 Annual Plan Compared to Year Three of the 2021 - 2031 LTP Include:

- higher than anticipated inflation, particularly in relation to contract rates and physical works relating to the three water assets, and local government salary market rates; and
- higher interest rates; and
- higher three waters external contractor costs on the back of a recent review of council's contract with its main external contractor WestReef Services Ltd; and
- higher than anticipated insurance costs; and
- a new road to zero funding bid; and
- holding wastewater and water supply scheme targeted rates at their current level and running operational deficits of \$1.15 million; and
- funding Council's share of costs relating to the response and recovery for the July 2015 and February 2022 flood events, estimated to be \$1.75 million, from its cash reserves/balances (term investments); and
- increased capital investment in the three waters activities required to meet the conditions of the new resource consent for Westport wastewater, work identified as urgently being required as part of the ongoing condition assessments being conducted by Council on its wastewater and stormwater network, and an increase investment in the Punakaiki and Westport water supplies.

3.6 Community Feedback and Staff Requests to the Final Annual Plan:

- In total, Council received 10 items of feedback on the Annual Plan, mostly via Survey Monkey and a dedicated email address. Councillors discussed a summary of the feedback and reviewed specifically the feedback received from Federated Farmers, the Kawatiri Coastal Trail, Inangahua Community Board (ICB) and two staff reports relating to the Westport water supply and an external funding application at the public workshop held 7 June 2023.
- Council deliberated on two items one being the ICB request to extend the operating season of the Reefton Pool, and the other a staff request for up to an additional \$3 million to be spent on Westport water at a special Council meeting held 14 June 2023. At this meeting Council resolved:
 - To defer the decision to fund extending the Reefton Pool season to the 2024-2034 Long Term Plan and thus at the earliest from 1 July 2024 or the 2024/2025 swimming season; and
 - to provide an additional capital budget of \$650,000 in the Westport water supply activity. This budget will provide funding for bulk flow meters \$380,000, and \$270,000 for treatment plant optimisation and investigation.

3.7 Changes Between the Draft Annual Plan and the Final Annual Plan

Since the release of the Draft Annual Plan Council received further information that an application to the Government's Better Off fund did not meet the criteria to be funded. This application related to the Waimangaroa Water Supply upgrade project for a total of \$650,000. The cost of this project will need to be funded from 1 July 2024 from debt and an increase to the Waimangaroa targeted water rate.

Council also resolved 29 March 2023 to provide \$250,000 towards increasing the rock wall at the Reefton Historic Landfill site.

A full list of all changes made to the Annual Plan are contained in the paper taken to the special Council meeting held 14 June 2023.

3.8 Impact of Changes:

Change to Total Rates

The proposed total rates (this total includes the general rate, water and wastewater rates and waste minimization rates considered by the Council in April 2023 was 6.8%. After considering feedback and making a number of changes, the total rates increase from 1 July 2023 will remain at 6.8% in the Annual Plan.

This movement of 6.8% is only possible due to decisions not to increase

water and wastewater rates as noted further below.

The total rates increase limit set in Council's Financial Strategy based on the long-range local government cost index at the time is 2.2%. The planned rates increase in year three of the LTP was 5.4% with explanations for the breach outlined in the LTP.

Water and Wastewater Rates – no Change in 2023/2024

To keep the total rates increase as low as possible at 6.8%, the Council made a key decision to keep the wastewater and water supply scheme targeted rates the same as 2022-2023 and run operational deficits in these schemes totalling \$1.15 million for 2023-2024. The decision to hold the rates was made taking into consideration the current economic conditions along with previous significant increases to these targeted rates made as part of the 2022-2023 Annual Plan.

General Rates – a 10.9% Increase

General rates are increasing 10.9% from 1 July 2023. This increase is a combination of the uniform annual general charge increasing from the current \$500 including GST per rateable property in 2022-2023 to \$550 including GST in 2023-2024.

The balance of general rates are levied on the land value of each property. These increases will be different for each property due to the recent revaluation of the district's land values.

Changes to the Council Debt/Borrowing Levels

Resulting net debt is projected to be \$29.36 million on 30 June 2024, \$2.1 million higher than the \$27.2 million contained in the Draft Annual Plan.

The net debt limit set in Council's Financial Strategy is \$25 million. In year three of the LTP net debt was forecast to be inside this limit at \$21.9 million

\$2.5 million of the planned breach of the net debt limit is due to decisions made as part of the 2022-2023 Annual Plan.

The remaining increase of \$4.9 million relates to:

- The decision to fund Council's share of flood costs from its term investments \$1.75 million;
- The decision to hold water and wastewater targeted rates and run operational deficits further reducing term investments \$1.15 million;
- A \$650,000 increase in debt funding required for the Waimangaroa water supply upgrade;
- \$650,000 additional funding for Westport water supply to fund bulk flow meters and for treatment plant optimisation and investigations;

- \$460,000 reserve financial contributions additional funding as part of Councils share towards a \$1.75 million Tourism Infrastructure Fund application for Punakaiki and Mokihinui effluent systems, Tauranga Bay toilet reinstatement and Carter’s Beach carpark; and
- \$250,000 for the Reefton Historic Landfill rock wall protection work.

3.9 The Annual Plan will be Made Available for Public Distribution When the Document Is Adopted by Council, at the Following Locations:

- Council Offices, Brougham Street, Westport
- Sue Thomson Casey Memorial Library, Palmerston Street, Westport
- Reefton Service Centre and Library, Broadway Reefton
- Karamea Information and Resource Centre, Bridge Street, Karamea
- Northern Buller Information and Resource Centre, Ngakawau
- Visitor Information Centre, Punakaiki
- Council’s website

4. CONSIDERATIONS

4.1. Strategic Impact

The Annual Plan document is an integral part of the planning and delivery of Councils Strategic vision and obligations. The principal role of an Annual Plan is to allow for budgeted adjustments to Councils principal planning document the Long-Term Plan.

4.2. Significance Assessment

The significance and engagement policy sets out the criteria and framework for a matter or transaction to be deemed significant.

The Annual Plan is of high significance as it contains the Council’s budget for the financial year ending 30 June 2024, including its financial forecasts, capital programme, operational plans, and rates.

However, as Council continues to follow the original strategy set out in the Long-Term Plan that was audited and publicly consulted on, and the Annual Plan contains no significant variances from that plan, the significance of the decisions recommended in this report is low.

Any decision not to adopt the Annual Plan would be of a higher level of significance.

4.3. Risk Management Implications

Risk is assessed by considering the likelihood of an event occurring, and the result of that event.

The annual plan process and adoption of the relevant documents is a statutory requirement of local authorities. Adoption of the final Annual Plan enables the legal process for setting rates and consequently operation of local authorities.

4.4. Policy / Legal Considerations

The Local Government Act 2002 governs the activities of Buller District Council and sets out the requirement for consulting and adoption on the Annual Plan.

This report assists with two key purposes of that Act (located at section 3) stating the purpose of the act is to promote the accountability of local authorities to their communities and provide for local authorities to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

4.5. Tangata Whenua Consultation Considerations

The Annual Plan document provides opportunity for consultation with tangata whenua.

4.6. Views of Those Affected

Council chose to utilise the provisions of section 95(2A) of the Local Government Act 2002 and not follow a formal consultation procedure but did make the proposed plan publicly available along with an engagement document and provide a process for those wishing to provide feedback on the plan.

Council held a public workshop 7 June 2023 to review engagement details provided from the community, and held a formal meeting on 14 June 2023 to deliberate and decide on significant requests for change in the Annual Plan.

4.7. Costs

There are no extraordinary costs for the other than already budgeted for in production and consultation with respect to the process.

4.8. Benefits

Adoption of the Annual Plan within statutory timeframes enables Council to set and collect the required amount of rates to deliver the services outlined in the plan.

4.9. Media / Publicity

There are media and publicity opportunities with this report, once the Annual Plan is adopted.

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 6

Prepared by: Lynn Brooks
Finance Manager

Reviewed by: Douglas Marshall
Chief Financial Officer

Attachment 1: Schedule 1

SETTING OF RATES FOR THE 2023-2024 FINANCIAL YEAR

1. REPORT SUMMARY

In addition to adopting the Annual Plan, Council must resolve to set and assess the rates described in the 2023-2024 (Rating) Funding Impact Statement.

This resolution must cover all of the rates, definitions and details included in the Funding Impact Statement. The Funding Impact Statement is included in the final and adopted Annual Plan.

Council must also resolve the due dates for rates and metered water, and how penalties will be applied to late payment.

This report provides for all of the legal requirements for setting the 2023-2024 rates.

2 DRAFT RECOMMENDATION

That Council resolves the following:

(a) **That the rates listed in the attached Schedule 1 (being those listed in the Funding Impact Statement of the 2023-2024 Annual Plan), as adopted at the Council meeting of 28 June 2023 are set under the Local Government (Rating) Act 2002 (“the Act”) on rating units in the district for the financial year commencing 1 July 2023 and ending on 30 June 2024.**

(b) **That each of the rates for the financial year are set under the following sections of the Act:**

1. General Rates

1.1 General (differential) Land Rate – Section 13

1.2 Uniform Annual General Charge – Section 15

2. **Water Supply Rates**
 - 2.1 **Targeted Water Supply Rate(s) – Section 16 & Schedule 3**
 - 2.2 **Metered water rate – Section 19**
 3. **Sewage Disposal Rates**
 - 3.1 **Targeted Sewage Disposal Rate(s) – Section 16 & Schedule 3**
 4. **Waste Management Rates**
 - 4.1 **Targeted Waste Management Rate(s) – Section 16 & Schedule 3**
- (c) **That all rates will be payable in 4 instalments with the due dates being:**
1. **Instalment 1 – 28 August 2023**
 2. **Instalment 2 – 28 November 2023**
 3. **Instalment 3 – 28 February 2024**
 4. **Instalment 4 – 28 May 2024**
- (d) **That rates for metered water will be payable by the 20th day of the month following the invoice date, sic:**
1. **July 2023 invoice – 20 August 2023**
 2. **August 2023 invoice – 20 September 2023**
 3. **September 2022 invoice – 20 October 2022**
 4. **October 2022 invoice – 20 November 2022**
 5. **November 2022 invoice – 20 December 2022**
 6. **December 2022 invoice – 20 January 2023**
 7. **January 2023 invoice – 20 February 2023**
 8. **February 2023 invoice – 20 March 2023**
 9. **March 2023 invoice – 20 April 2023**
 10. **April 2023 invoice – 20 May 2023**
 11. **May 2023 invoice – 20 June 2023**
 12. **June 2023 invoice – 20 July 2023**

- (e) That all unpaid rates will incur penalties on the penalty dates being:**
- 1. Instalment 1 – 29 August 2022**
 - 2. Instalment 2 – 29 November 2022**
 - 3. Instalment 3 – 29 February 2023**
 - 5. Instalment 4 – 29 May 2023**
 - 6. Any year's rates struck prior to 1 July 2023 – 1 September 2023**
- (f) That all unpaid balance of metered water rates will incur penalties on the penalty dates being:**
- 1. July 2022 invoice – 21 August 2022**
 - 2. August 2022 invoice – 21 September 2022**
 - 3. September 2022 invoice – 21 October 2022**
 - 4. October 2022 invoice – 21 November 2022**
 - 5. November 2022 invoice – 21 December 2022**
 - 6. December 2022 invoice – 21 January 2023**
 - 7. January 2023 invoice – 21 February 2023**
 - 8. February 2023 invoice – 21 March 2023**
 - 9. March 2023 invoice – 21 April 2023**
 - 10. April 2023 invoice – 21 May 2023**
 - 11. May 2023 invoice – 21 June 2023**
 - 12. June 2023 invoice – 21 July 2023**
- (g) That Council apply the following penalties in terms of Sections 57 and 58 of the Act:**
- 1. On the penalty date a ten percent (10%) charge to be added to the balance of rates (excluding metered water rates) left owing of the instalment due on that date.**
 - 2. A charge of five percent (5%) be added on 1 September 2023 to any balance owing from any year's rates struck prior to 1 July 2023.**

- 3. On the 21st day of each month, a charge of 10% to be added to any balance of the metered water rates owing from that total amount invoiced in the previous month (as set out in Section (D) above).**
- 4. That rates shall be payable at Council's main office, Brougham Street, Westport (open 8.30am-4.30pm, Monday to Friday), or the Service Centre at 66 Broadway, Reefton (open 8.30am- 4.30pm), or by using on-line banking, or through direct credit, direct debit, or credit card.**

Forecast Funding Impact Statement

1. GENERAL RATES

General rates includes both the general (differential) rate and a uniform annual general charge.

General rates are used to fund or part fund Democracy, Economic Development, Community Services, Regulatory Services, Property, Roading, Solid Waste Management, Stormwater, Support Services and Airport activities.

1.1 General (Differential) Land Rate

The general rate is set and assessed on the land value of all rateable land in the district, on a differential basis based on location, area, land use, and the activities that are permitted, controlled or discretionary for the area in which the land is situated as per the District Plan.

The definition of the differential categories is set out in this Funding Impact Statement, under Part 5.

General Rates (inclusive of GST)

Table 1 – Differentials

General Rate differential categories	Percentage of General Rate	General Rate (cents per \$ land value)
Residential 101	0.975%	0.21139
Residential 102	0.169%	0.23922
Residential 103	0.662%	0.28620
Residential 104	0.831%	0.26997
Residential 105	0.366%	0.25218
Residential 106	19.242%	0.87667
Residential 107	1.474%	0.80281
Residential 108	1.155%	0.52731
Residential 109	0.632%	0.50109
Residential 110	0.621%	0.40779
Residential 111	0.220%	0.19694
Residential 112	0.570%	0.36148
Residential 113	0.402%	0.36802
Residential 114	1.065%	0.45688
Residential 115	2.625%	0.38750
Multi Residential 121	0.030%	0.63535
Multi Residential 122	0.008%	0.44256
Multi Residential 123	1.574%	1.76742
Multi Residential 124	0.064%	1.82848
Multi Residential 125	0.225%	1.06145
Multi Residential 126	0.130%	0.89212
Commercial 131	0.871%	1.39246
Commercial 132	0.218%	0.86048
Commercial 133	1.778%	3.01369
Commercial 134	10.193%	3.87608
Commercial 135	0.128%	2.10819
Commercial 136	0.311%	0.84829
Commercial 138	0.019%	0.15236
Commercial 139	1.215%	0.92134
Commercial 140	0.972%	1.09399
Rural 141	18.983%	0.36878

General Rate differential categories	Percentage of General Rate	General Rate (cents per \$ land value)
Rural 142	1.242%	0.32410
Rural 143	3.848%	0.26360
Rural Residential 151	4.673%	0.33280
Rural Residential 152	3.163%	0.31912
Rural Small Holding 161	1.557%	0.21803
Rural Small Holding 162	0.113%	0.18466
Rural Small Holding 163	0.217%	0.18222
Rural Small Holding 164	0.060%	0.09440
Industrial 172	9.949%	9.31669
Industrial 173	6.921%	2.24294
Industrial 174	0.532%	3.40077
	100.00%	

1.2 Uniform Annual General Charge (UAGC)

The Council will set and assess a uniform annual general charge (UAGC) as a fixed amount per rating unit.

The Uniform Annual General Charge will be \$550.00 (inclusive of GST) per rating unit.

Expected Yield (Collect)

The expected collect from the general (differential) rate is calculated to be \$9,270,306 (including GST), and the expected collect from the uniform annual general charge is calculated to be \$3,687,200 (including GST), a total of \$12,957,506.

2. WATER

Targeted water supply charges and rates are set for each connection within a rating unit, or any rating unit able to be connected within certain scheme areas.

A 'connection' is defined as a rating unit, or each separately used or inhabited portion (SUIP) of a rating unit, which is connected to the water supply in any scheme area, whether the connection is from the main supply line, or from any other line that is connected to the main supply.

The fixed targeted charge is also applied in some scheme areas based on the availability of the service, being rating units which are not connected but are able to be connected ('serviceable'). A rating unit is regarded as serviceable if the rating unit lies within 50 metres of the water reticulation system.

For the Westport, Reefton, Mokihinui, Ngakawau/Hector, and Waimangaroa water supplies, only connected properties are rated (there is no set rate or charge for serviceable properties).

*For the Granity South community water supply, a contribution from the connected properties for the ongoing upkeep of the supply is made and the charge will appear on the rates assessment but is not a "rate" in terms of the Rating Act.

Refer to the definition of the differential categories set out in Part 5 of this Funding Impact Statement.

Table 2 – Unit rates

Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST inclusive)	Water Supply Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST inclusive)
Westport - Multi-residential only					10	5.20	\$5,683.60
	1-2	1.00	\$1,101.00		11	5.60	\$6,120.80
	3	1.70	\$1,871.70		12	6.00	\$6,558.00
	4	2.30	\$2,532.30	Reefton - major users			
	5	2.80	\$3,082.80	1905006101	1+	2.00	\$2,186.00
	6	3.20	\$3,523.20	1905026900	1+	2.00	\$2,186.00
	7	3.60	\$3,963.60	1905044200	1+	2.00	\$2,186.00
	8	4.00	\$4,404.00	1905044800	1+	2.00	\$2,186.00
	9	4.40	\$4,844.40	1905050000	1+	2.00	\$2,186.00
	10	4.80	\$5,284.80	1905050400	1+	2.00	\$2,186.00
	11	5.20	\$5,725.20	1905051100	1+	2.00	\$2,186.00
	12	5.60	\$6,165.60	1905051400	1+	2.00	\$2,186.00
Westport - all other rating sectors				1905047900	1+	4.00	\$4,372.00
	1	1.00	\$1,101.00	1905049300	1+	4.00	\$4,372.00
	2	1.70	\$1,871.70	1905050700	1+	4.00	\$4,372.00
	3	2.30	\$2,532.30	1905036800	1+	20.00	\$21,860.00
	4	2.80	\$3,082.80	Mokihinui			
	5	3.20	\$3,523.20	Connected (excluding major users)	1	1.00	\$368.00
	6	3.60	\$3,963.60	Major users*	1+	8.00	\$2,944.00
	7	4.00	\$4,404.00	Ngakawau / Hector			
	8	4.40	\$4,844.40	Connected (excluding major users)	1	1.00	\$357.00
	9	4.80	\$5,284.80	Ngakawau / Hector (major users)			
	10	5.20	\$5,725.20	1880002800	1+	3.00	\$1,071.00
	11	5.60	\$6,165.60	1880006100	1+	20.00	\$7,140.00
	12	6.00	\$6,606.00	Waimangaroa			
Reefton - Multi-residential only				Connected (excluding major users)	1	1.00	\$1,093.00
	1-2	1.00	\$1,093.00	Waimangaroa (major users)			
	3	1.70	\$1,858.10	1880034200	1+	2.00	\$2,186.00
	4	2.30	\$2,513.90	1883037500	1+	2.00	\$2,186.00
	5	2.80	\$3,060.40	1883039602	1+	2.00	\$2,186.00
	6	3.20	\$3,497.60	1883044300	1+	3.00	\$3,279.00
	7	3.60	\$3,934.80	1883002000	1+	5.00	\$5,465.00
	8	4.00	\$4,372.00	Little Wanganui			
	9	4.40	\$4,809.20	Connected	1	1.00	\$317.00
	10	4.80	\$5,246.40	Serviceable	1	0.50	\$158.50
	11	5.20	\$5,683.60	Inangahua Junction			
	12	5.60	\$6,120.80	Connected (excluding major users)	1	1.00	\$995.00
Reefton - all other rating sectors				Serviceable	1	0.50	\$497.50
	1	1.00	\$1,093.00	Major users*	1+	3.00	\$2,985.00
	2	1.70	\$1,858.10				
	3	2.30	\$2,513.90				
	4	2.80	\$3,060.40				
	5	3.20	\$3,497.60				
	6	3.60	\$3,934.80				
	7	4.00	\$4,372.00				
	8	4.40	\$4,809.20				
	9	4.80	\$5,246.40				

*Other Major Users	Valuation Reference
Mokihinui	1879001700
Inangahua Junction	1901009300

For the Granity South Water Supply, the contribution from the connected properties is set at \$288.00 (incl GST) for the 2023-24 year.

2.1 Metered Water Supplies

2.1.1 Cape Foulwind Rural Water Supply

A targeted rate is set to fund the Cape Foulwind Rural Water Supply. Each farm connection is charged for consumption at a rate of \$0.63 (inclusive of GST) per cubic metre (m³).

2.1.2 Westport Metered Water Supply

The Council sets two rates for Westport Metered Water Supply. A targeted rate is set for each connection to the Westport water supply through a meter. The rate is set as a fixed amount for each connection at \$1,101.00 (inclusive of GST). Note that consumers on the metered supply may opt to pay for more targeted rates than the number of connections to a property and be charged accordingly, with the annual allowance also being calculated accordingly.

Each metered supply is then charged at a rate of \$2.85 (inclusive of GST) per cubic metre (m³) for consumption over the allowance of 400m³ for each targeted rate paid per annum.

2.1.3 Reefton Metered Water Supplies

Council is considering options to introduce metered water supply for extraordinary users.

2.2 Punakaiki Water Supply

A targeted rate is set for each rating unit that is connected to the Punakaiki water supply.

The rate is set on a differential basis, based on use of the rating unit. The rate for differential factor 1.0 is \$1,193.00 per connection (including GST).

Table 2.2A - General description of differential categories and differential factor

Differential category	Differential factor	Targeted Rate (GST inclusive)
(A) Section only	0.5	\$596.50
(B) Single residential dwelling	1.0	\$1,193.00
(C) Department of Conservation Depot	1.0	\$1,193.00
(D) Two residential dwellings or one residential dwelling and a lodge on one rating unit	2.0	\$2,386.00
(E) Motel complex of more than 4 units	2.0	\$2,386.00
(F) Hostel (backpackers)	4.0	\$4,772.00
(G) Tavern, motel complex, and dwelling	6.0	\$7,158.00
(H) Camping ground	11.0	\$13,123.00

Table 2.2B – Categorisation of each property

The following table lists the properties (by valuation reference) that fall within each of the above categories:

Category	Valuation reference(s)
A	1886017702, 1886029000, 1886029001, 1886029007, 1886029013, 1886029015, 1886029019, 1886029024, 1886029027, 1886029029, 1886029030
B	1886016900, 1886016901, 1886017000, 1886017100, 1886017101, 1886017200, 1886017201, 1886017300, 1886017400, 1886017500, 1886017700, 1886017701, 1886017800, 1886017900, 1886018000, 1886018400, 1886018500, 1886018600, 1886018900, 1886019200, 1886019201, 1886019400, 1886019500, 1886019600, 1886019700, 1886019800, 1886019900, 1886028700, 1886028900, 1886029002, 1886029003, 1886029004, 1886029006, 1886029008, 1886029009, 1886029010, 1886029012, 1886029014, 1886029017, 1886029018, 1886029020, 1886029025, 1886029026, 1886029031, 1886029033, 1886029034, 1886029035, 1886029036, 1886031601, 1886031602, 1886031604, 1886031607, 1886031610, 1886031611, 1886031614, 1886031615
C	1886018001
D	1886031609, 1886029021, 1886029023, 1886029028
E	1886019000, 1886018700
F	1886018100
G	1886031616
H	1886031200

Any future change to the use of any property within the Punakaiki water supply which results in a change to the use (as set out in Table 2.2A) will result in a change to the differential category the property is in, from the next rating year.

Council may require any user on the water supply to have a meter installed, if it deems it necessary to do so, in the interests of fairness within the supply area.

Expected Yield (Collect)

The expected collect for each of the Water Supply areas (GST inclusive) is:

Water Supply Area	Collect
Little Wanganui Subdivision	\$20,193
Mokihinui	\$17,296
Ngakawau-Hector	\$62,118
Waimangaroa	\$153,020
Westport	\$3,268,396
Reefton	\$740,289
Punakaiki	\$111,546
Inangahua Junction	\$31,343
Cape Foulwind	\$85,514
South Granity	\$6,336

3. Sewage Disposal

Targeted sewage disposal charges and rates are set for each connection within a rating unit, or any rating unit able to be connected within certain scheme areas, as follows.

The rates are set on the number of connections, with a differential applied for each rate based on the use of the rating unit.

A 'connection' is defined as a rating unit, or each separately used or inhabited portion (SUIP) of a rating unit, which is connected to the disposal line in any scheme area, whether the connection is to the main disposal line, or from any other line that is connected to the main disposal line.

A differential is also applied based on the availability of the service. The categories applied are rating units connected to the disposal system, and rating units within certain scheme areas which are not connected but are able to be connected ("serviceable"). A rating unit is regarded as serviceable if it is within 30 metres of the sewerage reticulation system.

For the Westport and Reefton, only connected properties are rated (there is no differential for serviceable properties) with the exception of those properties able to be connected to the Orowaiti sewerage upgrade to the Westport Scheme. Those properties (within that upgrade area) which are serviceable but not connected shall pay the full service charge(s) applicable to that scheme.

Refer to the definition of the differential categories set out in Part 5 of this Funding Impact Statement.

Table 3 – Unit rates

Sewage Disposal Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST incl)
Westport - Multi-residential only			
	1-2	1.00	\$1,103.00
	3	1.70	\$1,875.10
	4	2.30	\$2,536.90
	5	2.80	\$3,088.40
	6	3.20	\$3,529.60
	7	3.60	\$3,970.80
	8	4.00	\$4,412.00
	9	4.40	\$4,853.20
	10	4.80	\$5,294.40
	11	5.20	\$5,735.60
	12	5.60	\$6,176.80
Westport - all other rating sectors			
	1	1.00	\$1,103.00
	2	1.70	\$1,875.10
	3	2.30	\$2,536.90
	4	2.80	\$3,088.40
	5	3.20	\$3,529.60
	6	3.60	\$3,970.80
	7	4.00	\$4,412.00
	8	4.40	\$4,853.20
	9	4.80	\$5,294.40
	10	5.20	\$5,735.60
	11	5.60	\$6,176.80
	12	6.00	\$6,618.00

Sewage Disposal Scheme Rates	Differential category (refers to use by number of connections)	Differential Factor	Targeted Rate (GST incl)
Reefton - Multi-residential only			
	1-2	1.00	\$817.00
	3	1.70	\$1,388.90
	4	2.30	\$1,879.10
	5	2.80	\$2,287.60
	6	3.20	\$2,614.40
	7	3.60	\$2,941.20
	8	4.00	\$3,268.00
	9	4.40	\$3,594.80
	10	4.80	\$3,921.60
	11	5.20	\$4,248.40
	12	5.60	\$4,575.20
Reefton - all other rating sectors			
	1	1.00	\$817.00
	2	1.70	\$1,388.90
	3	2.30	\$1,879.10
	4	2.80	\$2,287.60
	5	3.20	\$2,614.40
	6	3.60	\$2,941.20
	7	4.00	\$3,268.00
	8	4.40	\$3,594.80
	9	4.80	\$3,921.60
	10	5.20	\$4,248.40
	11	5.60	\$4,575.20
	12	6.00	\$4,902.00
Little Wanganui			
Connected	1	1.00	\$886.00
Serviceable	1	0.50	\$443.00

Expected Yield (Collect)

The expected collects for each of the sewerage scheme areas (GST inclusive) is:

Sewerage Scheme Area	Collect
Little Wanganui Subdivision	\$54,666
Westport	\$2,837,357
Reefton	\$476,311

4. WASTE MANAGEMENT

For the purposes of the cost of providing waste management (refuse and recycling) throughout the district, three zones have been established, each having its own level of service.

The localities of these zones are:

Zone	Locality
1	All of the district except north of the Mokihinui River and east of Blacks Point to which the collection service is provided
2	North of the Mokihinui River (Karamea)
3	East of Blacks Point (Maruia)

The levels of service for each are:

Zone	Locality
1	The provision of a collection service for bins and bags, plus the cost of the waste management disposal area(s) within the zone.
2	The cost of the waste management disposal area(s) within the zone.
3	The cost of the waste management disposal area(s) within the zone.

4.1 Waste Management - Zone 1

The cost of providing recycling and refuse collection is recovered from those properties that are on the service collection route, in the form of a targeted annual waste management rate of a fixed amount per rating unit. A set of two bins (one wheelie bin and one basket) is provided to those properties within the Zone 1 area.

Any property that has been delivered more than one set of bins, shall be liable for the fixed amount for each set of bins delivered to the property.

The bins are used for the fortnightly recycling collection, while bags are available for purchase at various district outlets for the use of weekly refuse collection.

The annual targeted waste management rate for Zone 1 will be **\$178.00** per set of two bins (including GST).

4.2 Waste Management - Zone 2

The cost of providing a waste management landfill activity within the Zone 2 area is recovered from those rating units within the area.

The annual targeted waste management rate for Zone 2 will be **\$138.00** per rating unit (including GST).

4.3 Waste Management - Zone 3

The cost of providing a waste management landfill activity within the Zone 3 area is recovered from those rating units within the area.

The annual targeted waste management rate for Zone 3 will be **\$302.00** per rating unit (including GST).

Expected Yield (Collect)

The expected collects for each of the solid waste areas (GST inclusive) are:

Solid Waste Area	Collect
Zone 1	\$913,496
Zone 2	\$85,146
Zone 3	\$36,542

Lump sum contributions

The Council does not accept lump sum contributions in respect of any of the targeted rates.

5. DIFFERENTIAL CATEGORIES

Note that the first five digits of any valuation reference comprises the valuation roll in which the reference is found.

Also note that subject to the rights of objection to the rating information database set out in Section 29 of the Local Government (Rating) Act 2002, the Council is the sole determiner of the categories applied to a rating unit.

Residential Categories

Rating units, or parts of rating units, being less than 4,000 square metres in area, having no more than one residential dwelling, and being primarily used for, or able to be used for, residential living.

Residential 101

Includes residential rating units, or parts of rating units, within the valuation rolls numbered 18780 (but excluding the Little Wanganui Subdivision); 18800 (but excluding the township of Ngakawau and Granity); 18820; 18830 (but excluding the townships of Waimangaroa and Conns Creek); 18840 (but excluding the settlement of Snodgrass, and those properties in the greater Westport area to the west of the Orowaiti River); 19000; 19010; 19040; 19080; and 19081.

Residential 102

Includes residential rating units, or parts of rating units, within the valuation roll numbered 18810, plus the settlement of Snodgrass.

Residential 103

Includes the residential rating units, or parts of rating units, within the valuation roll numbered 18790 (but excluding the township of Hector), plus the Little Wanganui Subdivision, and Conns Creek.

Residential 104

Includes the residential rating units, or parts of rating units, on the inland side of the State Highway 67 in the townships of Hector, Ngakawau, and Granity, plus the township of Waimangaroa.

Residential 105

Includes the residential rating units, or parts of rating units, on the seaward side of the State Highway 67 in the townships of Hector, Ngakawau, and Granity.

Residential 106

Includes the residential rating units, or parts of rating units, within the valuation rolls numbered 18840, 18950, 18960, and 18970 (but not including any properties to the east of the Orowaiti River or south of Stafford Street, and those properties on Orowaiti Road, Morgans Lane, Forbes, Coates, and Shelswell Streets, and selected properties at the northern end of Derby Street).

Residential 107

Includes the residential rating units, or parts of rating units, on Orowaiti Road, Morgans Lane, Forbes, Coates, and Shelswell Streets, and selected properties at the northern end of Derby Street and including Beach Drive.

Residential 108

Includes the residential rating units, or parts of rating units, within the township of Carters Beach (but excluding those properties located on Marine Parade and in the Elley Drive subdivision).

Residential 109

Includes the residential rating units, or parts of rating units, within the township of Carters Beach located on Marine Parade and in the Elley Drive subdivision (but excluding valuation reference 1885022301).

Residential 110

Includes the residential rating units, or parts of rating units, within the valuation roll numbered 18850 (but excluding the townships of Carters Beach, Omau, and Tauranga Bay).

Residential 111

Includes the residential rating units, or parts of rating units, within the valuation roll numbered 18860 (but excluding the townships of Charleston and Punakaiki and the Ross Subdivision).

Residential 112

Includes the residential rating units, or parts of rating units, within the townships of Omau and Tauranga Bay, plus valuation reference 1885022301.

Residential 113

Includes the residential rating units, or parts of rating units, within the township of Charleston.

Residential 114

Includes the residential rating units, or parts of rating units, within the township of Punakaiki and the Ross Subdivision.

Residential 115

Includes the residential rating units, or parts of rating units, within the valuation roll numbered 19050.

Multi Residential

Rating units that have more than the one dwelling, excluding farm properties and communal residences. Where practicable, Council may have the rating unit divided into each of its separate uses, so each division can be assessed for rates in a different differential category.

Multi Residential 121

Includes those rating units under valuation references 1878011803, 1878018300BB, and 1908009900.

Multi Residential 122

Includes the rating unit under valuation reference 1878037247.

Multi Residential 123

Includes the multi-residential rating units within the valuation rolls numbered 18840; 18950; 18960; and 18970.

Multi Residential 124

Includes those rating units within the valuation roll numbered 18860.

Multi Residential 125

Includes those multi-residential rating units within the valuation roll numbered 18850.

Multi Residential 126

Includes those multi-residential rating units within the valuation roll numbered 19050.

Commercial

Rating units, or portions of rating units, used primarily for, or able to be used in terms of the District Plan for, carrying out a commercial or trading enterprise, including retail and/or wholesale, community, personal, business and repair services, offices, hotels, motels, camps and air transport.

Commercial 131

Includes commercial rating units, or parts of rating units, within the valuation rolls numbered 18780; 18820; 19000; 19010; 19040; 19080; and 19081; and that rating unit under valuation reference 1884018701.

Commercial 132

Includes commercial rating units, or parts of rating units, within the valuation rolls numbered 18790; 18800; 18810; and 18830.

Commercial 133

Includes commercial rating units, or parts of rating units, within the valuation rolls numbered 18840 (excluding 1884018701); 18960; and 18970.

Commercial 134

Includes commercial rating units, or parts of rating units, within the valuation roll numbered 18950.

Commercial 135

Includes the rating unit under valuation references 1885002400BB and 1885022400.

Commercial 136

Includes commercial rating units, or parts of rating units, within the valuation roll numbered 18850 (excluding 1885002400BB and 1885022400).

Commercial 138

Includes commercial rating units within the valuation roll 18860, north of the Fox River.

Commercial 139

Includes commercial rating units within the valuation roll 18860, south of the Fox River.

Commercial 140

Includes commercial rating units, or parts of rating units, within the valuation roll numbered 19050.

Rural

Properties being 10 hectare or greater, used exclusively or principally for agricultural, horticultural, and/or pastoral purposes, including forestry, or vacant land that is able to be used for such purposes in terms of the District Plan.

Rural 141

Includes rural rating units, or parts of rating units, within the valuation rolls numbered 18780; 18810; 18820; 18830; 18840; 18950; 18960; 18970; 19000; 19010; 19040; 19050; 19080; and 19081.

Rural 142

Includes rural rating units, or parts of rating units, within the valuation rolls numbered 18790; and 18800.

Rural 143

Includes rural rating units, or parts of rating units, within the valuation rolls numbered 18850; and 18860.

Rural Residential:

Properties being greater than 4,000 square metres but less than 4 hectares, primarily used for the purpose of residential living.

Rural Residential 151

Includes rural residential rating units, or parts of rating units, within the valuation rolls numbered 18780; 18810; 18820; 18830; 18840; 18950; 18960; 18970; 19000; 19010; 19040; 19050; 19080; and 19081.

Rural Residential 152

Includes rural residential rating units, or parts of rating units, within the valuation rolls numbered 18790; 18800; 18850; and 18860.

Rural Small Holding:

Properties being greater than 4 hectares but less than 10 hectares, used exclusively or principally for agricultural, horticultural and/or pastoral purposes, including forestry, or vacant land that is able to be used for such purposes in terms of the District Plan.

Rural Small Holding 161

Includes rural small holding rating units, or parts of rating units, within the valuation rolls numbered 18780; 18810; 18820; 18830; 18840; 18850; 18950; 18960; 18970; 19000; 19010; 19040; 19050; 19080; and 19081.

Rural Small Holding 162

Includes rural small holding rating units, or parts of rating units, within the valuation rolls numbered 18790; and 18800.

Rural Small Holding 163

Includes rural small holding rating units, or parts of rating units, within the valuation roll numbered 18860 (but excluding those units within the valuation reference ranges 1886003000 to 1886003600 and 1886023800 to 1886027700).

Rural Small Holding 164

Includes rural small holding rating units, or parts of rating units, within the valuation reference ranges of 1886003000 to 1886003600 and 1886023800 to 1886027700.

Industrial Coal

Properties used primarily in the extraction, storage, and/or distribution of coal.

Industrial 172

includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Coal above.

Industrial Other

Properties used primarily in the following, as well as all associated land and buildings related to:

- storage sites (except those associated with the three other industrial categories); or
- transport (road, rail, sea), excepting those properties defined as Industrial Harbour; or
- utility services (communications, electricity, gas, water, sanitation); or
- the manufacture of food, drink, and tobacco; or
- the processing of textiles, leather, and fur; or
- the processing of timber products, including manufacturing and storage sites (i.e. sawmills and timber yards, wooden articles of manufacture such as furniture); or
- all other types of mining, not included in the sectors defined as Industrial Coal; or
- engineering, metalwork appliances, and machinery works; or
- chemicals, plastics, rubber, and paper manufacture; or
- other manufacturing industries not defined above; or
- depots and yards of contractors, central and local government; or
- demolition, and fumigation and pest control firms; or

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- vacant land designated for the primary purpose of industrial use

Industrial 173

Includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Other above.

Industrial harbour

Properties used for harbour and associated activities.

Industrial 174

Includes those industrial rating units, or parts of rating units, that fall within the definition of Industrial Harbour above.

SUIP (SEPARATELY USED OR INHABITED PART) OF A RATING UNIT - DEFINITION

A separately used or inhabited part of a rating unit includes:

- Any part or parts of a rating unit that is used or occupied by any person, other than the ratepayer, having a right to use or inhabit that part by virtue of a tenancy, lease, licence or other agreement, or
- Any part or parts of a rating unit that is/are used or occupied by the ratepayer for more than one single use.

Examples of separately used or inhabited parts of a rating unit include:

- A residential property that contains two or more separately occupiable units, flats or houses, each of which is separately inhabited or is capable of separate inhabitation.
- A commercial, or other non-residential property containing separate residential accommodation in addition to its commercial, farming or other primary use.
- A commercial premise that contains separate shops, kiosks or other retail or wholesale outlets, each of which is operated as a separate business or is capable of operation as a separate business.
- An office block which contains several sets of offices, each of which is used by a different business or which is capable of operation as separate businesses.

Council recognises that there are certain instances where the above situations will occur, but in circumstances that do not give rise to separate uses or inhabitations. These specific instances are:

- Where a business, farm, orchard, vineyard or horticultural operation contains accommodation on a rent-free basis for the owner, staff or share-milkers associated with the enterprise's productive operation.
- Where a residential property contains not more than one additional separately inhabited part, or where members of the owners family inhabit the separate part on a rent-free basis.
- Where an orchard, vineyard or horticultural operation contains a stall for the sale of goods produced solely by the operation.

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 7

Prepared by Penny Bicknell
Programme Manager – DIA Better Off Funding

Reviewed by Mike Williams
Acting Group Manager Infrastructure Services

Attachments

1. Excerpt from the Three Waters Better Off Support Package Guide – Criteria for Funding.
2. Final Draft Grant Funding Guidance – Council FAQ Responses – Second Edition
3. Better Off Funding Options Scoring Sheet

THREE WATERS REFORM – “BETTER OFF” FUNDING REAPPROPRIATION

1. REPORT PURPOSE

The purpose of this report is to put forward options for consideration for the reappropriation of \$950,000 of funding for the Three Waters Reform “Better Off” funding as approved by the Council resolution of 29 June 22 and 28 April 2023

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 has been allocated \$3.5M through the “Better Off” package of funding.

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.

3. DRAFT RECOMMENDATIONS

That the Council:

- 1. Note the report.**
- 2. Approve initiatives for the reappropriation of \$950,000 of funding to progress into a revised budget proposal and alteration of the funding agreement with DIA**

4. SUMMARY

A resolution was passed by Council in April 2023 to reappropriate \$100,000 from the Westport Stormwater/Wastewater smoke testing to a new initiative, ‘Westport Critical Water’ and that options for reappropriation of the Waimangaroa Water budget of \$650,000 would be put forward for consideration at the June 2023 Council meeting.

Since the April Council meeting, staff now have a final figure for the smoke testing which has resulted in a further surplus to consider for reappropriation (see Table 2)

Table 1. outlines the approved initiatives and associated funding budgets.

Table 2. outlines the funding available for reappropriation.

Table 3. outlines the options for consideration for reappropriation.

Table 1.

THREE WATERS “BETTER OFF” FUNDING – APPROVED INITIATIVES			
Initiative	Sub - project	Description	Approved 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
	<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
	<i>Stormwater/Wastewater – Westport</i>	Westport Wastewater/Stormwater ingress solutions - To assess the network (via smoke testing etc) to ascertain the required works to address the issue.	\$300,000 (\$100k reappropriated to Westport Critical Water by Council in April 2023)

Initiative	Sub - project	Description	Approved Budget
Climate change Preparedness/Planning – District wide		Additional funding to meet Climate Change Preparedness	
		Adaptation	\$250,000
		Master Planning	\$250,000
Cultural & Community Hub		Development of a detailed feasibility study.	\$150,000
Civil Defence		Upgrade of essential equipment, EOC facilities and upskill/train staff. A comprehensive & detailed spend plan will be provided.	\$275,000
Airport Relocation		Strategic assessment for the relocation of vital Lifeline Asset - Westport Airport.	\$50,000
Waimangaroa Water Supply		Treatment plant	\$650,000
Karamea Water Supply		To clear closed account costs accumulated to date as a standalone Karamea Water Supply will not proceed. And to provide a small sum to support the Karamea Bowling Club situated on Reserve Subcommittee land to transition to their own water supply.	\$650,000
Westport Critical Water Supply		Programme of works to ensure continued supply of Westport Water	\$100,000
TOTAL			\$3.5 Million

Table 2

THREE WATERS “BETTER OFF” FUNDING - FUNDS AVAILABLE FOR REAPPROPRIATION		
Initiative	Description	Budget available for reappropriation
Waimangaroa Water Supply	Ineligible due to budgeted amount in the LTP	\$650,000
Stormwater/ Wastewater – Westport	<p>The original budget for the smoke testing was set at \$470,000 which included \$70,000 budgeted in the AP and \$400,00 from Better Off Funding. \$100,000 was reappropriated in April.</p> <p>The final estimate for the smoke testing is \$70,000 leaving a further surplus for reappropriation</p>	\$300,000
Total available for reappropriation		\$950,000

Table 3

THREE WATERS “BETTER OFF” FUNDING – OPTIONS FOR CONSIDERATION FOR FUNDING REAPPROPRIATION		
Initiative	Description	Budget required
1. Westport Critical Water Supply	<p>The proposed budget addresses the need for an emergency water plan for Westport and Carter's Beach in the event of a loss of water supply due to severe weather and/or natural events. The budget includes various components necessary for the implementation of this plan.</p> <p>Here is a breakdown of each item:</p> <p>1. Tanker purchase (\$215,000):</p> <p>a. This expense covers the acquisition of two tankers, which would be used to transport water to key locations and distribute it into tanks during an emergency. This is an essential means of providing water to the community in such situations.</p>	\$430,000

	<p>2. Engineering professional advice for water bore site establishment and supporting works (\$35,000):</p> <p>a. This cost accounts for obtaining expert advice and guidance on establishing a water bore site. It ensures that the site is chosen appropriately, and the necessary supporting infrastructure is in place.</p> <p>3. Sinking of a 12" diameter water bore (\$60,000):</p> <p>a. This expense covers the drilling and installation of a water bore with a sufficient flow rate to provide a sustainable supply. The bore will serve as an independent water source during emergencies.</p> <p>4. Consenting processes for water take and site establishment (\$15,000):</p> <p>a. This amount is allocated for obtaining the necessary consents and permits required for water take and site establishment. Compliance with regulatory requirements is essential for the project's success.</p> <p>5. Power connection to proposed site (\$60,000):</p> <p>a. This expense accounts for connecting the proposed site to a power source, enabling the operation of pumps and lighting. Electricity is necessary for the functioning of the water distribution system at the site.</p> <p>6. Earthworks and fencing for site establishment (\$45,000):</p> <p>a. This cost includes earthworks to prepare the site for development, ensuring it is suitable for the proposed water bore. It also covers the installation of fencing for security and protection purposes.</p>	
<p>2. Westport Stormwater/Wastewater</p>	<p>Works identified by smoke testing in 39 locations:</p> <p>a. 18 locations require fixing of broken pipe or rerouting stormwater sumps to local stormwater mains (\$135,000)</p> <p>b. 21 locations need some follow up:</p> <ul style="list-style-type: none"> • 5 locations need further checks, but unlikely to require further work (\$12,500) 	<p>\$395,000</p>

	<ul style="list-style-type: none"> • 7 locations require further investigation with issues to resolve (\$52,000) • 9 locations require further investigation with high probability of further work required (\$45,000) • Additional zones with no stormwater reticulation ie northern Westport area around the Harbour (\$150,000) 	
<p>3. Reefton Campground Initiatives</p>	<p>Campground is Council owned, two parts to the initiative:</p> <ol style="list-style-type: none"> 1. Upgrades of current structures - Conversion/upgrade of Old- long-time vacant – buildings into 3 good quality cabins 2. New cabins that can be utilized as Dongas for Federation Mining Infrastructure Staff. <ol style="list-style-type: none"> a. Total of 40 staff to be accommodated in Reefton. b. Camp already has 10 cabins plus the 3 to be converted equals 13. Adding 10 new cabins at the campground would go some way to solving the staff Accommodation needs of the new mining industry. c. Not just Federation mining who would provide a potential 2 year 'lease/rent guarantee' option. This would be joined/ followed by Reefton Gold and Siren Gold. <p>Thereafter become part of the accommodation stock for the campground. Reefton is desperately short of Tourist/visitor accommodation as well as workers accommodation.</p> d. Council would retain long term ownership and benefits thereof. e. Quantum of money available would not be able to initiate the total volume but will attract further investment (e.g., DWC and Federation mining co-contributions?) 	<p>\$300,000</p>

<p>4. Package 1 – Water Compliance and Resilience</p>	<ul style="list-style-type: none"> • WCRC Compliance monitoring equipment \$75k <ul style="list-style-type: none"> ○ Compliance with Resource Consent take monitoring for all water supplies in the Buller District, deliver: <ul style="list-style-type: none"> ▪ Flow meters ▪ Scada connection (if feasible) ▪ Regular compliance reporting ▪ Remove legal non-compliance risk • Contribution to North Branch Flume \$500k <ul style="list-style-type: none"> ○ Provides key resilience for Westport and Carters Beach waters supply in times of high turbidity or summer low flow ○ Will re-instate old heritage alignment for water to flow between branches of catchment ○ Will provide water supply management contractor with more options to avoid a potential townwide water outage (Critical Water Crisis) 	<p>\$575,000</p>
<p>5. Package 2 – Future resilience investment in small community water supplies and Solid Waste Landfill plan</p>	<ul style="list-style-type: none"> • WCRC Compliance monitoring equipment \$30k <ul style="list-style-type: none"> ○ Would only deliver certain flow meters and the others will need to be funded by the closed accounts • Bore & Sampling \$50k <ul style="list-style-type: none"> ○ Investigate water supply source options for Little Wanganui and Mokihinui, which currently do not have treatment and fail the Water Services Act compliance ○ Being able to locate, drill and long-term test viable bore supplies will allow sufficient data to inform a reliable estimate for treatment plants • Landfill Feasibility \$350k <ul style="list-style-type: none"> ○ Buller District continues to have a significant challenge for solid waste disposal options 	<p>\$430,000</p>

	<ul style="list-style-type: none"> ○ Buller District Council already owns a land holding at Carolyn Terrace intended for Class 1 Landfill ○ This feasibility study would: <ul style="list-style-type: none"> ▪ Undertake the Criteria Selection of MfE guidelines ▪ Economic viability study (Cost to Expense) ▪ Land Designations (land use consents) ▪ Emissions, discharge and environmental feasibility ▪ Operational feasibility 	
6. Ngakawau Swimming Pool	<ul style="list-style-type: none"> • Pool improvements 	\$310,000
7. Granity Fundraising Centre	<ul style="list-style-type: none"> • Restoration of Category II listed building 	\$75,000
8. Ngakawau Rugby Field Fencing	<ul style="list-style-type: none"> • 200m Fencing replacement – H & S – borders State Highway 	\$19,000

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

The use of “Better Off” funding is significant in terms of capital to support councils to transition to their new role post-reform through meeting some or all of the following criteria, as laid out in the Heads of Agreement:

- 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.
- 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 support local place-making and improvements in community well-being.
- Council's significance engagement policy is deemed not to be impacted.

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.

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

Phase two of Westport Stormwater/Wastewater ingress separation, post analysis, will require legal consideration.

5.7 Financial / Budget Implications

Council notes that 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.

Excerpt from the Three Waters Better Off Support Package Guide – outlining Criteria for funding

Three Waters Better Off Support Package

Guide to the better off funding package for
local authorities



Te Tari Taiwhenua
Internal Affairs

About the better off package

The better off package is:

- An investment by the Crown into the future for local government and community wellbeing; and
- In recognition of the significance to the local government sector (and the communities they serve) of the transfer of responsibility for water service delivery.

The use of this funding supports councils to transition to their new role post-reform through meeting some or all of the following criteria, as laid out in the Heads of Agreement:



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.



Delivery of infrastructure and/or services that **support local place-making and improvements in community well-being.**

How to Identify and Prioritise Initiatives

The funding criteria provides flexibility for Councils to identify a potentially wide range of funding proposals.

Where a council has existing strategic plans and documentation that meet the funding criteria, these may inform your project selection, including proposals to accelerate, scale up or enhance current and planned initiatives.

To assist in identifying and prioritising your initiatives, below are examples of projects that may be eligible based on the criteria, along with key considerations when prioritising a list of initiatives. Judgement is required when making these decisions, and councils may choose to assign different weighting to these prioritisation factors based on the needs of your community.

Initiative Examples		Initial Eligibility Check	
1	Public Transport Improvement Programme* <ul style="list-style-type: none"> Replace bus fleet with electric buses Upgrade public transport hubs to make them more user-friendly and safe Increase frequency of services in busy times, and identify and provide public transport options to under-serviced areas 	Does the initiative meet the funding conditions listed on page 4?	
		Prioritisation Factors	
2	Street Lighting Project <ul style="list-style-type: none"> Replace street lights with energy efficient bulbs Increase street lighting in underlit and unsafe areas 	Value for Money	Do the identified wellbeing outcomes justify the cost?
3	Coastal Placemaking Initiative <ul style="list-style-type: none"> New coastal public space and open air water park 	Strategic Plans	Is there existing strategic planning documentation to support this initiative?
4	Community Connectivity Initiative* <ul style="list-style-type: none"> Assist communities in need with affordable wifi connections and wifi-enabled devices 	Iwi/Māori Support	Has the council engaged with iwi/Māori on the intended use of the funding?
5	Digital Automation Programme* <ul style="list-style-type: none"> Transform resource consent application system 	Risk Analysis	Does your risk analysis show any undue concerns in completing the project - for example, are the resources required readily available?
6	Supporting people living with disabilities to participate fully in society* <ul style="list-style-type: none"> Improve accessibility to community facilities including ramp access and handrails Installation of high specification bathrooms for people with complex disabilities 	Community Support	Does the initiative have rate-payer and local community support?






*See Appendix B for examples of wellbeing assessments for these initiatives

Wellbeing assessments

Councils are expected to provide a wellbeing assessment setting out the expected benefits and wellbeing outcomes for each Programme.

The assessment should outline how the programme will deliver on:

- The broader “wellbeing mandates” under the framework of the Local Government Act 2002 (LGA), and
- The specific wellbeing criteria for the better off package shown on page 3

LGA areas of wellbeing	Considerations for completing the Wellbeing Assessment
 Social wellbeing	<ul style="list-style-type: none"> • Define the expected wellbeing outcomes from the Programme. • Describe how the Programme outcomes will promote the better off package outcomes and wellbeing objectives for your community. • Decide how you will measure, monitor and report on your stated wellbeing outcomes, preferably using your existing processes. (e.g. indicators of change/key performance indicators)
 Economic wellbeing	
 Environmental wellbeing	
 Cultural wellbeing	
 See Appendix B for examples of Wellbeing Assessments based on the initiatives shown on page 8.	

APPENDIX B: Wellbeing assessment examples

Example 1	Initiative Description: Public Transport Improvement Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Supporting communities to transition to a sustainable and low-emissions economy 2. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Environmental
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
	Lower carbon emissions	Reduction in carbon emissions	Annual Report
Increase in use of public transport	Increase in # people using buses and trains Increase in % people that feel safe using public transport	Annual Report	

Example 2	Initiative Description: Community Connectivity Initiative		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
	Increase in access to reliable at home wifi service	Increase in # people with access to reliable wifi connections	Annual Report
Increase in access to wifi enabled devices to support work and study from home	Increase in % people with the ability to work and/or study from home	Annual Report	

APPENDIX B: Wellbeing assessment examples

Example 3	Initiative Description: Digital Automation Programme		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that enable housing development and growth		1. Economic
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Faster processing of resource consents	Decrease in time taken to process a consent Increase in customer satisfaction on consent process	Annual Report	

Example 4	Initiative Description: Supporting people living with disabilities to participate fully in society		
	Better off funding criteria met:		Wellbeing areas met:
	1. Delivery of infrastructure and/or services that support local place-making and improvements in community well-being.		1. Social 2. Cultural
	Wellbeing Outcomes	How Outcome is Measured	How Outcome is Reported
Community facilities are inclusive and accessible to those living with disabilities	Increase in # community facilities with disability friendly access Increase in % people with disabilities that feel community spaces are accessible	Annual Report	
Those with complex disabilities can access and use public bathroom facilities	# Public high specification bathrooms installed	6 Monthly Better Off Report Submission	

Three Waters Better Off Support Package

Guidance in Response to Council's
Frequently Asked Questions - #2
13 June 2022



**Te Tari Taiwhenua
Internal Affairs**



Building Together Hanga Ngātahi

Better Off Support Package: Frequently Asked Questions 13 June 2022 (1 of 3)

FAQ#	Question	Response
1	<p>My understanding is that proposals cannot be included if they are already in the LTP unless it is for a portion (not all) to enhance or accelerate the delivery of that proposal.</p> <p>Is 'in the LTP' defined as being a named project (and budget) in the initial 3 years of the 2021-24 LTP of which only 2022-23 and 2023-24 effectively remain. The LTP also provides indicative spend for the following years 4-10. I presume that a project that has been flagged for that period could be included in the Better Off proposal even though the actual period of construction might not be materially changed i.e. still sometime before June 2027.</p>	<p>All costs associated with planned projects beyond the first three years of the current LTP are eligible for Better Off funding in their entirety if they are accelerated. DIA's understanding is that such activities may not have been planned in detail and that funding for years 4 to 10 will be revisited in the 2024-34 LTP.</p> <p>By contrast, if the activity being accelerated, enhanced or scaled up is provided for within the first three years of the LTP, then only the incremental cost would be eligible for funding.</p> <p>Any cost inflation for a project within the first three years of the LTP would be eligible for Better Off funding for the cost inflation amount that is currently unfunded, if the project meets the Better Off funding criteria.</p>
2	<p>If an initiative is planned to continue to perpetuity and it can only be funded for 5 years, is the expectation that council fund beyond 5 years?</p>	<p>Yes, councils would have to fund ongoing costs beyond 30 June 2027.</p>
3	<p>The National Policy Statement for Freshwater Management places additional requirements such as monitoring and management. Would support to meeting these requirements be eligible for funding?</p>	<p>If this is a new requirement that is not currently funded – and contributes to wellbeing - then it would meet the Better Off funding criteria. Funding could only be applied to these costs up to 30 June 2027, with councils required to fund ongoing costs beyond then.</p> <p>DIA recommends that the council works with their CIP Relationship Manager to determine whether there are specific, targeted initiatives that meet the Better Off funding criteria where this funding could be applied before submitting their proposal.</p>
4	<p>Would recruitment of additional staff to provide management of climate change initiatives in the district be eligible?</p>	<p>Yes, subject to these staff being recruited to work on specific initiatives that meet the Better Off funding criteria. Councils would have to fund ongoing costs beyond 30 June 2027.</p>
5	<p>Considering the intent of Iwi/Māori engagement on page 10 of the guidance, at what point will Iwi/Māori be involved as the co-designer of the criteria in order to give effect to mātauranga Māori?</p>	<p>Local authorities are expected to engage with Iwi/Māori before submitting Tranche 1 proposals. DIA will review applications to understand the level of engagement currently undertaken by councils.</p> <p>It is expected that for Tranche 2 applications (from 1 July 2024), that councils meet the Tranche 2 Minimum Expectations (Target State) as set out on page 10 of the guidance.</p>
6	<p>If a council was contributing to a group of projects which were subject to increased costs to complete (through inflation and/or scope creep), could the council reduce scope, or even pull projects out, to stay within their contribution or are they obliged to carry that risk and complete ?</p>	<p>An initiative must be fully funded based on robust cost estimates including provisions for contingency (from all funding sources i.e., Better Off plus other council funding sources) to be eligible for Better Off funding.</p> <p>DIA acknowledges the uncertain cost and inflation environment facing councils over the coming years.</p> <p>If, during the delivery phase, a funded initiative required rescoping or stopping, this would need to be evaluated on a case-by-case basis between the council, Crown Infrastructure Partners and DIA to ensure that Better Off funding is utilised in a way that maximises the wellbeings achieved by funded initiatives.</p>

Better Off Support Package: Frequently Asked Questions 13 June 2022 (2 of 3)

FAQ#	Question	Response
7	Are costs associated with compliance with Water Services Act eligible for funding?	<p>Unless this directly relates to a new project or initiative this will not meet the Better Off funding criteria.</p> <p>Councils would be better to use Better Off funding to fund projects that meet the Better Off Fund criteria - like enhancing a local park or community facility - and then use that funding freed up for Water Service Act compliance.</p> <p>Councils should work through issues like this with their appointed CIP Relationship Manager.</p>
8	Is the Better off funding to be treated as revenue towards Councils' debt to revenue ratios?	Better Off funding will be grant funding and should be accounted for in the same manner as other external grant funding received by councils; and in accordance with a council's revenue recognition accounting policy.
9	What is DIA's methodology for evaluating the proposal? Will this be qualitative vs quantitative, and how will "well-beings" be assessed?	<p>DIA will adopt a permissive qualitative approach to evaluating a proposed initiative's alignment with the funding criteria. Initiatives must however have a clear link to the criteria outlined on page 4 of the Better Off Funding Apr-22 guidance document.</p> <p>Councils should provide wellbeing assessments setting out the benefits and wellbeing outcomes for each initiative when submitting their proposal. DIA's preference is for wellbeing indicators to be specific and measurable.</p>
10	Can DIA provide further clarification on the 30 September 2022 deadline? The guidance notes include potentially conflicting statements.	<p>Applications will close on 30 September 2022; however applications can be lodged earlier than this. If a council finds itself in a situation where it is unlikely to meet the 30 September deadline it should engage with its Relationship Manager as soon as possible to discuss these circumstances and agree an appropriate alternative. Early submission will give councils the opportunity to amend or substitute their projects/proposals if a project is determined to not meet the Better Off funding criteria.</p> <p>For applications received by 31 August, DIA will endeavour to notify Councils of the outcome by 30 September. For applications lodged in September, DIA will apply best endeavours to convey a decision within 6 weeks of the application.</p> <p>DIA encourages councils to discuss potential projects / initiatives with their Relationship Managers to allow early guidance to be provided as to whether projects are likely to meet the Better Off funding criteria.</p>
11	The answer to question 2 in the 27 May 2022 FAQ response seems to infer that Tranche 2 funding can extend beyond 30 June 2027. Is that new info or a typo?	The information included in the 27 May 2022 FAQ response was incorrect (and has been rectified on slide 6). Tranche 2 Better Off funding will have an end date of 30 June 2027.
12	Would the payment of remuneration to lwi groups or individuals be eligible? Would this be eligible if the remuneration is tied to specific initiatives or projects (with associated milestones or outcomes)?	Such payments which are related to specific initiatives or projects that meet the Better Off funding criteria would be eligible.

Better Off Support Package: Frequently Asked Questions 13 June 2022 (3 of 3)

FAQ#	Question	Response
13	Would initiatives that have a direct benefit at an individual/household level be eligible for consideration? For example, our town has challenges with air quality every winter which has broader impact on community health and wellbeing. A lot of actions that would help improve our air quality are not affordable for all of our community, such as replacing wood burners or cleaning chimneys or offering grants to assist people to do this. Would initiatives along these lines that involve investment at the household level but also benefit the wider community be considered?	<p>The Better Off funding criteria is deliberately permissive to enable councils to invest in initiatives that best meet the needs of their communities, provided that the initiatives meet one of the identified Better Off funding criteria.</p> <p>The specific initiative in this example would be fundable provided the council demonstrates it meets the Better Off funding criteria.</p>
14	Would a grants type initiative to provide assistance to community led projects that address climate change or housing (for example) be eligible for consideration?	Yes, provided that this is a new or currently unfunded initiative that contributes to wellbeing.
15	Can Better Off funding be used to fund opex or capex shortfalls in 3 Waters funding?	<p>There is no specific exclusion to using Better Off funding for three waters related initiatives. These initiatives must:</p> <ul style="list-style-type: none"> • Meet the Better Off funding criteria on page 4 of the Better Off Funding Apr-22 guidance document, and • Be new initiatives/projects; and/or an acceleration, scaling up and/or enhancing of the quality of planned investment. <p>BAU Three Waters OpEx and CapEx (to the extent provided for in the first 3 years of the LTP) would not meet the Better Off funding criteria.</p>
16	Can councils use part of Tranche 1 funding to fund water related operational expenditure, to offset what will otherwise be an impact on water rates?	Funding BAU operational expenditure does not meet the Better Off funding criteria.
17	If a project relies on Funding from both Tranche 1 & 2 but is significantly (or wholly) completed prior to July 24 will the Tranche 2 funding be paid to Council as soon as it is available from July 24 to cover the shortfall expenditure paid out of councils funds (i.e. repay the costs the council has paid)?	<p>An initiative must be fully funded to complete, based on robust cost estimates (from all funding sources i.e., Better Off plus other council funding sources) to be eligible for Better Off funding. Better Off Tranche 2 funding will not be available until 1 July 2024, so the council would need to ensure it has alternative sources of funds to complete the project, until Tranche 2 funding is available.</p> <p>DIA encourages councils to take an integrated approach, looking at opportunities that could be funded across both tranches where that makes sense. In this instance DIA would need to evaluate the project details when assessing the application. DIA recommends the council engages with its CIP Relationship Manager to progress this discussion.</p>
18	Can Better Off funding be used to deliver new infrastructure that supports growth, including components relating to 3 Waters?	This would meet the Better Off funding criteria if the investment enables housing development and growth.

Three Waters Better Off Support Package

Guidance in Response to Council's
Frequently Asked Questions – #1
27 May 2022



**Te Tari Taiwhenua
Internal Affairs**



Building Together Hanga Ngātahi

Better Off Support Package: Frequently Asked Questions 27 May 2022 (1 of 3)

FAQ#	Question	Response
1	Can DIA confirm that programmes / projects confirmed as part of Tranche 1 proposal can run through to 30 June 2027, and do not expire on 30 June 2024?	All funding must be used by 30 June 2027, which means projects must be completed before then as last cash out is before that date (ref "End Date" sect 6 of the Funding Agreement).
2	Can projects extend beyond 30 June 2027 providing specific provision is made in the Proposal for any unfinished portion to be funded by the council (similarly for Tranche 2 proposals)?	All Better Off funding from Tranche 1 must be expended by 30 Jun-27; a project could extend beyond 30 Jun-27 if supported by Council funding beyond that date. The intention is for Tranche 1 funding to be used by End Date but no restriction if ongoing investment beyond End Date funded by alternative sources (Funding Agreement Part 2 sects 2.4, 6.2). *
3	Confirm that tranche 1 proposals can be up to, but not exceeding, the amounts nominated by DIA (totalling \$500m) i.e. the proposal can be for a lesser amount.	The Better Off Funding Apr-22 guidance document (page 9 of 19) says: "Local authorities do not have to apply for the full Tranche 1 amount upfront, funds not applied for in Tranche 1 will be made available in Tranche 2. The second tranche will be subject to future guidance and application processes, however the same funding criteria and conditions are expected to apply."
4	Confirm that any eligible amount not included in an initial Tranche 1 proposal remains available for follow-up proposals.	Refer to #3 above
5	Confirm if there is a separate process for the follow-up proposal or this can only be included with the Tranche 2 proposal submission in 2024.	Refer to #3 above. The Project Substitution process could be used to access funds up to the Tranche 1 maximum amount should the original Funding Proposal/Agreement be for less than the Tranche 1 maximum funding allowable.
6	The wording indicates that Tranche 1 proposals need to be either accepted, or a Waiver issued, by 30 September 2022. This presumably means that the proposal must be lodged prior to this to allow for assessment by DIA. Has this earlier date been defined?	If a proposal is received by 30 September but not approved within that timeframe, then DIA would consider issuing a Waiver, as no earlier date was specified in the guidance. Waivers are at the discretion of DIA and would need to be considered on a case-by-case basis. We encourage councils to engage early with CIP to get applications in well before 30 September to ensure a prompt response within the specified timelines.
7	There is mention of a 'Waiver' that can be requested where a council is not able, or willing, to submit a proposal by 30 September 2022. Can you define the criteria to be used, and the process for requesting a waiver? We are aware that a number of councils will need some time to assemble their proposals and the LG elections may also influence their processes.	Waivers are at the discretion of DIA and would need to be considered on a case-by-case basis. We encourage councils to engage early with CIP to allow agencies to identify and manage those councils wishing to seek a waiver.

* The initial FAQ response document (27 May 2022) incorrectly stated that Tranche 2 funding could be applied to fund projects for expenditure beyond 30 June 2027.

Better Off Support Package: Frequently Asked Questions 27 May 2022 (2 of 3)

FAQ#	Question	Response
8	If a Tranche 1 proposal has not been submitted by 30 September 2022, or a waiver issued, does the council lose its eligibility for the Tranche 1 funding? Does this impact on availability of the separately defined Tranche 2 funding?	Refer to Funding Agreement ... "These conditions precedent must either be satisfied (in the opinion of DIA) or waived by DIA (at its sole discretion) by 30 September 2022. In the event that they are not satisfied or waived within that time, DIA may notify the Recipient that this Agreement has not come into effect and is null and void." If the conditions are not met by 30 Sep 22, then as above with unallocated Tranche 1 funding the LTA's tranche 1 funding would be added to their Tranche 2 funding and can be applied for in 2024. Councils do not lose their tranche 1 funding - but they would not be able to access these funds until tranche 2 is available (1 Jul 24) if they do not participate in tranche 1.
9	We anticipate that some projects that could be considered may trigger the special consultation requirements of the LGA. If this becomes apparent and impacts on a council's ability to lodge a Proposal can an extension be granted in these circumstances?	If councils wish to consult, or if approval of a funding application is held up (e.g. as issues are worked through with mana whenua), then this could be grounds for a waiver. Waivers are at the discretion of DIA and would need to be considered on a case-by-case basis. We encourage councils to engage early with CIP and get applications in well before 30 September to ensure a prompt response within the specified timelines.
10	The Guide includes that the funding can be used to '___ accelerate, scale-up and /or enhance ___' an already planned investment. Can you confirm if the entire project is eligible for funding or only the additional cost associated with the enhancement?	The Better Off Funding Apr-22 guidance document (page 7 of 19) says "Funding proposals must be for: <ul style="list-style-type: none"> • new initiatives/projects; and/or • to accelerate, scale up and/or enhance the quality of planned investment" Only the additional cost can receive Better Off funding unless a new (unfunded) initiative/project or exemption granted by DIA, however if funding is used to bring forward an entire project from years 4-10 of the LTP then the full amount is eligible.
11	At this time of rapidly increasing infrastructure construction costs we expect that councils will identify projects where the LTP budget no longer aligns with the actual expected construction costs. Could a council apply for these additional costs even if the scope of the project is relatively unchanged?	Yes, the cost increase can be applied for Better Off Funding provided the project meets the Better Off funding criteria
12	Can the 10% upfront payment be used to provide rolling programme liquidity and each monthly claim be for all actual invoices paid in the previous period?	Yes, provided that the 10% working capital is fully itemised and allocated to projects before at a future point.

Better Off Support Package: Frequently Asked Questions 27 May 2022 (3 of 3)

FAQ#	Question	Response
13	If a Council participates, i.e. sign up and takes the money, will this still allow Council to be opposed to the Three waters reform?	DIA acknowledges the importance of councils independently expressing their views of the reform programme. The Funding Agreement for the better off package does not prevent or prohibit councils from doing this. For the avoidance of doubt, publicly criticising or expressing opinions on reform cannot reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of the Department or the New Zealand Government, and would not represent a breach of the funding agreement.
14	Transition Support Arrangements: The agreement requires the recipient to provide the collaboration and co-operation requested. There is then reference to CCOs involved in the delivery of water services. Does the obligation apply to both the council and the CCO if there is a CCO involved?	Yes, this obligation applies to both councils and CCOs.
15	It is noted that the Council election is scheduled for a week after the 30 September deadline for Tranche 1. If a council believes its decision-making process is compromised by the impending election can an extension be granted?	Waivers are at the discretion of DIA and would need to be considered on a case-by-case basis. Councils should engage early if there is a risk to achieving the 30 September timeframe.
16	Can you confirm if it is intended that projects must be wholly contained within each of the 2 tranches or if overlaps are permitted? This more specifically relates to projects that are partially completed in Tranche 1 and depend on Tranche 2 funding to achieve completion.	This would be permissible. DIA encourages councils to take an integrated approach, looking at opportunities that could be funded across both tranches where that makes sense.
17	We understand that projects that have '... previously been submitted and reviewed through another contestable funding source ... 'can be included in the proposal. We presume this could include the expansion or enhancement of projects that have been approved by the source or re-submission of projects that have been declined, in whole or in part.	Yes, provided they meet Better Off funding criteria.
18	Could we use part (say 1/3) of the Tranche 1 funding to subsidise our road maintenance contract? We have received tenders that are significantly above budget, and we have no other "potential" funding source.	BAU road maintenance would not meet Better Off criteria. The LTA would be better to use Better Off funding to fund projects within their plan that do meet the Better Off Fund criteria - like enhancing a local park or community facility - and then use that funding freed up for the roading maintenance. Councils should work through issues like this with their appointed CIP Relationship Manager.



CORE CRITERIA DIA **DIA PRIORITISATION** **WELLBEING INDICATORS**

CRITERIA DESCRIPTION	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	Criteria 6	Criteria 7	Criteria 8	Criteria 9	Criteria 10	Criteria 11	Criteria 12	WEIGHTED SCORE
	10	10	10	10	10	10	10	10	5	5	5	5	
Resilience to climate change & natural hazards Transition to sustainable economy													
Enable housing development & growth Infrastructure or services that enable brownfield development													
Place-making and improvements in community well-being Infrastructure or services that support													
Value for Money Do the identified wellbeing outcomes justify the cost?													
Strategic Plans Is there existing strategic planning documentation to support this initiative?													
Iwi/Māori Support Has the council engaged with iwi/Māori on the intended use of the funding?													
Community Support Does the initiative have rate-payer and local community support?													
Risk Analysis Does your risk analysis show any undue concerns in completing the project for example, are the resources required readily available?													
Social Does the project have a measurable outcome?													
Environmental Does the project have a measurable outcome?													
Economic Does the project have a measurable outcome?													
Cultural Does the project have a measurable outcome?													

#	Project	Description	Indicative Cost/Value	1	2	3	4	5	6	7	8	9	10	11	12	Weighted Score	Ranking
1	Waipori Critical Water Supply - Resilience	Budget includes various components for implementation of emergency water supplies for Carvers Beach and Waipori	\$435k														0
2	Waipori Stormwater/Wastewater	Works identified from smoke testing	\$325k														0
3	Reefion Campground Initiatives	Upgrades of current structures and new cabins	\$300k														0
4	Package 1 - Water Compliance and Resilience	WRC compliance monitoring equipment Contribution to North Branch River	\$275k														0
5	Package 2 - Future resilience investment in small community water supplies and Solid Waste service plan	WRC Compliance monitoring equipment Risk & Sampling Leachability study	\$430k														0
6	Ngapakau Swimming Pool	Improvements	\$335k														0
7	Gravely Fundraising Centre	Restoration of Category II listed building	\$375k														0
8	Ngapakau Rugby Field - fencing	New fence required bordering State Highway 60 & 50	\$25k														0
9																	0
10																	0
11																	0
12																	0
13																	0
14																	0
15																	0
16																	0
17																	0
18																	0
19																	0
20																	0

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 8

Prepared by Lynn Brooks
Finance Manager

Reviewed by Douglas Marshall
Chief Financial Officer

Attachments

- 1 Buller Holdings Limited Statement of Intent 2023-2024
- 2 WestReef Services Limited Statement of Intent 2023-2024
- 3 Buller Recreation Limited Statement of Intent 2023-2024

STATEMENTS OF INTENTS - COUNCIL CONTROLLED ORGANISATIONS

1. REPORT PURPOSE

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

Council has received three final Statements of Intent from: Buller Holdings Ltd, WestReef Services Ltd and Buller Recreation Ltd.

2. REPORT SUMMARY

The Local Government Act (2002) requires the Board of a CCO to deliver a draft Statement of Intent to Council each year to allow for review and comment on the content. The Act also requires the Board to deliver a final Statement of Intent before 30 June.

3. DRAFT RECOMMENDATION

That Council adopt the draft Statements of Intent for Buller Holdings Limited, WestReef Services Limited and Buller Recreation Limited for the year ending 30 June 2024.

4. ISSUES AND DISCUSSION

Part 64 of the Local Government Act (2002) sets out that the purpose of a Statement of Intent is to:

- State publicly the activities and intentions of a Council-controlled organisation for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for the shareholders to influence the direction of the organisation; and
- Provide a basis for the accountability of the Directors to their shareholders for the performance of the organisation.

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

Council has the power to pass a resolution requiring a modification to the Statement of Intent, however it should consult with the entity concerned before this occurs.

The Statements of Intent link the CCO's activities into Council's 2023/2024 annual planning processes and provide opportunities for Council to review the goals and negotiate key performance targets. The scope, objectives and performance targets of Council's CCOs summarised in the 2021-2031 Long-Term Plans and 2023/2024 Annual Plan are based on the content of the Statements of Intent.

Failure to follow the statutory process for reviewing and approving Council's CCOs Statements of Intent risks a breach of the legislation. It may also create misunderstanding between Council and its subsidiaries about the performance levels and other targets expected for the year. The Local Government Act (2002) prescribes the content, processes and timelines required to adopt draft and final Statements of Intent.

5 ISSUES AND DISCUSSION - CHANGES TO THE STATEMENTS OF INTENT

The Statements of Intent for each entity sets out the non-financial and financial targets. The financial targets include three years' key performance indicators which include the next financial year and the following two future years. A review of each of the Statements of Intent has been completed and there has been two matters which have been discussed between Council and the CCOs:

Buller Holdings Ltd

The ratio of shareholder funds to equity is now planned to be 45% for the 2023-2024 and subsequent years (2022-2023 year 60%) due to the use of cash reserves and debt raising and is acceptable. The CCO board advise the reduction in equity will not impact on the Group financial capacity and is expected to result in improvements in efficiency.

On that basis of those assurances, the SOI for BHL should be accepted and approved by Council.

Buller Recreation Limited (BRL)

Council sought more information on the proposed increase to the service level fee that BRL wished to charge the Council from 1 July 2024. The 2023-2024 year fee is the same as the current 2022-2023 financial year fee at \$851,000 plus GST but the proposal is a lift to \$906,000 plus GST from 1 July 2024.

The CCO Board noted in their reply to Council's question that the management fee paid by Council to BRL has stayed at \$851,000 since July 2018. Recent inflation costs are now impacting on Buller Recreation Limited operations in a manner that means that they are requesting a management fee or there will be a need to increase fees for users.

Increased membership fees could result in members cancelling their memberships resulting in declining revenue. This will also result in a decline in social and well-being needs that the centre provides.

Further discussion will occur on this fee over the coming months while the Council develops the next Long Term Plan. This item has no impact on the 2023-2024 Annual Plan because if any change is agreed, it would start from 1 July 2024 and therefore affect the 2024-2025 financial year.

The SOI for adoption includes the proposed fee increase from 1 July 2024 which the Council should accept, but the covering letter to BRL /BHL noting SOI adoption will highlight that further discussion is required on this fee proposal increase.

Some might argue that the proposed fee from 1 July 2024 should be removed from the SOI. Including it in the SOI allows the Council/BRL to engage with the community over the coming months as part of LTP adoption to discuss:

- The merits, or not, of a management fee increase

- If the fee increase is justified, whether the fee is paid by Council with an increase in Council rates levied,

- Or membership fees are lifted,

- Or a combination of membership fees being lifted and additional rates levied

6. OPTIONS

Not Applicable

7. CONSIDERATIONS

7.1 Strategic Alignment

Council works in parallel with the CCOs to drive the strategic outcomes set in the Long-Term Plan.

7.2 Significance Assessment

The success of the CCOs is imperative to ensure the financial stability of Council. As well, those services provided by the CCOs as set out in the Long-Term Plan and Annual Plans are deemed significant.

Therefore, understanding the budgeting and non-financial targets of each CCO is important to highlight any changes which in turn may affect Council and result in a matter occurring which is deemed significant under the Significance and Engagement Policy.

7.3 Tangata Whenua Considerations

No specific considerations have been identified.

7.4 Risk Management Implications

If Council does not engage with the Buller Holdings Group of CCOs to complete the Statement of Intent to ensure they are adopted by 30 June it will not support the Board to meet the requirements of section 64 of the Local Government Act (2002), and schedule 8 of that Act.

7.5 Policy Framework Implications

Adoption of CCO Statements of Intent is required each year to ensure the financial data can be incorporated into Council Annual and Long Term Plans. This then links to the Annual Plan requirement to purchase shares in Buller Recreation Limited to fund capital expenditure.

It also affects the requirement for general rates which is dependent upon the service level fee paid by Council to Buller Recreation Limited, as well as the subvention/distribution payment made to Council. These three significant transactions are set out in the Revenue and Financing Policy, and then included in the Funding Impact Statement (Rates Policy).

7.6 Legal Implications

Section 64 of the Local Government Act (2002) and Schedule 8 of the Local Government Act 2002 as discussed above.

7.7 Financial / Budget Implications

There are no unbudgeted costs or financial implications.

7.8 Consultation Considerations

Nil consultation considerations identified.

BULLER
Holdings Ltd

BULLER HOLDINGS LIMITED

STATEMENT OF INTENT

FOR THE YEAR ENDED 30 JUNE 2024

1. Preamble

Buller Holdings Limited ("Company") was set up in September 2007 as a Council controlled trading organisation with WestReef Services Limited as its only subsidiary. Buller Recreation Limited (trading as the Pulse Energy Centre) was purchased from the Buller District Council ("Council") in 2009 and Westport Harbour Limited in 2010. Westport Harbour Ltd was wound up as a company on or prior to 30th June 2018 by Council resolution. The Buller District Council is the sole shareholder of Buller Holdings Limited.

The Company's continued purpose is to provide a commercial focus in the governance and management of Council's commercial assets, allowing for maximum returns on behalf of the ratepayers and benefits to the wider community.

In 2023 The company purchased land to develop a workshop and admin area and lease back to Westreef Ltd at a commercial return. The projections for this project are included in this SOI.

Section 6 (1) of the Local Government Act 2002 ("Act"), provides that any company in which equity securities carrying 50% or more of the voting rights are held by one or more local authority is to be known as a council-controlled organisation. In addition, any council-controlled organisation that operates a trading undertaking for the purposes of making a profit is considered a council-controlled trading organisation.

Buller Holdings Limited ("Company") is a council-controlled trading organisation for the purposes of the Act and is therefore required to have a Statement of Intent (SOI) that complies with clause 9 of Schedule 8.

The SOI is prepared in terms of the Act and clause 22.1 of the Constitution of Buller Holdings Limited and sets out the activities and intentions of the Company for the year ending 30th June 2024.

The Company will update the SOI annually and deliver a draft to shareholders before 1st March each year and a completed SOI by 30th June each year.

Outlook

The general economy is likely to have a degree of uncertainty moving forward with higher inflation, increasing costs and increases in interest rates.

Therefore, the trading environment for 2023/2024 is not expected to be as buoyant as the last few years.

Government changes to the delivery of 3-waters could have potential significant effects on the Group. From July 2024 BHL subsidiary WestReef would like continue to work with our client to continue to provide this service.

2. Objective

Introduction

The strategic direction of the Company is guided by the vision, values, and strategic objectives. These provide the framework for the Company to establish make plans and investment decisions. The following is an overview of these key planning components.

Vision

Buller Holdings Limited will provide a commercial focus in the governance and management of Buller District Council's commercial assets, allowing for maximum returns on behalf of ratepayers and benefits to the wider community. The Group will remain cognisant of assisting the shareholder with fulfilling cultural requirements as part of its 'Four Wellbeings'.

Objectives

The principal objective of Buller Holdings Limited is to operate as a successful business while working for the benefit of shareholders. In pursuing this objective, the Company is guided by the following key principles.

(a) Financial Performance

The Company is committed to operating the group as a successful business and achieving a competitive commercial rate of return on the investment while working for the benefit of the shareholders. It will be striving to minimise operating costs and manage the assets and liabilities in a prudent way. The definition of return on investment the company is broader than just the financial returns, and considers the social, economic and environmental needs of the community.

(b) Service

The Company recognises that the needs of its major customers are paramount and is committed to meeting those business needs. It also recognises the need to develop its customer base to ensure sustainability of the business in the future.

(c) Employee Relations

The Company values its employees and will recruit and retain employees with the skills necessary to run the business and will provide opportunities for staff training and development. It will ensure that employees are fairly treated and provided with good and safe working conditions.

The Company, together with its employees, will create a culture that recognises the importance of being competitive, the value of delivering a high quality of customer service and the mutual benefit of continued employment. This will involve effective leadership and communication.

(d) Safety and Environment

Our leadership will enable our subsidiaries to develop positive workplace cultures, capable workers, and resources for responsible health, safety, quality and environmental performance. BHL Directors will comply with all relevant legislation and will ensure our organisations' compliance. The Board's direction will always reflect our commitment to, and beliefs about the management of health and safety and the environment.

(e) Marketing

The Company and each of its subsidiaries has developed a marketing plan with objectives, costs, timeline and KPI's to retain and obtain increased external and non-council profitable business.

3. Nature and Scope of Activities

The nature and scope of Buller Holdings Limited will be to provide a holding company structure for the ownership of selected Council assets and investments.

(a) WestReef Services Limited

The nature and scope of WestReef Services Limited activities is to provide contracting services for physical works in the Buller Region and the West Coast of the South Island. Its activities include maintenance and construction services for:

- Roads and bridges
- Response to Road and Civil Defence emergencies
- Parks and reserves (including associated facilities)
- Utility services (water and sewerage reticulation, wastewater treatment, storm water collection)
- Solid and Liquid Waste Collection and Disposal
- Vehicle workshop repairs
- Transfer stations

- Recovery parks
- Roadside vegetation control
- Property maintenance
- Refuse collection
- Environmental & Back Country Projects

(b) Buller Recreation Limited

Buller Recreation Limited owns and operates the Pulse Energy Recreation Centre that was formally opened on 18th April 2009, and provides a range of leisure services to the district as summarised below:

- Recreational swimming and learn to swim programmes
- Aquatic sports events
- Indoor court sports competitions and events
- Fitness centre programmes and classes
- Outdoor turf sports
- Corporate, trade and social events

4. Corporate Governance

The Board of Directors of Buller Holdings Limited is responsible for the corporate governance of the Company. The term “corporate governance” encompasses the direction and control of the business by the Directors, and the accountability of Directors to shareholders and other stakeholders for the performance of the Company and compliance by the Company with laws, standards and agreed protocols as specified between Buller Holdings Limited and Buller District Council.

Role of the Board

The Board is responsible for the proper direction and control of the Company on behalf of the shareholders. The principal objective of the Company is to operate a successful business.

The functions of the Board include:

- Ensuring that the Company goals are clearly established, updated annually and that strategies are in place for achieving the goals.
- Establishing policies for strengthening and enhancing the performance of the Company and group.
- Monitoring the performance of management relative to the established goals and plans, having delegated day-to-day management of the company to the Chief Executive.
- Appointing and annually assessing the performance of the Chief Executive
- Ensuring that the Company's financial position is fully protected to allow it to meet all debts and obligations as they fall due.
- Ensuring that the Company and group's financial statements are fairly presented and conform to law.
- Ensuring that the group adheres to high standards of ethics and corporate behaviour.
- Ensuring that the group has appropriate risk management and regulatory compliance policies in place, including health and safety.
- Approving and implementing the Business Plan and Statement of Intent of the Company, and
- Reviewing and approving the Company's capital investments and distributions

Board operations and membership

The composition of the Board is determined in accordance with the following principles:

- The Board comprises up to 6 directors.
- Directors are appointed by the Buller District Council.
- The Board meets regularly, and schedules additional meetings as required. There are 2 sub committees, an Audit & Risk Committee, and a Health, Safety & Environment Committee.

- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The Company constitution sets out policies and procedures on the operation of the Board including the appointment and removal of Directors.

The Board supports the concept of separation of governance and management of the businesses. The role of the Chairman is to lead the Board to ensure that it carries out its governance role effectively, and to provide leadership and direction to the Chief Executive of the business on behalf of the Board. The Board will evaluate its own performance annually.

5. Ratio of Shareholders Funds to Total Assets

The ratio will be maintained at a minimum of 45% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of the Company including goodwill.

6. Distribution Policy

It is the Company's intention to maximise distributions after meeting the financial needs of the company including future operations and capital expenditure. Directors should aim to deliver a minimum distribution as agreed in this Statement and as forecasted in the Statement of Intent.

7. Accounting Policies

Buller Holdings Limited will adopt and adhere to accounting policies that are consistent with those of the Buller District Council and comply with appropriate accounting practices and in accordance with the Companies Act 1993, the Financial Reporting Act 2013, NZ Equivalents to International Financial Reporting Standards, and any other applicable laws and standards

8. Information to be Reported

The following information will be available to shareholders based on an annual balance date of 30th June.

Statement of Intent

The Directors shall deliver to the shareholders a draft Statement of Intent by 1st March for comment by the shareholder. The Directors shall deliver to the shareholder a completed Statement of Intent by 30th June.

Consolidated Quarterly Reports

The Directors shall deliver to the shareholders by 16th November, 23rd February and 16th May an un-audited report containing the following information as a minimum in respect to the quarter under review.

- a. A revenue statement disclosing actual and budgeted revenue and expenditure with comparative figures for the previous equivalent period.
- b. A statement of financial position at the end of the half year.
- c. A statement of cashflows at the end of the half year.
- d. Key performance indicators.
- e. A commentary on the results for the quarter together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to influence the company's performance, including an estimate of the financial result for the full year. A commentary on progress towards meeting proposed distributions to shareholders should be included.

Consolidated Annual Report

The Directors shall deliver to the shareholders by 30th September an annual report and audited financial statements in respect to the financial year containing the following information as a minimum.

- a. A Directors report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend.
- b. A revenue statement disclosing revenue and expenditure with comparative figures for the previous year.
- c. A statement of financial position at the end of the year.
- d. A statement of cashflows.
- e. An auditor's report on the above statements and the measurement of performance in relation to key performance targets.

9. Group Performance Targets

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

Objective	Key Performance Measure	Budget Targets		
		2024	2025	2026
Health & Safety	Medical Treatment Injury	Nil	Nil	Nil
	Serious harm accidents	Nil	Nil	Nil
	Lost Time Injury Target	Nil	Nil	Nil
Operational	The board of directors will meet with the BDC, CCTO Committee on a formal basis: (per/year)	3 times per year	3 times per year	3 times per year
	The Buller Holdings Ltd Chief Executive will provide a formal and or informal report to Council as requested.	As requested	As requested	As requested
	The Chief Executive of Buller Holdings Ltd will meet with the Chief Executive of Buller District Council when requested.	As requested	As requested	As requested
Financial Parent (\$000)	Revenue	\$691	\$806	\$812
	Expenditure	\$688	\$802	\$810
	Net Operating Surplus	\$3	\$4	\$2
	Provision for Capex	\$0	\$0	\$0
	Capital carryover from 2022	\$1m	-	-
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
Financial Group (\$000)	Group Revenue	\$17,745	\$18,296	\$18,637
	Group Expenditure	\$16,983	\$17,481	\$17,808
	Group Consolidated Operating Surplus (EBIT)	\$1,112	\$1,165	\$1,179
	Provision for capex	\$1.255m	\$2.448m	\$1.085m
	Forecasted distribution to Shareholders	\$1.3m	\$1.3m	\$1.3m
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
Environmental	Business Environmental Footprint	Establish 2024 business footprint as baseline	Establish KPIs & improve on 2024 baseline	Improve on 2025 baseline

Financial Performance

The financial performance of the Group will be an aggregation of the results from the businesses that make up the structure including administration costs of the parent company. This aggregation will include surpluses after tax less any losses incurred.

Subsidiary Performance Measures and Targets

The performance objectives, measures and targets for each subsidiary are attached to this Statement of Intent. Formal reports by the Company to the shareholder will include the outcomes against each measure for each subsidiary company.

10. Value of Shareholders Investment

The value of the Shareholders' investment will be not less than the carrying value of the investment in the Council's financial statements.

11. New Investments

The Company's ability to subscribe for, purchase or otherwise acquire shares in any company or other organisation, or enter into a major transaction is governed by the provisions in the Company's constitution, standards and agreed protocols as specified in the Charter between the Company and Council.

The Company will consult with the shareholders with regard to purchasing a business or subscribing for shares in any company or other organisation where that investment is more than 25% of shareholders' funds as at the previous balance date. Where the investment is more than 50% of shareholders' funds, shareholder approval will be required. Buller District Council has approved the purchase of land to be used for development of a

depot. This capital expenditure will be completed in the 2024 financial year, hence \$1m capital carryover is included in the Group Performance Measures as a carryover.

Any significant decision of Buller Holdings Limited and/or their subsidiaries affecting land or water, will take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga before it makes a decision that may significantly affect land or water. This is under s 60A Local Government Act 2002 Amendment Act 2019.

12. Role in the Buller District Council Group and Regional Economy

(a) Commercial Relationship

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

(b) Growth of the Regional Economy

Buller Holdings Limited acknowledges that it has a role to play in promoting the growth of the Buller region by contributing to regional initiatives as a good corporate citizen.

(c) Customer Service Principles

As part of the Buller District Council Group, Buller Holdings Limited has adopted the Council's Customer Service Principles and Action policies.



WESTREEF SERVICES LIMITED

STATEMENT OF INTENT FOR THE YEAR ENDED 30 JUNE 2024

1. Preamble

WestReef Services Limited ("Company") was established in 1996, and in 2007 became a fully owned subsidiary of Buller Holdings Limited. The Company is the largest civil and maintenance company in the Buller District and is the Buller District Council's most utilised contractor.

The Company continues to maintain its long and successful record of operation in providing services throughout the district and broader West Coast area. The company is entirely customer focussed with a financial objective of achieving a competitive rate of return on investment. The Company has a particular focus on Health and Safety and upholds the highest Health and Safety standards including both ISO 45001 and TSQ1 accreditation. The Company strives to ensure the wellbeing and safety for all staff both at and away from work.

WestReef Services Limited continues to enhance the quality of life for the community with quality maintenance outputs and operation of Council's infrastructure. The Company is committed to identifying, developing, and implementing opportunities for increasing external revenue to continue to provide benefit and dividends to the Buller ratepayers.

Section 6 (1) of the Local Government Act 2002 ("Act"), provides that any company in which equity securities carrying 50% or more of the voting rights are held by one or more local authority is to be known as a council controlled organisation. In addition, any council-controlled organisation that operates a trading undertaking for the purposes of making a profit is considered a council-controlled trading organisation.

WestReef Services Limited ("Company") is a council-controlled trading organisation for the purposes of the Act and is therefore required to have a Statement of Intent (SOI) that complies with clause 9 of Schedule 8.

This SOI, prepared in terms of the Act and clause 22.1 of the Constitution of WestReef Services Limited sets out the activities and intentions of the Company for the year ending 30th June 2024.

The Company will update its SOI annually and deliver a draft to shareholders before 1st March each year and a completed SOI by 30th June each year.

Outlook

The general economy is likely to have a degree of uncertainty moving forward with higher inflation and increases in interest rates. Therefore, the trading environment for 2023/2024 is not expected to remain as buoyant as previous years. However, the company will remain competitive in tendering for and winning a share of any project opportunities as they arise.

The major internal projects moving into 2024 include the depot development and relocation, and the new IT system implementation.

Government changes to the delivery of 3-waters could have potential significant effects on the company. From July 2024 WestReef would like continue to work with our client to continue to provide this service.



MAINTENANCE & CONSTRUCTION SERVICES

OUTCOMES GUIDE

INTERMEDIATE GOALS

- Achieve budget across all departments
- Provide consistently greater value than our competitors
- The best people working in a safe and enthusiastic manner
- Zero tolerance for unsafe work practices
- Develop and maintain a positive brand image at all times

Outcome Statement

WestReef will provide **safe** and **profitable** contracting activities in the Buller region!

Vision

To **safely** deliver any project, any time, in any environment for the benefit of our customers, shareholders, employees and **communities** we serve.

Maintain and develop a workforce focused on safety and quality
Continue to maintain and develop our client relationships
Be known as a capable contracting company through work ethic, quality service and branding

2. Objective

Introduction

The strategic direction of the Company is guided by the vision, values, and strategic objectives. These provide the framework for the Company to establish, make plans and investment decisions. The following is an overview of these key planning components.

Vision

The vision of the Company is to be a sustainable and profitable business being operated by an empowered team who take pride in meeting the needs of staff, owners, suppliers, and the community.

Objectives

The principal objective of WestReef Services Limited is to operate as a successful business while working for the benefit of the shareholders. In pursuing this objective, the company is guided by the following key principles.

a) Financial Performance

The company is committed to operating as a successful business and achieving a competitive commercial rate of return on the investment in the businesses. It will be striving to minimise operating costs and manage the assets and liabilities in a prudent way. The definition of return on investment for the company is broader than financial returns. It also considers the social, economic and environmental needs of the community.

(b) Service

The company recognises that the needs of its major customers are paramount and is committed to meeting those business needs. It also recognises the need to develop its customer base to ensure sustainability of the business in the future. Climate change appears to be resulting in more frequent and severe weather events and has had a significant impact on the networks that

Westreef maintains. The organisation will continue to adapt ensuring service expectations are met.

(c) Employee Relations

The company values its employees and will recruit and retain employees with the skills necessary to run the business and will provide opportunities for staff training and development.

It will ensure that employees are fairly treated and provided with good and safe working conditions.

The company, together with its employees, will create a culture that recognises the importance of being competitive, the value of delivering a high quality of customer service and the mutual benefit of continued employment. This will involve effective leadership and communication.

(d) Safety and Environment

Our work will support a connected and capable workforce that drives ongoing health, safety, quality, and environmental performance. WestReef will uphold all health and safety legislation and will meet or exceed the Council's health and safety requirements for Contractors. We will work towards making sustained improvements to health and safety outcomes, with a goal of ensuring that our work does not create harm.

The company is committed to reviewing its status and measuring its environmental performance including carbon reduction. This with a view to identify areas for environmental improvement and formulate a pathway for the company. Appropriate performance measure/s have been included in this document for 2024.

3. Nature and Scope of Activities

The nature and scope of WestReef activities will be predominantly to provide contracting services for the construction and maintenance of infrastructure and amenity assets on the West Coast of the South Island of New Zealand.

Its activities will include maintenance and civil construction services for:

- Roads and bridges
- Response to Road and Civil Defence emergencies
- Parks and reserves (including associated facilities)
- Utility services (water and sewerage reticulation, wastewater treatment, storm water collection)
- Solid and liquid waste collection and disposal
- Vehicle workshop repairs and maintenance
- Transfer stations
- Recovery parks
- Roadside vegetation control
- Property maintenance
- Refuse collection
- Environmental & backcountry projects

The Directors will consider opportunities from time to time regarding other types of activities or expanding the geographic region of delivery to other regions of the South Island.

WestReef's core business is to provide civil construction and maintenance services to the Buller District Council as well as external clients throughout the West Coast of New Zealand.

WestReef employs more than 90 full time, fixed term, part-time, and casual staff and as part of the Buller Holdings group is a significant employer in the Buller District.

WestReef currently holds the Buller District Council Roding contract for a three-year period (plus extensions) which commenced on 1st October 2020. As part of completing this process, the Company have worked hard to ensure that we can continue to provide excellent outcome for this contract, Buller ratepayers and other users of the network.

The Three Waters area of WestReef continues to provide high quality reticulation services throughout the district. We also assist Council in researching upgrades to various district supplies. The company recently negotiated 9-year Three Waters Services contract with Council.

A key area of the company that has seen significant growth and success in recent years is the Environmental Projects department. They have completed various high-profile trails notably including the Old Ghost Road and the Paparoa Track and all sections of the Kawatiri Coastal Trail (Westport to Charleston) to date. In addition, work completed for Department of Conservation on projects such as the famous Routeburn Track in Fiordland National Park, the Heaphy Track and St James Walkway has led to additional out of district work for that entity.

WestReef is proud to be able to support the Buller community, and this support is provided to various organisations in a number of ways. The community benefited from over \$20,000 of either sponsorships, donations or in-kind assistance in the financial year ended 30 June 2022. This includes the annual WestReef scholarship that helps a Buller student to pursue tertiary education in the civil engineering and/or construction industries. Donations and sponsorships are granted to community groups throughout Buller. Recipients include sports clubs, local event organisers, and not for profit educational organisations. In 2022 these included Buller Rugby, Christmas Parade and the Old Ghost Road Ultra. WestReef also assist community groups with technical items such as traffic management plans to enable community events to take place. These include, Returned Service Association events, the annual Whitebait Festival, and Buller Gorge Marathon.

4. Corporate Governance

The Board of Directors of WestReef Services Limited is responsible for the corporate governance of the Company. The term “corporate governance” encompasses the direction and control of the business by the Directors, and the accountability of Directors to shareholders and other stakeholders for the performance of the Company and compliance by the Company with laws, standards and agreed protocols as specified between Buller Holdings Limited and Buller District Council.

Role of the Board

The Board is responsible for the proper direction and control of the Company on behalf of the shareholders. The principal objective of the Company is to operate a successful business.

The functions of the Board include:

- Ensuring that the Company goals are clearly established, updated annually and that strategies are in place for achieving the goals.
- Establishing policies for strengthening and enhancing the performance of the Company.
- Monitoring the performance of management relative to the established goals and plans, having delegated day-to-day management of the company to the Manager.
- Annually receive a report on the assessment of the general manager's performance.
- Ensuring that the Company's financial position is fully protected so as to allow it to meet all debts and obligations as they fall due.
- Ensuring that the Company and group's financial statements are fairly presented and conform to law.
- Ensuring that the Company adheres to high standards of ethics and corporate behaviour.
- Ensuring that the Company has appropriate risk management and regulatory compliance policies in place, including health and safety.

- Approving and implementing the Business Plan and Statement of Intent of the company, and
- Reviewing and approving the Company's capital investments and distributions

Board operations and membership

The composition of the Board is determined in accordance with the following principles:

- The Board comprises up to 6 directors.
- The Board meets regularly, and schedules additional meetings as required. There are 2 sub committees, an Audit & Risk Committee, and a Health, Safety & Environment Committee.
- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The Company constitution sets out policies and procedures on the operation of the Board including the appointment and removal of Directors.

The Board supports the concept of separation of governance and management of the businesses. The role of the Chairman is to lead the Board to ensure that it carries out its governance role effectively, and to provide leadership and direction to the general manager of the business on behalf of the Board.

The Board will annually evaluate its own performance.

5. Ratio of Shareholders Funds to Total Assets

The ratio will be maintained at a minimum of 45% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of the company including goodwill.

6. Distribution Policy

It is the company's intention to maximise distributions to Buller Holdings Limited after meeting the financial needs of the company including future operations and capital expenditure.

7. Accounting Policies

WestReef Services Limited will adopt and adhere to accounting policies that are consistent with those of the Buller District Council and comply with appropriate accounting practices and in accordance with the Companies Act 1993, the Financial Reporting Act 2013, NZ Equivalents to International Financial Reporting Standards, and any other applicable laws and standards.

8. Information to be Reported

The following information will be available to shareholders based on an annual balance date of 30th June.

Statement of Intent

The Directors shall deliver to the shareholders a draft Statement of Intent by 1st March for comment by the shareholder. The Directors shall deliver to the shareholder a completed Statement of Intent by 30th June.

Consolidated Quarterly Reports

The Directors shall deliver to the shareholders by 16th November, 23rd February and 16th May an un-audited report containing the following information as a minimum in respect to the quarter under review for the Buller Holdings Group.

- a. A revenue statement disclosing actual and budgeted revenue and expenditure with comparative figures for the previous equivalent period.
- b. A statement of financial position at the end of the half year.
- c. A statement of cashflows at the end of the half year.
- d. Key performance indicators.
- e. A commentary on the results for the quarter together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to have an effect on the company's performance, including an estimate of the financial result for the full year.

Consolidated Annual Report

The Directors shall deliver to the shareholders by 30th September a consolidated annual report and audited financial statements in respect the Buller Holdings Group to the financial year containing the following information as a minimum

- a. A Directors report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend.
- b. A revenue statement disclosing revenue and expenditure with comparative figures for the previous year.
- c. A statement of financial position at the end of the year.
- d. A statement of cashflows.
- e. An auditor's report on the above statements and the measurement of performance in relation to key performance targets.

9. Performance Targets

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

OBJECTIVE	KEY PERFORMANCE INDICATOR	TARGETS		
		2024	2025	2026
Health & Safety	Medical Treatment Injuries	Nil	Nil	Nil
	Notifiable Incident ICAM (investigated with recommendations actioned)	100%	100%	100%
	Total safety audits completed	>100	>100	>100
	ISO 45001 Accreditation	Maintain accreditation	Maintain accreditation	Maintain accreditation
Operational	Employee Satisfaction – Staff turnover excluding retirement, redundancy, and internal transfers.	Within the range of +/- 5% of the national benchmark	Within the range of +/- 5% of the national benchmark	Within the range of +/- 5% of the national benchmark
	Client Satisfaction – Min 12 meetings per year	12	12	12
	Renewal of TQS1 certification	Achieved	Achieved	Achieved
Employee Development & Satisfaction	Undertake staff satisfaction survey (every 2nd year)	Nil	Survey completed	Nil
	Weekly department staff meetings	Achieved	Achieved	Achieved
Financial (\$000)	Revenue	\$16,124	\$16,495	\$16,808
	Expenditure	\$14,516	\$14,850	\$15,132
	Net Operating Surplus (EBIT)	\$1,608	\$1,645	\$1,676
	Provision for Capex	\$900	\$2.3m	\$600
	Competitively Procured Revenue	45%	45%	45%
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
Environmental	Number of	Nil	Nil	Nil

	enforcement notices			
	Business Environmental Footprint	Establish 2024 business footprint as baseline	Establish KPIs and Improve on 2024 baseline	Improve on 2025 baseline
Community	Support Minimum 25 community activities	25	25	25

10. Value of Shareholders Investment

The Directors estimate of the company value is not less than shareholders' funds.

11. New Investments

The Company's ability to subscribe for, purchase or otherwise acquire shares in any company or other organisation, or enter into a major transaction is governed by the provisions in the Company's constitution, standards and agreed protocols as specified in the Charter between BHL and BDC.

The company will consult with the shareholders with regard to purchasing a business or subscribing for shares in any company or other organisation where that investment is more than 25% of shareholders' funds as at the previous balance date. Where the investment is more than 50% of shareholders' funds, shareholder and Council approval will be required.

Any significant decision of WestReef Services Limited affecting land or water will take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga before it makes a decision that may significantly affect land or water. This is under s 60A Local Government Act 2002 Amendment Act 2019.

Buller District Council has approved the purchase of land to be used for development of a depot. In 2025 capital expenditure of \$1.7m has been

included in the budget for the first stage of depot construction. This is proposed to be funded by debt.

12. Role in the Buller District Council Group and Regional Economy

(a) Commercial Relationship

WestReef Services Limited acknowledges, as a wholly owned subsidiary of BHL, that there may be commercial opportunities within, or in partnership with other group entities that can be developed to benefit the company, BHL and the Buller region.

(b) Growth of the Regional Economy

WestReef Services Limited acknowledges that it has a role to play in promoting the growth of the Buller region by contributing to regional initiatives as a good corporate citizen.

(c) Customer Service Principles

As part of the Buller District Council Group, WestReef Services Limited has adopted the Council's Customer Service Principles and Action policies.



BULLER RECREATION LIMITED

STATEMENT OF INTENT

FOR THE YEAR ENDED 30 JUNE 2024

1. Preamble

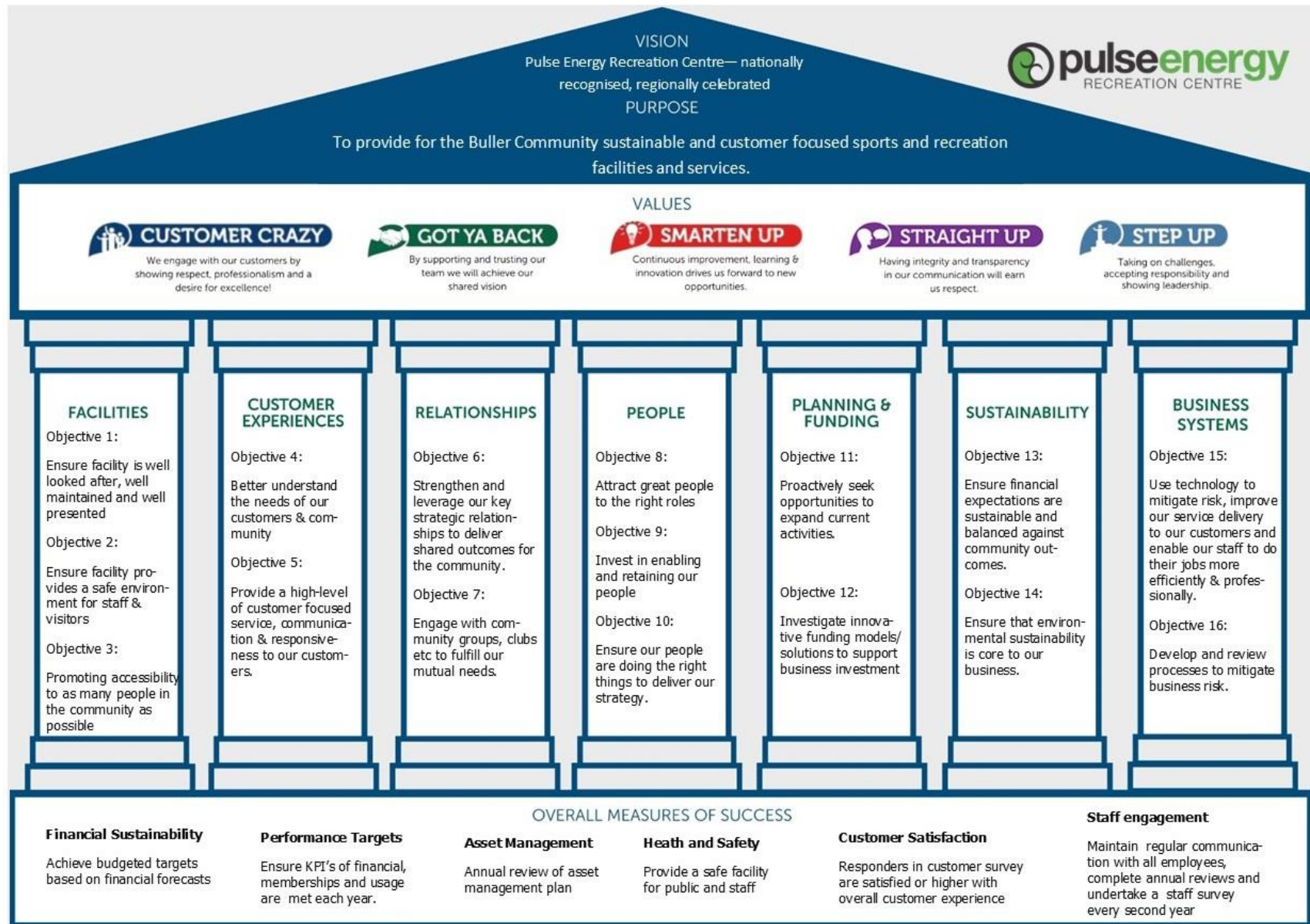
Buller Recreation Limited (“Company”) is a fully owned subsidiary of Buller Holdings Limited (BHL) and was established to purchase the Pulse Energy Recreation Centre from the Buller District Council (Council), and to fulfil a service contract with Council for the provision of recreation services to the Buller community. Buller Recreation Limited continues to enhance the quality of life for the community with high quality recreation facilities, services, and experiences.

Section 6 (1) of the Local Government Act 2002 (“Act”), provides that any company in which equity securities carrying 50% or more of the voting rights are held by one or more local authority is to be known as a council controlled organisation. In addition, any council-controlled organisation that operates a trading undertaking for the purposes of making a profit is considered a council-controlled trading organisation. The Company is a council-controlled trading organisation for the purposes of the Act and is therefore required to have a Statement of Intent (SOI) that complies with clause 9 of Schedule 8.

This SOI, prepared in terms of the Act and clause 22.1 of the Constitution of Buller Recreation Limited sets out the activities and intentions of the Company for the year ending 30th June 2024. The Company will update its SOI annually and deliver a draft to shareholders before 1st March each year and a completed SOI by 30th June each year.

Outlook

Inflation pressure on expenditure such as insurance, electricity and other expenses have increased operating costs and this is expected to continue. The Company will pursue opportunities for increasing patronage and revenue which offsets the management fee paid by Council. The management fee has not been increased for 4 years and an increase of \$55,000 has been forecast in year 2 of the SOI.



2. Objective

Introduction

The strategic direction of the Company is guided by the vision, values, and strategic objectives. These provide the framework for the Company to make plans and investment decisions. The following is an overview of these key planning components.

Vision

To provide for the Buller community, sustainable and customer-focused sport and recreation facilities and services.

Objectives

The principal objective of Buller Recreation Limited is to operate as a successful business. In pursuing this objective, the company is guided by the following key principles.

a) Financial Performance

The Company is committed to operating as a successful business in accordance with a Service Level Agreement with Council. The definition of a successful business is broader than financial returns. It also considers the social, economic and environmental needs of the community. The company is proud of its recent performance of working with it's customers and the wider community to meet their wellbeing needs. Given the ongoing pandemic and weather events this has been very important.

(b) Service

The Company recognises that the needs of its major customers are paramount and is committed to meeting these needs. It also recognises the need to develop its customer base to ensure sustainability of the business in the future.

(c) Employee Relations

The Company values its employees and will recruit and retain employees with the skills necessary to run the business and will provide opportunities for staff training and development.

It will ensure that employees are fairly treated and provided with good and safe working conditions.

The Company, together with its employees, will create a culture that recognises the importance of being competitive, the value of delivering high quality customer service and the mutual benefit of continued employment. This will involve effective leadership and communication.

(d) Safety and Environment

Our work will support a trained and capable workforce that drives ongoing health and safety for our workers, stakeholders and facility users. Buller Recreation will uphold all health and safety legislation and will meet or exceed the Council's health and safety requirements for Contractors. We will work towards making sustained improvements to health and safety outcomes, with a goal of ensuring that our work does not create harm.

3. Nature and Scope of Activities

Buller Recreation Limited core business is to provide accessible sport, recreation and event services and facilities to residents and visitors to the Buller district of New Zealand. The main asset under Company management is the Pulse Energy Recreation Centre, which is an impressive community asset. This comprises an aquatic centre, a fitness centre, including a group fitness room, a two court Stadium, a water turf, and squash court.

The Company employs approximately 30 full time, fixed term, part-time, and casual staff and as part of the Buller Holdings group is a significant employer in the Buller District.

We were delighted receive the wonderful news in October 2022 that two of our staff members were shortlisted finalists in the Exercise NZ trainer of the year awards.

We welcomed 98,100 users to our facility in the 2021/22 financial year. The centre was closed for three weeks in 2022 due to the Covid-19 regulations that have affected recreational facilities. BRL has performed very well managing the Covid-19 pandemic. We continue to be vigilant and promote a safe environment while being fiscally responsible. Severe weather events also had a detrimental impact on the centre and the wider Buller community. The centre played an important role assisting residents with health and wellbeing as a result of these events. We will continue to work hard to welcome both members of our community and visitors to our facilities during the 2023/2024 year. We will continue to work hard to welcome both members of our community and visitors to our facilities during the 2023/2024 year.

The Company also run the Reefton Swimming Pool that provides supervised swimming and valuable swimming tuition for Reefton community. Substantial building upgrades were completed in March 2021 and it will continue to be a valuable community asset.

Aquatic Facilities

This is an aquatic centre, recognised locally as providing a variety of recreational & leisure, competition, aquatic education, exercise, health & wellbeing activities using our 25m Lap Pool, Hydrotherapy and Leisure/Toddlers pools. The configuration of the lap pool also accommodates regional aquatic events with the venue home to Westport's Amateur Swimming Club. By promoting quality Learn

To Swim lessons, we give children the confidence required when in water. The personalised swimming lessons provided by our qualified instructors has been particularly well received by the community.

Fitness Centre

With an extensive range of modern gym equipment, a wide range of group fitness classes and with the help of our qualified fitness trainers' users can tackle their fitness goals head on. We now provide an exceptional fitness facility to provide the Buller community with a quality experience. We expanded our range of classes during 2022/2023 year to meet our clients' needs and this included more Yoga classes and the introduction of Pilates. These classes have been very successful.

Sports and Events

Indoor Stadium

The Indoor Stadium feature a sprung wooden floor and can be split into two courts to allow two different activities to take place at the same time. The two-court stadium is also available for larger events such as conferences, trade shows, award ceremonies, reunions, and other corporate and social events with kitchen facilities on site.

Hockey Turf

The artificial water turf features a London Blue Poligras Olympia turf installed on the new Insitu Shockpad and has proven to be a valuable resource for many Buller sporting Codes. Sports played on the turf to date have included, Hockey, Soccer, Cricket and Ultimate Frisbee. The facility is the home of Buller Hockey and are very pleased to be able to offer a world class facility to both our community and visiting representative teams.

Squash Court

Our modern squash court features a sprung wooden floor and glass back.

4. Corporate Governance

The Board of Directors of Buller Recreation Limited is responsible for the corporate governance of the Company. The term “corporate governance” encompasses the direction and control of the business by the Directors, and the accountability of Directors to shareholders and other stakeholders for the performance of the Company and compliance by the Company with laws, standards and agreed protocols as specified between Buller Holdings Limited and Buller District Council.

Role of the Board

The Board is responsible for the proper direction and control of the Company on behalf of the shareholders. The principal objective of the Company is to operate a successful business.

The functions of the Board include:

- Ensuring that the Company goals are clearly established, updated annually and that strategies are in place for achieving the goals.
- Establishing policies for strengthening and enhancing the performance of the Company.
- Monitoring the performance of the management relative to the established goals and plans, having delegated day-to-day management of the company to the manager.
- Annually receive a report on the assessment of the general manager’s performance.
- Ensuring that the Company’s financial position is fully protected so as to allow it to meet all debts and obligations as they fall due.
- Ensuring that the Company and group’s financial statements are fairly presented and conform to law.
- Ensuring that the Company adheres to high standards of ethics and corporate behaviour.

- Ensuring that the Company has appropriate risk management and regulatory compliance policies in place, including health and safety.
- Approving and implementing the Business Plan and Statement of Intent of the company, and
- Reviewing and approving the Company's capital investments and distributions

Board operations and membership

The composition of the Board is determined in accordance with the following principles:

- The Board comprises up to 6 directors.
- The Board meets regularly, and schedules additional meetings as required. There are 2 sub committees, an Audit & Risk Committee, and a Health, Safety & Environment Committee.
- Directors receive formal Board papers for consideration and all necessary information to enable participation in an informed discussion of all agenda items.

The Company constitution sets out policies and procedures on the operation of the Board including the appointment and removal of Directors.

The Board supports the concept of separation of governance and management of the businesses. The role of the Chairman is to lead the Board to ensure that it carries out its governance role effectively, and to provide leadership and direction to the general manager of the business on behalf of the Board.

The Board will annually evaluate its own performance.

5. Ratio of Shareholders Funds to Total Assets

The ratio will be maintained at a minimum of 45% (net of any proposed dividend). Total assets are defined as the sum of all current and non-current assets of the company including goodwill.

6. Distribution Policy

It is the company's intention to maximise distributions to Buller Holdings Limited after meeting the financial needs of the company including future operations and capital expenditure.

7. Accounting Policies

Buller Recreation Limited will adopt and adhere to accounting policies that are consistent with those of the Buller District Council and comply with appropriate accounting practices and in accordance with the Companies Act 1993, the Financial Reporting Act 2013, NZ Equivalents to International Financial Reporting Standards, and any other applicable laws and standards.

8. Information to be Reported

The following information will be available to shareholders based on an annual balance date of 30th June.

Statement of Intent

The Directors shall deliver to the shareholders a draft Statement of Intent by 1st March for comment by the shareholder. The Directors shall deliver to the shareholder a completed Statement of Intent by 30th June.

Consolidated Quarterly Reports

The Directors shall deliver to the shareholders by 16th November, 23rd February and 16th May an un-audited report containing the following information as a minimum in respect to the quarter under review for the Buller Holdings Group.

- a. A revenue statement disclosing actual and budgeted revenue and expenditure with comparative figures for the previous equivalent period.
- b. A statement of financial position at the end of the half year.

- c. A statement of cashflows at the end of the half year.
- d. Key performance indicators.
- e. A commentary on the results for the quarter together with a report on the outlook for the remainder of the year with reference to any significant factors that are likely to influence the company's performance, including an estimate of the financial result for the full year.

Consolidated Annual Report

The Directors shall deliver to the shareholders by 30th September a consolidated annual report and audited financial statements in respect the Buller Holdings Group to the financial year containing the following information as a minimum.

- a. A Directors report including a summary of the financial results, a review of operations, a comparison of performance in relation to objectives and any recommendation as to a dividend.
- b. A revenue statement disclosing revenue and expenditure with comparative figures for the previous year.
- c. A statement of financial position at the end of the year.
- d. A statement of cashflows.
- e. An auditor's report on the above statements and the measurement of performance in relation to key performance targets.

9. Performance Targets

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

Performance Measure	Key Performance Indicator	Targets		
		2024	2025	2026
Fitness membership	Average membership over 12-month period.	700	700	700
	Average retention rate over 12-month period	>75%	>75%	>75%
Aquatic centre usage	Average visits per month over 12 months	3,750	4,000	4,000
	Achieve number of students over 4 swimming terms	140	150	150

Safety	MTI	Nil	Nil	Nil
	Serious Harm Accidents	Nil	Nil	Nil
	LTI	Nil	Nil	Nil
Work Environment	Maintain regular communication with all employees through weekly emailed updates and meetings with all staff every 4 months.	Achieved	Achieved	Achieved
	Review the succession plan for key positions and identify training needs and actions for the next 12 months	Achieved	Achieved	Achieved
	Complete annual review process with all staff	Achieved	Achieved	Achieved
	Undertake staff satisfaction survey every second year	Nil	Survey completed	Nil
	Undertake client satisfaction survey every second year.	Survey completed	Nil	Survey completed
Asset Management	Review of the Asset Management Plan annually	Achieved	Achieved	Achieved
	Complete maintenance and replacement in accordance with AMP (monitor monthly)	Achieved	Achieved	Achieved
Financial Forecasts (\$000)	Revenue	\$735	\$752	\$766
	BDC Service level fee	\$851	\$906	\$923
	Expenditure	\$2,435	\$2,491	\$2,538
	Net operating surplus (deficit) (EBIT)	\$(849)	\$(833)	\$(849)
	Cash surplus/(deficit) (after adding back depreciation)	\$(129)	\$(103)	\$(119)
	Provision for capex (funded by Council)	\$355	\$148	\$485
	Ratio of Shareholders Funds to Total Assets	45%	45%	45%
Environmental	Business Environmental Footprint	Establish 2024 business footprint as baseline	Establish KPIs and Improve on 2024 baseline	Improve on 2025 baseline

10. Value of Shareholders Investment

In 2021 the parent company Buller Holdings Limited impaired the value of the of the Recreation Centre in the Group financial accounts by \$9.1m. The value of the shareholder investment in Buller Recreation Limited reflects this impairment and is below Buller Recreation Limited's reported shareholder funds.

11. New Investments

The Company's ability to subscribe for, purchase or otherwise acquire shares in any company or other organisation, or enter into a major transaction is governed by the provisions in the Company's constitution, standards and agreed protocols as specified in the Charter between the Company and Council.

The Company will consult with the shareholders with regard to purchasing a business or subscribing for shares in any company or other organisation where that investment is more than 25% of shareholders' funds as at the previous balance date. Where the investment is more than 50% of shareholders' funds, shareholder and Council approval will be required.

Any significant decision of Buller Recreation Limited affecting land or water will take into account the relationship of Maori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga before it makes a decision that may significantly affect land or water. This is under s 60A Local Government Act 2002 Amendment Act 2019.

12. Role in the Buller District Council Group and Regional Economy

(a) Commercial Relationship

Buller Recreation Limited acknowledges, as a wholly owned subsidiary of BHL, that there may be commercial opportunities within, or in partnership with other

group entities that can be developed to benefit the company, BHL and the Buller region.

(b) Growth of the Regional Economy

Buller Recreation Limited acknowledges that it has a role to play in promoting the growth of the Buller region by contributing to regional initiatives as a good corporate citizen.

(c) Customer Service Principles

Buller Recreation Limited has adopted customer service principles that ensure all customers are given the service that they expect and are entitled to.

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 9

Prepared by Lynn Brooks
Finance Manager

Reviewed by Douglas Marshall
Chief Financial Officer

Attachments 1 Westport Airport Authority Statement of Intent 2023-2024

STATEMENT OF INTENT – WESTPORT AIRPORT AUTHORITY

1. REPORT PURPOSE

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

This report presents the final Westport Airport Authority Statement of Intent for the year 1 July 2023 to 30 June 2024.

2. REPORT SUMMARY

The Local Government Act (2002) requires the Board of a CCO to deliver a draft Statement of Intent to Council each year to allow for review and comment on the content. The Act also requires the Board to deliver a final Statement of Intent before 30 June.

3. DRAFT RECOMMENDATION

That Council adopt the Statement of Intent for the Westport Airport Authority for the year ending 30 June 2024.

4. BACKGROUND

Part 64 of the Local Government Act (2002) sets out that the purpose of a Statement of Intent is to:

- State publicly the activities and intentions of a Council-controlled organisation for the year and the objectives to which those activities will contribute; and
- Provide an opportunity for the shareholders to influence the direction of the organisation; and
- Provide a basis for the accountability of the Directors to their shareholders for the performance of the organisation.

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

Council has the power to pass a resolution requiring a modification to the draft Statement of Intent, however it should consult with the entity concerned before this occurs.

The Statements of Intent link the CCO's activities into Council's 2023/2024 annual planning processes and provide opportunities for Council to review the goals and negotiate key performance targets. The scope, objectives and performance targets of Council's CCOs summarised in the 2021-2031 Long Term Plans and 2023/2024 Annual Plan are based on the content of the Statements of Intent.

5. ISSUES AND DISCUSSION - CHANGES TO THE STATEMENTS OF INTENT

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

Discussions on the SOI and budget will be held with the Ministry of Transport (the CCO Joint Venture partner) as a follow up from the Council's decision(s).

A revision of the Statement of Intent has also been completed as part of the Buller District Council 2023-2024 Annual Plan process. There are no changes to the non-financial targets, and these align to the targets that were set in the Long-Term Plan 2021-2031.

There are no budget changes to the draft Statement of Intent relating to costs and revenue.

The following changes have been agreed as appropriate for the final:

- The SOI document introductory paragraphs have been updated to state that the Westport Airport is the joint venture, not the Westport Airport Authority

(WAA). The WAA is the council organisation responsible for management of the Airport.

- The maintenance and employment future year budgets in 2024/2025 and 2025/2026 have been updated. The budgets are \$40,000 higher for maintenance, while employment costs are \$40,000 lower.

Accordingly, both budgets are being adjusted by \$40,000 which has no impact on the over budgets in the 2024/2025 and 2025/2026 financial years. The summary below explains this change:

		2023/2024	2024/2025	2025/2026
Draft	Rep/Mtce and other Outwork	41,200	82,693	94,974
Final	Rep/Mtce and other Outwork	41,200	42,693	54,974
Draft	Employment Costs	198,086	155,477	158,580
Final	Employment Costs	198,086	195,477	198,580

- Capital budgets have been refined in the coming financial year to reflect the required capital projects in 2023/2024:

Capital budget for 23/24:	Draft	Final
Other Assets	50,506	5,000
Aerodrome beacon		30,000
Fencing	39,305	20,000
Furniture & Fittings	-	
Buildings - Carpark	26,265	
Total	116,076	55,000

6. OPTIONS

Not Applicable

7. CONSIDERATIONS

7.1 Strategic Alignment

Council works in parallel with the CCOs to drive the strategic outcomes set in the Long-Term Plan.

7.2 Significance Assessment

The success of the CCOs is imperative to ensure the financial stability of Council. As well, those services provided by the CCOs as set out in the Long-Term Plan and Annual Plans are deemed significant. Therefore,

understanding the budgeting and non-financial targets of each CCO is important to highlight any changes which in turn may affect Council and result in a matter occurring which is deemed significant under the Significance and Engagement Policy.

7.3 Tangata Whenua Considerations

No specific considerations have been identified.

7.4 Risk Management Implications

If Council does not engage with the Westport Airport Authority to complete the Statement of Intent to ensure it is adopted by 30 June, it will not support the board to meet the requirements of section 64 of the Local Government Act (2002), and Schedule 8 of that Act.

7.5 Policy Framework Implications

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

7.6 Legal Implications

Section 64 of the Local Government Act (2002) and Schedule 8 of the Local Government Act 2002 as discussed above.

7.7 Financial / Budget Implications

There are no unbudgeted costs or financial implications.

7.8 Consultation Considerations

Nil consultation considerations identified.

WESTPORT AIRPORT

Statement of Intent For the year ended 30 June 2024

**WESTPORT AIRPORT AUTHORITY
STATEMENT OF INTENT
FOR THE YEAR ENDING 30 JUNE 2024**

Introduction

The Westport Airport is a joint venture operation between the Buller District Council (the Westport Airport Authority which is granted the power and responsibility for managing and operating the airport) and the Ministry of Transport (on behalf of the Crown).

Management and control of the Airport is vested in the Buller District Council.

This Statement of Intent sets out the intention and the objectives for the Westport Airport Authority for the period 1 July 2023 to 30 June 2024 and the following financial year.

Objectives

The principal objective is to operate a safe and efficient airport facility and assist in the provision of air services for visitors and stakeholders alike.

To operate as close as possible to a commercial business offering cost effective value for the ratepayer investment.

To maintain the Airport's assets and infrastructure at a level compliant with our CAA Part 139 certification status.

To pursue any commercial undertakings at the Airport that will complement the Airport operation and increase the level of economic activity

Nature and Scope of the Activities to be Undertaken

The nature of the activities of the Airport is to operate Airport facilities at Westport that support scheduled flights and other general aviation activity including air ambulance, charter and leisure.

The Airports scope envelops the provision, maintenance, upgrading and enhancement of services and facilities to accommodate the safe movement of aircraft and the efficient facilitation of passengers and cargo through the Airport.

In addition to the airside operations the airport authority also derives income from providing ground handling services to the scheduled operator, managing property leases and car parking.

Accounting Policies

The accounting policies used by the Westport Airport Authority are consistent with generally accepted accounting principles, legal requirements and the Joint Venture Agreement. Major accounting policies are as follows;

Property, Plant and Equipment

Property, Plant and Equipment are stated at cost less accumulated depreciation. Cost includes expenditures that are directly attributable to the acquisition and construction of the asset.

Depreciation

Depreciation of fixed assets, other than land, is provided on a straight-line basis at rates calculated to allocate the cost of the assets over their estimated useful lives.

Goods and Services Tax

The financial statements are prepared exclusive of Goods and Services Tax except for accounts payable and receivable which are stated inclusive of GST. The WAA is not registered for GST on their own account, GST is accounted for as a division of Buller District Council.

Income Tax

Tax expense is calculated using the taxes payable method. As a result, no allowance is made for deferred tax. Tax expense includes the current tax liability and adjustments to prior tax liabilities.

Cash and Bank Accounts

Cash and bank accounts include cash on hand and deposits held at call with banks.

Trade and Other Receivables

Trade and other receivables are initially measured at the amount owed. When it is likely that the amount owed (or some portion) will not be collected, a provision for impairment is recognized and the loss is recorded as a bad debt expense.

Buller District Council Current Account

Buller District Council advances funds to the Airport Authority on a current account basis to enable the Authority's creditor obligations to be met as they fall due. This current account advance is recognised as either a current asset or a current liability. The account is measured at amortised cost using the effective interest rate method.

Creditors and Other Payables

Creditors and other payables are measured at the amount owed.

Revenue and Expenditure

Landing fees and Grazing income are billed by the Authority and are recognised when receivable. Expenses are recognised when they are incurred. Leases are recognised on a straight-line basis over the lease term.

WESTPORT AIRPORT

	AP Budget 2023/2024	LTP Budget 2024/2025	LTP Budget 2025/2026
INCOME			
Airport Dues/Landing Charges	42,230	50,888	51,804
Farmland Lease	43,260	42,000	42,000
Terminal and Sundry Income	16,995	15,903	16,189
Service Charge	98,880	111,318	113,321
Electricity Recovery	1,906	1,807	1,839
Total Income	203,271	221,915	225,153
EXPENDITURE			
Employment Costs	198,086	195,477	198,580
Power	9,455	9,542	9,713
Audit Fees	19,055	11,132	11,332
Shop Supplies	309	318	324
Depreciation	97,197	70,298	83,007
Consultants	5,253	5,301	5,396
Bank/ Eftpos Fees	515	420	427
Cleaning	1,030	2,120	2,159
General Expenses	12,875	14,847	15,114
Insurance	10,932	9,913	10,091
Legal Fees	2,060	2,120	1,079
WestReef Outwork	0	4,771	4,857
Publications/Subscriptions	3,605	2,650	2,698
Rates	1,039	448	456
Rents and Leases	3,152	3,181	3,238
Rep/Mtce and other Outwork	41,200	42,693	54,974
Training	10,300	10,597	10,788
Telephone	2,060	2,328	2,370
Share of Overheads	104,060	88,311	90,186
Total Expenditure	522,184	476,466	506,789
Profit/(Loss)	(318,913)	(254,552)	(281,636)
CAPITAL EXPENDITURE			
Other Assets	5,000	10,602	226,643
Other Plant - Fencing	20,000	0	0
Aerodrome Beacon	30,000		
Furniture & Fittings	0	3,181	0
Buildings - Carpark	0	0	0
Signs	0	2,120	0
Airport Lighting	0	0	97,133
Total Capital Expenditure	55,000	15,903	323,775

Capital Expenditure

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

Performance Targets

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

	AP Budget 2023/2024	LTP Budget 2024/2025	LTP Budget 2025/2026
Operating Revenue	203,271	221,915	225,153
Operating Expenditure	522,184	476,466	506,789
Net Profit (Loss)	(318,913)	(254,552)	(281,636)
Capital Expenditure	55,000	15,903	323,775

Ratio of Shareholder Funds to Total Assets

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

2023/24	2024/25	2025/26
99%	99%	99%

Shareholder Funds is represented by Total Equity. Total Assets is Total Current and Non Current Assets not including any liabilities.

Profit or Loss Ownership

Profits or losses will be shared equally between the Joint Venture partners on a 50/50 basis from annual surpluses/deficits after tax, made after the deduction of appropriations to reserves amounting to a maximum total of the depreciation charged in that year.

Information to be Provided to Partners

The Annual Report is to be provided to shareholders within three months of the end of each financial year.

The report will include:

- A Statement of Financial Performance and Statement of Financial Position including comparison with the previous financial period.
- Any other statements as may be required by generally accepted accounting principles and legislation.

The report will also include a report from the appointed auditors.

Acquisition Policy

The Westport Airport Authority does not anticipate that it will acquire any new equity investments other than the purchase of operational assets approved as part of the yearly budgeting process. Any major acquisitions will only be entered into with the prior approval of the joint venture partners; Buller District Council and The Ministry of Transport.

Distribution Policy

The Westport Airport Authority has the ability should there be surplus funds available to distribute funds to each of the joint venture partners. This is unlikely due to the current level of accumulated profits (Accumulated Losses are \$503,563 as at 30 June 2022)

Other Matters Agreed by Partners

The Westport Airport Authority being owned by the Buller District Council and the Ministry of Transport (on behalf of the Crown) has commitments to the public.

- A commitment to the environment.
To comply with the Resource Management Act and undertake its activities in an environmentally sound manner having regard to the interest of the community.
- A commitment to service.
To systematically improve the quality and cost effectiveness of services provided to customers.
- A commitment to the community.
To operate the Airport with due regard to sound, cultural and environment issues arising from the community in which they are located.

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 10

- Prepared by** - Sean Judd
- Acting Chief Executive Officer
- Reviewed by** - Jamie Cleine
- Mayor
- Appendix** - 1 LGNZ Remits 2023
- 2 President and VP Candidate Information
- 3 Delegate Registration Form

LGNZ – AGM REMITS FOR CONSIDERATION

1. REPORT SUMMARY

An Annual General Meeting (AGM) of members authorities is held annually by Local Government New Zealand (LGNZ).

The 2023 AGM will be held on Wednesday 26 July (2.30 – 4.30 pm), at Te Pae in Christchurch. Remits for the 2023 LGNZ AGM are attached in this report for Buller District Council to consider and give direction to the BDC delegate.

There is also an election required for President and Vice President of (LGNZ). Candidate information is attached for Council to consider and give direction to BDC delegate on voting.

2. BACKGROUND

2.1 Remits

Proposed remits, other than those relating to the internal governance and constitution of Local Government New Zealand, should address only major strategic “issues of the moment”. They should have a national focus articulating a major interest or concern at the national political level. All proposed remits and accompanying information must meet the remit policy. The National Council’s Remits Screening Policy is as follows:

2.2 Criteria

- a. Remits must be relevant to local government as a whole rather than exclusively relevant to a single zone or sector group or an individual council;

- b. Remits should be of a major policy nature (constitutional and substantive policy) rather than matters that can be dealt with by administrative action;
- c. Remits should not involve matters that can be actioned by equally valid means other than the AGM; and
- d. Remits should not deal with issues or matters that are “in-hand” and currently being actioned by LGNZ (including through work programmes addressing the critical issues set out in LGNZ’s strategy, being three waters reform, resource management reform, the Future for Local Government Review, transport, climate change and housing), unless the issue is not currently being addressed; and

2.3 Requirements

- a. Remits must have formal support from at least one zone or sector group meeting, or five councils, prior to their remit being submitted, in order for the proposer to assess support and achieve clarity about the ambit of the proposal;
- b. Remits defeated at the AGM in two successive years will not be permitted to go forward;
- c. Remits must be accompanied by background information and research to show that the matter warrants consideration by delegates. Such background should demonstrate the:
 - Nature of the issue;
 - Background to it being raised;
 - Issue’s relationship, if any, to the current Local Government New Zealand Business Plan, and its objectives;
 - Level of work, if any, already undertaken on the issue by the proposer, and outcomes to date;
 - Resolution, outcome and comments of any zone or sector meetings which have discussed the issue; and
 - Suggested actions that could be taken by Local Government New Zealand should the remit be adopted.

The attached remits meet the requirements as screened by the Remit Screening Committee and are formally tabled at the Annual General Meeting for consideration by the membership. (see Appendix 1).

2.4. Election Of Officers LGNZ

There is an election required for the positions of President and Vice President. The available candidates’ information is attached. (see Appendix 2).

Nominations were called for on 13 April 2023 and closed on 31 May 2023.

2.5 LGNZ President

Three valid nominations were received therefore an election for President at the upcoming LGNZ Annual General Meeting is required.

The nominated candidates are (in alphabetical order by surname):

1. Mayor Sam Broughton – Selwyn District Council
2. Mayor Dan Gordon – Waimakariri District Council
3. Mayor Neil Holdom – New Plymouth District Council

2.6 LGNZ Vice President

Two valid nominations were received therefore an election for Vice President at the upcoming LGNZ Annual General Meeting is required.

The nominated candidates are (in alphabetical order by surname):

1. Mayor Campbell Barry – Lower Hutt
2. Mayor Paula Southgate – Hamilton City Council

3. DRAFT RECOMMENDATION

1. **That Council receive the attached remits for consideration and provide direction on voting.**
2. **That Council considers the candidates for LGNZ President and Vice President election and provide direction on voting.**
3. **That Council confirm the delegate/s to attend the AGM meeting 26 July and mandate the delegate to vote as per Council resolutions.**

REMITTS

// 2023 Annual General Meeting



Please note that this document is not the full set of papers for this year's AGM. It just includes the remits going forward to the AGM so members can decide how they will vote on them. The full set of AGM papers will be shared no later than 10 working days before the AGM.

// 01

Allocation of risk and liability in the building sector

Remit: *That LGNZ:*

- *Engage directly with the Minister for Building and Construction to advocate for a change to the current joint and several liability framework, including examination of the MBIE policy position statement Risk, Liability and Insurance in the Building Sector.*
- *Make the case for alternatives and changes to joint and several liability through updating policy advice and engaging with industry groups.*

Proposed by: Queenstown-Lakes District Council

Supported by: LGNZ Metro Sector

Why is this remit important?

This remit is important because the current joint and several liability approach to building defects sees councils/Building Consent Authorities (BCAs) often being the only party left to compensate homeowners, known as the 'last party standing'.

Ratepayers are therefore bearing a disproportionate burden, affecting the ability of councils throughout Aotearoa New Zealand to carry out core services. Councils are having to borrow money to pay for significant claims to cover the failures of other parties because they are the last party standing, reducing their ability to invest in other council services (e.g. infrastructure, community services etc). There is a presumption in the current system that ratepayers are able to bear these costs that is not tenable.

Background and Context

What has caused this issue?

When there are claims by property owners relating to weather tightness and other building defects, the existing joint and several liability rule places the risk of insolvency or lack of insurance of one party onto other parties. This arbitrarily increases the liability of remaining parties (defendants) above their proportionate responsibility.

It is Queenstown Lakes District Council's (QLDC) position that requiring ratepayers to pay compensation where defendants are missing is unjust. QLDC is not unsympathetic to the need for losses to be recovered, but risk management is a shared responsibility. It is important that all participants in the system have clear accountabilities and not be able to escape their share of responsibility by ceasing to operate or liquidating.

Weather tightness and other building defect claims are a national problem.

The joint and several liability system has significant impacts including:

1. Rates increases. The settlement of large defective building claims has led to higher borrowing and interest costs for QLDC. The annual cost of the borrowing required to fund the settlements made in the past two years is \$5.3M and the increase in interest costs for

2. 2023-24 is \$4.4M, which has a rates effect of 4.03% for the year. The legal and financial challenges facing councils from these claims are ongoing and more costs can be anticipated in the future; it is not an issue that is diminishing.
3. Reduced ability to invest in community development. The subsequent effects of funding legal claims through the joint and several liability system include a loss in borrowing capacity, that could result in the reduction of investment in community assets such as parks, libraries, performing arts and recreation facilities.
4. A more cautious and demanding building consent function. The risk of being left liable has a negative impact on BCA performance and also creates higher compliance costs for the building sector. It also reduces willingness to consider non-standard solutions which potentially have a higher chance of failure. This negatively affects market performance and innovation that is vital in an era of climate adaptation.

Proposed changes

It is recommended that the liability framework should change to one of proportionate liability. This would reflect the roles and responsibilities of the parties involved and encourage those best placed to manage the risk (building practitioners) to actively manage it. This should be accompanied by a system of compulsory home warranty guarantee (that is effective) and/or insurance products. The homeowner interest would then be protected and there would no longer be an impediment to moving to proportional liability.

In the alternative, if the joint and several approach to liability remains, it is recommended that there should be a cap on BCA liability. A limit of 20% would be proportionate to the supervisory role BCAs perform under the Building Act 2004 and current apportionments underpinned by meaningful warranties and insurance (with a government underwrite if necessary) for residential properties and significant alterations.

What QLDC has already done to address this issue and bring about the proposed change

Alongside a vigorous defense of claims, QLDC is also advocating for a change to the process to address the inequitable outcomes of the current system for rate payers. It is doing this by advocating to central government, partnering with LGNZ in drafting submissions and discussion via the Metro Sector Mayors forum.

MBIE are currently reviewing the building consent process. They have refused to consider or address the impacts of the current liability settings. LGNZ (and QLDC reps in particular) have lobbied to broaden this scope, and the wider industry also seems sympathetic. It is time to escalate the issue with central government beyond officials.

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

LGNZ is engaged in the MBIE Review of the Building Consent System through submissions and participation on the Sector Reference Group but does not have a broader advocacy work programme of its own beyond this. And to date, LGNZ's advocacy to political leaders on the issue has been minimal.

Adopting this remit will give LGNZ a stronger and more specific mandate to progress this issue, particularly at the political level, which may assist with achieving greater traction given MBIE officials

have taken the position that the joint and several liability regime is outside the scope of building consent sector reform programmes.

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

This is an acute issue for QLDC, but it affects any council that has a BCA function. QLDC is committed to advocating for a change to the current regime, and continuing to work alongside LGNZ, providing policy and strategy support and expertise where needed.

Is the remit relevant to local government as a whole?

Yes. This remit is about the BCA function of councils, which includes all unitary and territorial authorities.

Is the remit of a major policy nature?

Yes. This remit deals with joint and several liability within the building sector.

// 02

Rates Rebate

Remit: *That LGNZ advocate to Central Government to:*

- *Raise the income threshold for rates rebate eligibility to enable more low and fixed income property owners access to the rebate*
- *Adjust the rebate amount in line with inflation and the cost of living*
- *Investigate options to make rates rebates more accessible for residents by implementing an income data sharing process similar to that of Horowhenua District Council and Levin MSD office. This will enable Councils to obtain benefit income on behalf of the ratepayer and make it easier to apply for the rates rebate*
- *Investigate options for data sharing between Councils, Internal Affairs and Ministry of Social Development to proactively identify households that qualify for a rates rebate rather than waiting for people to apply.*

Proposed by: Horowhenua District Council

Supported by: LGNZ Zone Three

Why is this remit important?

Rates rebates are an important mechanism to assist low- and fixed-income ratepayers to pay their annual rates. In this cost of living crisis we are experiencing, more low and fixed income people are experiencing poverty and extreme hard times.

To support and assist all eligible ratepayers, the process should not be onerous, it should be streamlined, accessible and able to be carried out in a way where applicants' dignity is upheld.

Background and Context

Available from the Department of Internal Affairs, a rates rebate is a partial rebate for eligible, low-income ratepayers who pay rates on their home to a Council.

The Rates Rebates Scheme provides a rebate for eligible applicants who need to apply each year and:

- Provide the total household income, before tax;
- Complete the rates rebate application form;
- If applicable, complete the retirement village or company-share declaration form; and
- Return their application to the relevant Council by 30 June each year.

To apply for the rebate, applicants must be:

- Living in their own home on 1 July of the current rating year
- Listed as the ratepayer in the Council's Rating Information Database (RID).

Looking to streamline the application process for a rates rebate, in 2022, Horowhenua District Council worked with the Levin Ministry of Social Development (MSD) office to implement a 'Rates Rebate MSD Wavier Form'. This form was designed to provide Council with customer income details to assist with the rates rebate application process. Once the form was signed by the property owner, it was lodged with MSD who then confirmed income details with Council. This removed the need for the applicant to travel to the MSD, as well Council, to provide proof of income, which can be a burden to the process and it made the process smarter and less time consuming.

As this is currently a process unique to the Horowhenua District Council and Levin MSD, it is proposed that this process and any income/data sharing initiatives be implemented into the application process country-wide.

It is also proposed that enhancements to data sharing between Councils, the Department of Internal Affairs and MSD be investigated with the aim of streamlining the process and ensuring that those who are eligible, receive the rebate, through using available incomes and rates information.

Further, it is proposed that the threshold for eligibility is lowered to enable more low- and fixed-income property owners access to the rebate. With high inflation and household costs rising over the past two years, more households are struggling including those on low and fixed incomes. An increase in the eligibility for a rates rebate, by lowering the income threshold would assist those who are potentially most vulnerable in our community.

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

This remit is aimed at advancing a similar remit passed at the 2020 AGM:

"That LGNZ works with the Government to lift the level of rates rebates available for low- and fixed-income property owners – with yearly increases taking into account the cost for inputs into local government services."

LGNZ is still to make substantial progress on the 2020 remit.

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

A member of the Horowhenua District Council Executive Leadership Team and members of the Finance Team with rates rebates expertise are open to working with LGNZ to progress this work for the benefit of New Zealand's low-income ratepayers.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes: rates rebates are an important mechanism to assist low- and fixed-income ratepayers to pay their annual rates. Due to the cost-of-living crisis, more low- and fixed-income ratepayers are experiencing financial difficulty.

// 03

Roading/Transport Maintenance Funding

Remit: *That LGNZ:*

- *Publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.*
- *Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.*

Proposed by: New Plymouth District Council**Supported by:** Kāpiti Coast District Council, Whanganui District Council, Palmerston North City Council, Grey District Council, Waipā District Council, Matamata-Piako District Council, Rotorua Lakes Council, Thames-Coromandel District Council, Masterton District Council, Whakātane District Council, Far North District Council, South Taranaki District Council, Rangitikei District Council, Tasman District Council, Wairoa District Council, Waimakariri District Council, South Waikato District Council, Kaikōura District Council, Waikato District Council, Hamilton City Council, Mackenzie District Council, Central Hawke's Bay District Council**Why is this remit important?**

The current state of national highways is unacceptable. Sufficient increase in funding is required to achieve a national average for remaining seal life of no less than 3.6 years (pre-2010 levels) across the state highway network. This needs to be done within the next 10 years, in partnership with councils, and with corresponding asset health improvements on local roads, to ensure the safety of all New Zealanders. Other avenues to seek resolution from include the Auditor-General, relevant Ministers and the Transport and Infrastructure Select Committee.

Background and Context

Waka Kotahi's maintenance and renewal programme has clearly been insufficient to maintain asset health measured via the average remaining seal life. There are numerous media reports about the issues being faced across New Zealand.

Graph 1 (attached in Appendix #) shows the average remaining seal life of state highways by region. This information was obtained under the Official Information Act 1982 from Waka Kotahi. It shows the significant decline in the average seal life of state highways. Nationally, the average remaining life in 2010 was 3.6 years. In 2018 this declined to around 1.8 years and remains steady. However, at a regional level there are large discrepancies.

In 2010 every region had an average remaining life of between 2.9 and 4.4 years (a range of 1.5 years difference). By 2023 the range was from -0.6 to 3.3 years (a range of 3.9 years) with four regions having a seal age of less than one year, including Hawke's Bay which recorded its seventh year with an average of less than zero.

The issue nationally is predominantly with chipseal roads rather than asphalt mix, with some exceptions. In 2023, across chipseal roads, five regions have an average remaining life of less than one year, with Hawke's Bay's roads again below zero. Within asphalt roads, Southland set an unfortunate record with an average remaining life of -2.5 years. Graph 2 (attached) shows the average remaining life of different surface types by region today.

Last year LGNZ commissioned Infometrics to undertake a report into trends in road transport funding¹. That report noted that funding for roads per kilometre travelled only increased by 0.8% p/a in the five years to 2021, whilst construction costs increased 1.1% p/a in the same five years. That report ended its analysis in 2021. With considerable cost inflation over the past two years and decreased land transport revenue due to Covid, it is almost certain that the funding gap has grown even further. Inflation for Heavy and Civil Engineering Construction peaked at 15.1% pa in the September 2022 quarter².

That increased funding gap to roads is likely to result in even further pressure on state highway maintenance and lifespans. The national stabilisation of the average remaining life of state highways may falter in the coming years, seeing further downward movement. Such a decrease will see more parts of the state highway network fail.

This year the Government is developing its next Government Policy Statement on Land Transport (the GPS). The GPS sets the funding buckets for Waka Kotahi. Influencing the development of the next GPS is one key way in which to ensure regional state highways do not continue to deteriorate. The Land Transport Management Act specifically states the Minister must regard the views of LGNZ. This remit therefore proposes a position for LGNZ.

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

Following the commissioning of the Infometrics report, there is further work to be done to ensure New Zealand's roading infrastructure reaches an acceptable quality level. LGNZ need to have input into the development of the next GPS and undertake a much wider advocacy role by:

- Seeking further investigations from the Auditor-General on state highway maintenance and asset management practices. This will build on the 2020 investigation into the Network Outcomes Contracts³ which highlighted poor performance measures for network performance.
- Meeting with relevant Ministers (including Transport, Infrastructure and Finance) on issues with the funding, renewals and asset management of state highways, to highlight the outlined issues.
- Meeting with the Transport and Infrastructure Select Committee and its members at appropriate times to highlight these issues, such as during the annual review of Waka Kotahi.

Progressing this remit would form part of LGNZ's existing, broader advocacy work on transport.

¹ <https://www.lgnz.co.nz/assets/PDFs/Analysing-trends-in-road-transport-funding-November-2022.pdf?vid=3>

² <https://www.stats.govt.nz/information-releases/business-price-indexes-december-2022-quarter/>

³ <https://oag.parliament.nz/2020/nzta-contracts>

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

New Plymouth District Council would be available in an advocacy/committee member capacity to provide input and feedback as LGNZ undertake the tasks outlined in this remit.

Is the remit relevant to local government as a whole?

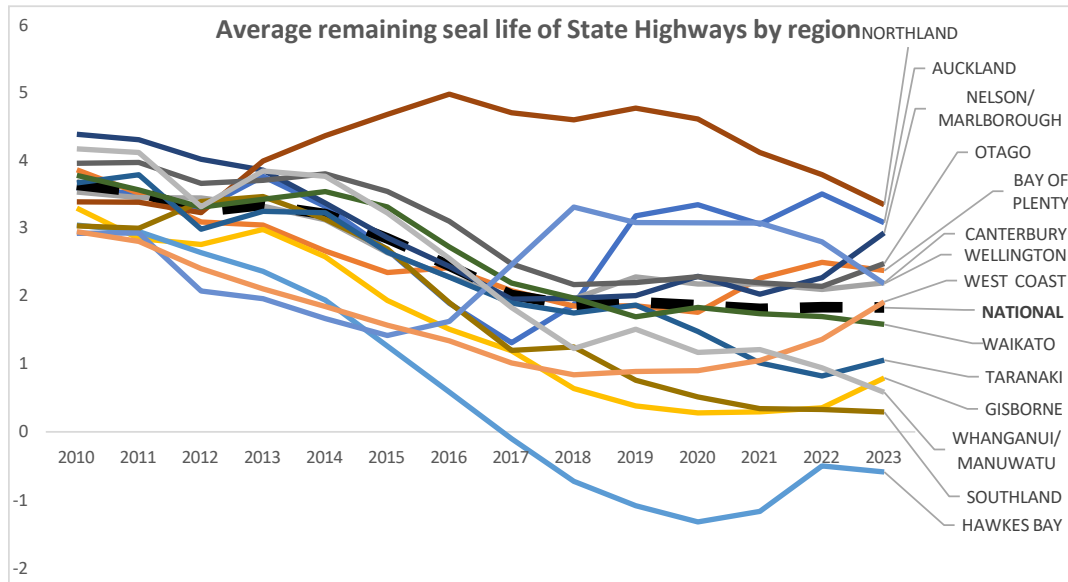
Yes. This remit is about addressing the rundown of our national roading infrastructure and increasing the funding available for the network as a whole. The 23 councils that supported it represent five out of six LGNZ zones, showing it's an issue across local government.

Is the remit of a major policy nature?

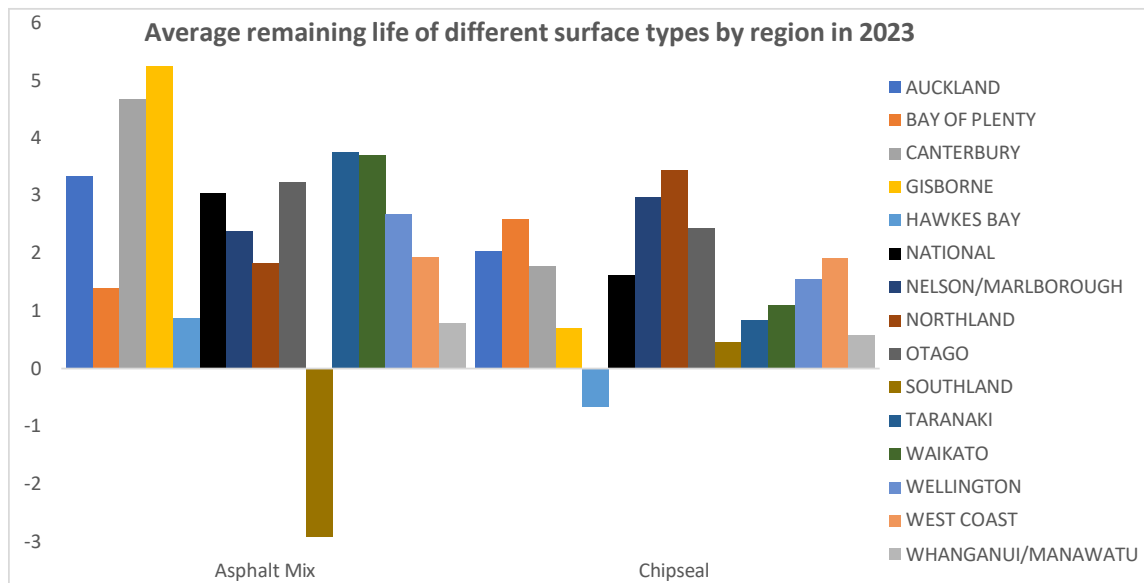
Yes. This remit deals with national funding and a large, system-wide issue that affects the safety of our roads for all New Zealanders.

Supporting Document

Graph 1



Graph 2



// 04

Local election accessibility

Remit: *That LGNZ ensure Local Government Elections are fully accessible by advocating to central government to make local government candidates eligible for the Election Access Fund.*

Proposed by: Whangārei District Council

Supported by: LGNZ Zone 1

Why is this remit important?

This remit aims to ensure Local Government Elections are fully accessible to disabled people who decide to stand as a candidate.

This requires action as disabled people make up 25% of New Zealand's population, which makes it the largest minority group. Yet there is almost no representation of people with disabilities in both central and local government.

Background and Context

Local government elections have been inaccessible to candidates with disabilities.

The Election Access Fund (the Fund) currently operates for disabled people who are standing for parliament in the general elections. At present, the Fund does not extend to disabled people standing for local elections.

The disability community tend to have lower disposable incomes than the rest of the population. This makes access to council positions extremely difficult. It is a non-accessible environment, and the general cost of campaigning and other council-associated expenses are prohibitive.

The Fund can be used to pay for disability related costs during selection or campaigning, such as, accessible transport to events or meetings, or New Zealand Sign Language Interpreters.

At the time of the establishment of the Fund, while there was extensive consultation with disability organisations, the disability community expressed deep disappointment that the fund was limited to general elections. The rationale for the exclusion is unclear.

There is no good reason for such exclusion, and it diminishes the principle of enabling disabled people to stand for political roles and undermines New Zealand's commitment to Article 29 of the United Nations' Convention on the Rights of Persons with Disabilities.

We know that representation is critical for creating change for any group of people. As the largest minority in New Zealand and in the world, disabled people lack political representation, which leads to poor outcomes.

Having a voice in local government provides a different lens on various issues and has the potential to make a significant difference to disabled people and the wider community.

Whangārei District Council feel that this remit is an obvious extension of a provision that is already in place at central government level.

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

LGNZ’s vision is to create the most active and inclusive local democracy in the world. Therefore this proposed remit fits squarely in the space of ensuring inclusive participation in local government. Progressing this work could form part of the work LGNZ is already doing to promote greater diversity, equity and inclusion in local government.

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

Whangārei District Council will support the implementation of the remit to ensure that local accessibility issues are addressed, to enable inclusivity throughout the local government election cycle.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes.

Supporting Document

LGNZ Remit – Election Access Fund for Local Elections

Submission: The Disability Advisory Group request that Whangarei District Council (alongside other Northland councils) supports and submits a remit to LGNZ for the Election Access Fund to be extended to local body elections.

Disabled people make up 25% of New Zealand’s population, which makes it the largest minority group. Yet there is almost no representation in both central and local government.

It is important that people with lived experience of disability receive the support they need to run in both general and local body elections. Disabled people have a different lens to many issues and lack representation.

There is no reason why this access fund should not be applicable to local government elections. New Zealand ratified the United Nation Convention on the Rights of Persons with Disability (UNCRPD), in 2008. Article 29 of the Convention is Participation in political and public life. The fund is a direct response to that Article.

Background: The Election Access Fund currently operates for disabled people who are standing for parliament in the general elections. At present, this fund excludes disabled people standing for local elections.

“The purpose of the Fund is to reduce cost barriers faced by disabled people by covering disability-related costs which non-disabled candidates do not face. The Fund covers both seeking selection to be a candidate, and campaigning as a candidate. The Fund will enable the Commission to pay for additional costs that candidates incur because of their disability when organising and preparing to stand for Parliamentary elections.

The Fund does not cover local body elections.”

Retrieved from the Electoral Commission website: elections.nz

The disability community tend to have lower disposable incomes than the rest of the population. This makes access to council positions extremely difficult. It is a non-accessible environment, and the general cost of campaigning and other council-associated expenses are prohibitive.

The Fund can be used to pay for disability related costs during selection or campaigning. For example, accessible transport to events or meetings, or New Zealand Sign Language Interpreters.

At the time of the establishment of the fund, while there was extensive consultation with disability organisations, the disability community expressed deep disappointment that the fund was limited to general elections. The rationale for the exclusion is unclear.

There is no good reason for such exclusion, and it diminishes the principle of enabling disabled people to stand for political roles and undermines NZ's commitment to Article 29 of the UNCRPD.

We know that representation is critical for creating change for any group of people. As the largest minority in NZ and in the world, disabled people lack political representation, which leads to poor outcomes. Northland elected members should also note that their region has the second highest rate of disability at 29% according to the 2013 Disability Stats (which is being conducted again this year).

Having a voice in local government provides a different lens on various issues and has the potential to make a significant difference to disabled people and the wider community.

// 05

Ability for co-chairs at formal meetings

Remit: *That LGNZ explores and promotes options that enable councils to make greater use of co-chair arrangements for standing committees, joint committees and sub committees.*

Proposed by: Northland Regional Council

Supported by: LGNZ Zone 1

Why is this remit important?

There is currently a lack of clarity around what arrangements councils can adopt to enable co-chairs for standing committees, joint committees and sub-committees. This is despite growing emphasis on increasing diversity in our governing arrangements, including by the Future for Local Government Review. Enabling councils to easily appoint co-chairs is one way to increase diversity and inclusion by providing opportunities for under-represented groups, including Māori, to take a more active role in local governance. More clarity is needed for councils on how to adopt effective co-chairing arrangements.

Background and Context

The Northland Regional Council (NRC), like many councils in New Zealand, has been continually looking at the different ways it can work effectively with its Te Tiriti o Waitangi partners. To deliver on that commitment it has established a number of joint committees and working parties, for example a Joint Climate Change Adaptation Committee. This committee was established in 2021 by the four Northland councils to ensure an effective, efficient, and equitable response to the impacts of climate change. The joint committee has 50/50 membership with each council appointing an elected member and an iwi/hapu representative. It believes that this committee would benefit from a co-chairing arrangement.

There is currently a lack of clarity around whether joint committees, standing committees and sub-committees can have co-chairs. Making it easier for councils to adopt co-chair arrangements would help to increase diversity and inclusion in local government decision-making.

Co-chair arrangements can also be a helpful way of building knowledge and skills amongst new elected members who may have little experience of local government – especially representatives from sectors of communities who are often under-represented, such as youth and migrant communities. Working alongside existing chairs can help to de-mystify council processes and support councils and communities to develop a more diverse and inclusive group of future leaders.

This remit would give LGNZ scope to explore current barriers to co-chair arrangements, find ways to overcome those barriers, and undertake work to support councils to make greater use of co-chair arrangements, for example providing guidance and/or sharing best practice examples.

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

The particular issue the remit raises is not currently part of LGNZ's work programme. However, it aligns with two of LGNZ's goals: that more people value and participate in local government, and stronger Te Tiriti-based partnerships between local government and Māori. The remit also aligns with LGNZ's focus on increasing diversity and inclusion in local government, and the Future for Local Government Review's focus on increasing participation in local government. This remit proposes taking action that would enhance that existing work.

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

NRC would be advocates, alongside LGNZ, for any necessary changes in legislation required to provide the ability for Co-Chairs on council standing committees, joint committees and sub committees.

Is the remit relevant to local government as a whole?

Yes

Is the remit of a major policy nature?

Yes: the remit provides an option for increasing diverse and inclusive participation in council decision-making processes. This would also help to ensure local governance practice reflects the content and spirit of Te Tiriti o Waitangi.

// 06

Parking infringement penalties

Remit: *That LGNZ advocate to central government to enable councils to determine penalties for parking infringements.*

Proposed by: Whangārei District Council

Supported by: LGNZ Zone 1

Why is this remit important?

Currently penalties for parking infringements are set by legislation and are not appropriate for the cost of resourcing the infringements, nor set at a level that is appropriate for the infringement.

Background and Context

Currently the Land Transport (Offences and Penalties) Regulations 1999, Schedule 1B Part 1 sets the amount for parking infringements and the Transport (Towage fees) Notice 20204 sets the towage fees.

Whangārei District Council is currently charging the allowable amounts under this legislation but is unable to recover actual public land towing costs from the vehicle owner.

This remit advocates for penalties to be able to be set at a local level so that they are appropriate to the costs, with particular focus on:

- ensuring that clearway towing fees allow councils to recover full costs associated with towing on clear ways, and
- allowing councils to consider increases to infringement fees for misuse of disability parking spaces.

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

LGNZ is not currently working on this particular issue. However, this remit aligns with LGNZ's priority to campaign for greater local decision-making and localism, in that it advocates for councils setting parking infringement penalties at a local level that resonate with the local community - to ensure rate payers are not subsidising these activities and that those misusing services are contributing appropriately.

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

Whangārei District Council will support any proposed changes to the legislation that will allow for parking infringements to be set at a local level, and will also provide support if the preferred approach is to update legislation to ensure parking infringements are in line with current resourcing costs for these infringements.

Is the remit relevant to local government as a whole?

Yes. This remit calls for legislative change to the Land Transport (Offences and Penalties) Regulations 1999 to allow all councils to determine penalties for parking infringements and towage fees appropriate to their local area.

Is the remit of a major policy nature?

In part. This remit is calling for legislative change, but it is a relatively narrow request and we need to test members' level of interest further.

// 07

Rural and regional public transport

Remit: *That LGNZ:*

- *Acknowledges the Government stated support for a major uplift in all urban bus networks nationwide under New Zealand's first emission reduction plan.*
- *Calls on the Government and opposition parties to commit to increasing investment in public transport for rural and regional communities to support access to essential services and amenities, vibrant rural communities and just transition to a low emission transport system.*

Proposed by: Waikato Regional Council

Supported by: Zone 2 Meeting May 2023. Remit discussed and received unanimous support.

Why is this remit important?

Improving public transport is both an opportunity to reduce transport emissions and support a just transition to a low emission economy by providing a cheap alternative to increasing costs of owning and running a conventionally fuelled car.

A lack of explicit support for rural and regional public transport services means these communities will be exposed to the wider suite of policy shifts supporting a transition to a low emission transport system, without any meaningful alternative transport options.

Many of New Zealand's rural and regional communities have high proportions of people on low and fixed incomes and for whom the financial or practical barriers to owning an electric vehicle will be too great.

Sustainable funding for these rural and regional public transport solutions will be important to provide rural and regional communities the confidence that they will not be left behind as New Zealand transitions to a low emission transport system.

Background and Context

The Government's emission reduction plan (2022) and subsequent policy and transport funding opportunities including Climate Emission Reduction Fund opportunities, are targeted at optimising investment in terms of carbon emission reductions.

Meanwhile several policies that were specifically intended to support a just transition have been recently abandoned and investment signals for rural and regional public transport have been muted.

Investing in rural and regional public transport is a strategic and sustainable way to improve the quality of life and economic opportunities for people living outside urban areas. Rural and regional public transport can provide multiple benefits, such as:

- Access for people on fixed incomes: Many rural residents, especially the elderly, disabled, and low-income groups, do not have access to private vehicles or cannot afford to use them frequently. Public transport can offer them a more affordable and reliable way to access essential services, such as health care, education, shopping, and social activities. Public transport can also reduce their isolation and enhance their well-being.
- A just transition to a low carbon transport system: Public transport can help reduce greenhouse gas emissions and air pollution by shifting people away from using private cars. Public transport can also support the development of renewable energy sources, such as biofuels, solar, geothermal, and wind power, by providing the infrastructure and demand for them. Public transport can also contribute to climate change adaptation by improving the resilience of rural communities to extreme weather events and natural disasters.
- Support for local economies: Public transport can link people with essential services such as healthcare. Public transport can also be an important force in supporting local economies by connecting residents (especially non-drivers) with local businesses and job opportunities. Public transport can also attract tourists and visitors to rural areas, creating more income and employment opportunities.

It is important to note public transport does not just mean a 30-seater bus. Public transport authorities like the Waikato Regional Council are becoming increasingly innovative with the services they provide and support – be they community transport services or on-demand mini-bus services, the solutions being increasingly tailored to needs of local communities.

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

Transport affordability and accessibility is already a part of LGNZ’s policy and advocacy work programme, but there’s no current work to gain cross-party support for better public transport for rural and regional communities. Work to progress this remit could be integrated into LGNZ’s broader transport advocacy work programme.

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

Waikato Regional Council did not specifically outline how it might work with LGNZ on progressing this remit in its application form but noted:

Many public transport authorities such as the Waikato Regional Council are already providing some rural and regional public transport services in the form of Total Mobility (subsidised taxi fares), support for community transport service providers, and some more traditional bus-based public transport.

These have been highly valued by those communities, providing many people with affordable access to essential services and amenities.

Demand for these services is growing, however the ability to afford the council or National Land Transport Fund shares is increasingly constrained.

Is the remit relevant to local government as a whole?

Yes. This remit is most relevant to rural and regional councils but aims to reduce New Zealand's transport emissions overall. Improved regional public transport will also benefit provincial and metropolitan councils.

Is the remit of a major policy nature?

Yes. This remit is dealing with public transport investment and a just transition to a low carbon transport system.

// 08

Establishing resolution service

Remit: *That LGNZ:*

- *Investigates the creation of an LGNZ independent, national process to handle complaints or concerns, ensuring fairness, protection, and accountability in local government.*
- *Works with the Local Government Commission⁴ to implement findings from its September 2021 Report – Local Government Codes of Conduct⁵*

Proposed by: Hutt City Council & YEM

Supported by: Invercargill City Council, Far North District Council, Hauraki District Council, Central Otago District Council, Hutt City Council, Selwyn District Council, Porirua District Council

Why is this remit important?

This remit is critically important as it addresses the pressing issue of a lack of a proportionate, flexible, responsive, and independent process/service for handling complaints and concerns in councils and escalating issues within local government.

Background and Context

The proposing and support councils and the Young Elected Members' Committee acknowledge that issues arise across local government that require a range of interventions – from education, mentoring, support, facilitation, mediation, inquiry, investigation, or review.

The absence of a national, standardised and independent process that triages complaints and concerns provides the right intervention for the issue, and managing escalation for complaints within local government has led to the pressing need for action. Currently, councils oversee their own problems on an ad-hoc basis, leaving many complaints unanswered and individuals hesitant to come forward. This lack of a clear and impartial process undermines transparency, accountability, and public trust in local government. It also fails to provide legal protection for complainants and increases the risk of defamation. The Code of Conduct inquiry is often very expensive and results in sanctions (if approved by a majority of Councillors in some cases) in what can only be called the “wet bus ticket”.

The intense scrutiny placed on local body governance by the community emphasises the need for regular external support to drive positive change. Without such support, unresolved issues can

⁴ Referred to as LCG for the balance of this remit

⁵ *Local Government Codes of Conduct/ Ngā tikanga whanonga Kāwanatanga ā-Rohe, Report to the Minister of Local Government, September 2021, Wellington [report found here](#).*

ultimately lead to the involvement of the DIA and the appointment of a commissioner, representing a worst-case scenario.

Relevant legislation, policy, or practice has not adequately addressed this issue, resulting in gaps and inconsistencies in handling complaints. Code of Conduct process enables the issue to be escalated to the Chief Executive. Informal conduct complaints are to be escalated to the Mayor, however if the Mayor is part of the problem this doesn't provide for a safe environment.

If a councillor is to escalate to a Code of Conduct complaint, often this results in a very public fight which also generally results in a public apology that doesn't really resolve anything.

It appears that where there is no national process or independent forum in which to take these issues, issues have been left to escalate or fester leading to governance breakdowns.

The absence of legal protection for complainants further exacerbates the problem, discouraging individuals from raising legitimate concerns.

We acknowledge that the process of investigation opens local government up to media scrutiny and often fails to protect the complainants coming forward. While this is keenly felt by the communities in which it is occurring, it also does a disservice to local democracy and local government generally.

Given the degree of intense community scrutiny on local body governance, regular and external support is often necessary to shift the dial.

Many terms of reference used to investigate complaints often fail to address the core issues comprehensively. Consequently, the necessary outcomes required to restore confidence in councils or individuals are not adequately addressed, resulting in slow progress and ongoing dissatisfaction.

By establishing a comprehensive framework that includes a complaints/issues/support/mediation forum and a tiered escalation process, this remit aims to promote fairness, protect complainants, restore public confidence, strengthen local democracy, and ensure timely and effective issue resolution as well as being cost effective for councils.

Taking action is crucial to uphold good governance, address grievances, and maintain the integrity of local government institutions.

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

While there have been some conversations about the need for a national service for addressing complaints about member conduct (including with central government), and LGNZ does provide support to councils, including on an "as requested" basis and by providing a model Code of Conduct at the start of each triennium, work to develop a national, independent process/service is not one of LGNZ's current work priorities.

Work on this remit would align with LGNZ's vision of New Zealand being the most active and inclusive local democracy in the world, and LGNZ's goal that more people value and participate in local government.

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

The proposing and supporting councils and Young Elected Members' Committee have all expressed a willingness to support LGNZ with work to progress this remit, including sharing relevant experience and assisting with engaging with Ministers, officials and the Local Government Commission.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes: At some stage, virtually all councils will have faced the issue of member misconduct. The tools currently available for dealing with such issues are widely seen as inadequate. There is a need for a proportionate, flexible, responsive, and independent process/service for handling complaints and concerns in councils and an approach that is consistent across all councils.

// 09

Earthquake prone buildings

Remit: *That LGNZ investigate and report to members on ways to help councils and communities that are struggling with the time frames in the Earthquake Prone Building (EPB) sections of the Building Act and council policies pertaining to Priority Thoroughfares.*

Proposed by: Manawatū District Council

Supported by: LGNZ Zone 3

Why is this remit important?

Timeframes to strengthen or demolish earthquake prone buildings (EPBs) range from 50 years in low earthquake risk zones in New Zealand to 7.5 years in high-risk zones where councils have implemented Priority Thoroughfares. As the clock has been ticking for a while, that 7.5 years is already down to less than 5 years. These building owners have been issued notices under the Building Act to strengthen or demolish by a certain date.

While some strengthening has, and is taking place, it is clear that many EPBs will not be strengthened or redeveloped within the required short timeframes. These communities face the prospect of vacant sites, and worse still, abandoned buildings.

In many cases these EPBs have stood through many earthquakes for 70 – 140 years and they have considerable heritage value, but not necessarily with any real heritage protection, and they add positively to the character and aesthetic quality of towns and cities.

EPB owners have major concerns about what will happen in March 2028 when their 7.5 years is up, and other dates in other communities. In many cases they either can't afford to strengthen in the timeframe, or it is not currently financially viable to do so in the current commercial real estate marketplace. There are many cases where the property value is Land Value only, or Land Value less the cost of demolition. The buildings currently provide no added value to the value of the land.

This remit aims to address the timeframes of Priority Thoroughfares in particular, which were imposed as policy by councils, and which triggered the issuing of Building Act notices to strengthen or demolish by a certain date. The issuing of these notices seems to be more difficult to change than amending Priority Thoroughfare policies.

Manawatū District Council is concerned that town and city centres may be destroyed by legislative and policy decisions, rather than by an actual earthquake.

Background and Context

Some towns and cities with low commercial rents and low commercial property values are struggling with the financial viability and affordability of either earthquake strengthening or redeveloping within the short timeframes. These towns and cities have lower pedestrian counts, and therefore earthquakes are of lower risk to human life than in larger cities with higher rents and values, and where both strengthening and redeveloping is more viable.

The legislation gave no criteria in terms of pedestrian or traffic count for Priority Thoroughfares. It was left for councils to decide, and some councils implemented Priority Thoroughfares and some with similar town centres did not. Communities have building owners who are prepared to make progress with strengthening if a longer timeframe existed but are not prepared to commence strengthening knowing that they can't complete all of the work required within the short timeframe required. This is an unforeseen consequence of the short timeframes of the legislation and Priority Thoroughfare policies. Instead of the buildings becoming safer over time, the short timeframe has meant that no safety improvements are taking place in many cases.

An example of this is a prominent two-storey Hotel in Feilding, being a reasonably large Edwardian building built using unreinforced masonry, as are many of Feilding's EPBs. This is a most attractive building voted by the Manawatū community to be their favourite Feilding town centre building. The rent is circa \$70,000 P/A, and the cost to strengthen is circa \$2,000,000 with likely another \$2,000,000 required for renovation. The current use and rental doesn't justify the investment within 5 years. Another use or uses will be required to justify the investment and this will likely happen in the future, but such changes take time.

This remit hopes that compromise solutions, that remove the risk to human life in a timely manner, but in affordable and viable ways will be explored, such as extending the timeframe for strengthening lower-risk parts of buildings. The proposing council recognises that a range of options may be appropriate – including legislative and policy options – and so is keen that these are looked at.

Manawatū District Council has done a lot to help get EPBs strengthened. It has organised subsidised engineering reports through Heritage Equip, held seminars, sought advice, found a strengthening company that offers a fixed price package deal at a good price and without the need for occupants to vacate the building. Along with a few other councils Manawatū District Council has achieved a change in the regulations that lifted the financial threshold for relatively minor work before the full provisions of the Building Act are triggered. It has advocated to MPs from all political parties.

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

LGNZ is not currently actively working on this issue but has done work around EPB legislative and policy settings in the past. LGNZ has access to political parties, central government officials and other national stakeholder organisations that could help local government to make progress on this issue.

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

Several members of Manawatū District Council will assist in any way possible (including participating in working groups, providing case studies and practical examples and experience when engaging with political parties) and will continue with their own efforts and share any useful information.

Is the remit relevant to local government as a whole?

The problem of EPBs affects many councils and communities throughout New Zealand, and particularly those in high- and medium-risk earthquake zones. With less than five years to go for some councils, there is an urgent need to find a compromise solution.

Is the remit of a major policy nature?

Yes

// 10

KiwiSaver contributions for elected members

Remit: *That LGNZ ask the Government to amend the law to enable councils to make contributions to an elected members' KiwiSaver scheme.*

Proposed by: Hamilton City Council & promoted by CBEC

Supported by: Queenstown Lakes District Council, Palmerston North City Council, New Plymouth District Council, Kāpiti Coast District Council. Far North District Council

Why is this remit important?

Currently, elected members are treated as independent contractors, with no entitlement to employer KiwiSaver contributions, or KiwiSaver deductions. This could be viewed as a disadvantage and a barrier to people standing for election, as the loss in KiwiSaver employer contributions can be in the tens of thousands by the time someone retires from public politics. This leaves elected members without employer contribution support for their retirements, which is provided to most other New Zealanders.

Background and Context

Currently, elected members are considered independent contractors, rather than employees of Council. As such, they are expected to set aside their own KiwiSaver contributions and do not receive any employer contribution.

Members of Parliament became eligible for KiwiSaver, but local government elected members are not. The Remuneration Authority Report on Members of Parliament Remuneration (July 2021) states 'MPs elected after 1992 are entitled to a superannuation subsidy contribution. The scheme can be KiwiSaver or registered retirement savings...'

Hamilton City Council is advocating for changes to the Employment Relations Act 2002 to allow KiwiSaver deductions to be taken from elected members' remuneration, and for employer contributions to be allocated.

The topic of elected member remuneration has been addressed in the draft report *He mata whāriki, he matawhanui*, prepared as part of the Review into the Future for Local Government, resulting in the key recommendations 17 and 18 as set out below:

- 17 - That central and local government, in conjunction with the Remuneration Authority, review the criteria for setting elected member remuneration to recognise the increasing complexity of the role and enable a more diverse range of people to consider standing for election.
- 18 - That local government develops a mandatory professional development and support programme for elected members; and local and central government develop a

shared executive professional development and secondment programme to achieve greater integration across the two sectors.

Hamilton City Council strongly believe that as a sector we should continue to advocate for changes to remuneration (such as those outlined above) to ensure local governance roles remain attractive.

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

This proposed remit aligns with LGNZ’s strategy and policy priorities, including its vision that New Zealand is the most active and inclusive local democracy in the world, and its goal that more people value and participate in local government.

While the issue of KiwiSaver deductions and employer contributions has been highlighted in various submissions LGNZ has made in the past, there has been no official communication to the Minister of Local Government about the implications of elected members not being eligible for KiwiSaver deductions or employer contributions from councils.

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

Hamilton City Council will continue to advocate for these changes.

Is the remit relevant to local government as a whole?

Yes.

Is the remit of a major policy nature?

Yes: remuneration is a critical factor that citizens consider when deciding to stand or not for election.

// 11

Audit NZ Fees

Remit: *That LGNZ calls on central government to take action to reduce council audit fees by:*

- *revisiting the scope and requirements of reporting and auditing on councils*
- *conducting a review on the practice of audit in councils and work on best practice guidance to streamline this process*

This review should examine whether the reporting and audit requirements of councils are consistent with the level of reporting and audit that is required of other public entities.

Proposed by: Whanganui District Council

Supported by: New Plymouth District Council, Horizons Regional Council, Palmerston North City Council, Stratford District Council, Selwyn District Council

Why is this remit important?

While reporting and audit requirements are important for transparency and accountability, the scope of them are constantly inflating as council work programmes and rates intakes increase over time. These costs are then passed back to the ratepayer during a cost-of-living crisis and with food and housing insecurity steadily increasing. The scale and content of reporting and auditing needs to be reviewed to ensure that they are being conducted efficiently, relate to information that is relevant to the community and to council fulfilling its statutory duties, and is not overly onerous on under-resourced councils.

Background and Context

Local authorities have significant reporting requirements under the Local Government Act 2002 (LGA). These include annual reports, which review financial and service performance for the preceding financial year, and Council-Controlled Organisation (CCO) reports, and audits of Long-Term Plans and Long-Term Plan amendments. In the interests of transparency and accuracy, these reports are required to be audited under the LGA.

The Auditor General is the auditor of all public entities and they determine who will audit specific organisations. Council audits are conducted by Audit New Zealand. We understand that some councils' CCOs have permission to seek other audit providers, but for the vast majority of councils Audit New Zealand is the only allowable provider.

Councils are legally required to conduct an audit but do not have the ability to choose between multiple organisations to conduct it, which prevents competition on cost. Further, there are barriers to the timing and efficiency of the annual audit due to only being able to use one provider. While Whanganui District Council (Council) agrees that the audit is a critical function that provides assurance on information contained within our reports, it questions whether the financial and staffing costs of audits are now exceeding the benefit provided to our communities.

Reporting and auditing are a key part of local democracy. Reporting is a necessary factor for transparency and accountability both to central government and to the communities that councils

serve. Audits ensure that the information being reported is full, accurate, and meets all its requirements under legislation.

Whanganui District Council is also aware of the technical difficulty of conducting audits. Even when conducted by organisations with extensive experience, auditing council financial reports involves working through a significant amount of financial information and highly technical analysis and close familiarity with the accounting standards financial reports are held to.

The amount of work needed to complete an audit also increases over time in line with the amount and complexity of information going into council reports. Councils have increasing expenditure and increasing workloads over time, both internally as a result of work undertaken on behalf of their communities, and externally as outside pressures such as economic conditions, legislation and pressing issues like housing require more direct local investment and management.

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

This is an issue for the entire sector, with many councils expressing concern over the extent of fees required for obligatory audits of our reporting. It aligns with responsiveness to the needs of local government by taking action on a mandatory cost that local government bodies have no control over.

Advocacy on this issue aligns with LGNZ's commitment to localism and championing local voice on issues that are having significant impact at the local level.

LGNZ is aware of members' concerns about audit fees and has been having a number of conversations with Audit New Zealand, the Minister and central government officials. However, this remit would add further weight to the importance of the issue.

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

Whanganui District Council will submit on consultations run by either central government or LGNZ.

Is the remit relevant to local government as a whole?

Yes: all councils are currently required to pay audit fees.

Is the remit of a major policy nature?

Yes.



PRESIDENT & VICE PRESIDENT CANDIDATE INFORMATION

President

Mayor Sam Broughton – Selwyn District Council

Tēnā koutou | Tuhia ki te rangi | Tuhia ki te whenua | Tuhia ki te ngākau ō ngā tangata | Ko te mea nui | Ko te aroha | Tihei mauri ora! - Write it in the Sky | Write it in the Land | Write it in the Hearts of all People | The greatest thing is Love | Behold there is life!

I love Aotearoa New Zealand and am fortunate to have been born into a family that had me grow up and now reside in Selwyn. I am husband to Liz and father to Elliott and together we live in Darfield, a town of about 3500 people half an hour west of Christchurch on SH73. I am grateful to my community who have repeatedly supported me to be their Mayor through the last 7 years following two terms as councillor, and to my council and colleagues around the country who supported me as Chair of Zone 5, Chair of the Canterbury Mayoral Forum, to be the current Vice President of LGNZ (since December 2022) and who endorse me standing for the President's election now.

I love the people on our newly elected National Council and am excited by the opportunity to act as President as we work together to serve, encourage and improve Local Government for New Zealand. I believe in making decisions for future generations and in combatting short termism and I'm super proud of what councils across the country do for our communities day in and day out.

We all know there are a number of head winds blowing from the climate crisis to sustainable funding, to Central Government growing an ever-larger magnet to draw all things to the centre. Each council is unique and yet each council has so much in common. It is this diversity and commonality that I believe is our greatest strength. We need to be able to understand and acknowledge the divisions that grew between people, families, communities and Councils over the past 3 years so that we can heal and repair, grow and thrive.

I like bringing people together, encouraging participation, connecting the various nuances of tasks and problems, making decisions and cracking on with delivering. We get the best outcomes when we work together. I believe that tomorrow can be better than today, however we will only achieve betterment if we work collaboratively to advance the opportunities that lay before us.

As your president I will visit, listen, advocate and advance the matters we agree are important. I will also be a leader who challenges, expects, and encourages growth amongst our members as we shape LGNZ and support Councils and Boards to collectively do our best for New Zealand. Please message, call, email or otherwise contact me if you'd like to chat about this or the Blackcaps.

Thank you for reading this and I would appreciate your vote of support at the AGM.



President

Mayor Dan Gordon – Waimakariri District Council

With the full support of my Council, I am standing for LGNZ President because as the only organisation representing the views of local government it is vital that LGNZ is united and effective.

To be this, it needs to regain the trust of its membership. LGNZ represents us and must reflect our views.

If elected, my priority would be to ascertain your views on significant issues before National Council makes any commitments.

Although National Council must govern, it is a mistake to do so without informing itself of membership views. First and foremost, LGNZ is a membership organisation.

My record shows that I am prepared to stand up for the things that matter.

I helped set up Communities 4 Local Democracy – a 3 Waters advocacy group born out of frustration that LGNZ signed an agreement with the Government that affected our ability to engage and shape this reform. It did this without obtaining a mandate from members. This must never happen again.

There is benefit in being connected to Wellington, but you need to avoid ‘capture by the Crown’.

I will ensure that LGNZ stays close to its members and concentrates on advocating for your interests. Standing constructively for your principles builds respect. Consequently, I am seeking your support to bring LGNZ back to its core role.

I am a candidate for change. I will build strong relationships across the political spectrum and work hard to re-unite the sector. LGNZ needs to regain trust and show that we can make a difference.

We are stronger as a united voice. This is why I sought election as the Zone 5 Representative to National Council and am standing for President.

LGNZ should be an advocate, thought leader and partner of communities. We need to use local knowledge and expertise to solve the problems facing the country rather than being a delivery mechanism for unfunded Wellington-led decision making.

I was born and bred in Canterbury. I studied law and art history at Canterbury University. It was there that I became politically active and rose through the ranks of a youth political organisation, becoming the New Zealand President. In 2001 I helped run a successful Mayoral Campaign and in 2002 I stood for Parliament.

Those leadership experiences grew my interest in local government as being where you can make a real difference. I have since worked in and around politics and pride myself on being open-minded and able to work across the political spectrum.

I was elected to the Waimakariri District Council in 2004 at 28 years old and am now in my 7th term on Council. I bring the best of both worlds – youth and experience – and was recently re-elected Mayor of Waimakariri.



I would be honoured to be elected as your President, and I would work hard to represent your views, be accessible and available to you, and ensure we are an effective group that stands for localism, the importance of local decision making, and provides real value for members.



President

Mayor Neil Holdom – New Plymouth District Council

Dear colleagues and peers,

Right now, both as a sector and membership organisation, we are shrinking. Our communities need us to grow.

Speaking to our peers it is clear that to achieve growth, the status quo must change.

United, we are a force to be reckoned with. But to reach our potential we have to be focused, more credible, more professional and be the champion of subsidiarity in the face of growing centralisation.

By concentrating our efforts on key objectives we can agree on, we will be far more likely to achieve our goals. One of those goals must be reengaging with councils who have left LGNZ or are considering leaving to earn back their trust and demonstrate the value of our collective.

We have the ability to get ahead of Wellington, focusing on what we do well in our various sectors and driving our agenda in areas where we have strong agreement like transport, climate resilience, environmental science, economic development, spatial planning, housing and placemaking.

Where we don't agree, we should objectively quantify, document and communicate the diversity of views our sector holds and the drivers behind those views clearly to demonstrate credibility and transparency.

LGNZ needs to become a more cohesive, strategic and independent voice. To do that we have to rebuild trust with our membership and credibility across the political spectrum. It's clear our new national council is ready for change and I would like to be a part of that change.

There are three strategic objectives that will amplify our impact:

Connect:

- Connect members and key partners through high quality engagements building relationships, knowledge and influence
- Implement relationship management strategies for all political parties, key crown entities, DPMC, Treasury, DIA, Waka Kotahi, MBIE, Tourism, Art Culture Heritage, Police, MSD and our iwi chairs...
- Increased collaboration and standardisation of systems and processes across councils with a focus on being easy to do business with.

Perform:

- Benchmarking our organisations to identify best practice and share knowledge
- Lift governance standards and drive management accountability
- Commit to collective design and procurement strategies and shared standards to deliver efficiencies
- Focus on lifting asset management maturity and transparency through collaboration
- Streamline LGNZ's Governance model.



Influence:

- Drive our vision for the future of local government to grow the level of local decision making and lift our share of public expenditure
- Clear strategic plan, endorsed by membership, aligned with Taituara
- A respected contributor to balanced, data-driven, quality policy
- Become a trusted, credible, proactive partner, independent and apolitical
- Focus on standardising relationships with government to increase collaboration, investment and efficiency.

I'm committed to doing my share of the heavy lifting as you've seen with my work in 3W and Transport.

I've worked to build positive relationships with all political parties, key ministers and opposition spokespeople and government agencies with a view to being a constructive and credible contributor.

Let's focus on the areas where we can agree and make a difference while also accepting we won't agree on everything.

Yours sincerely

Neil Holdom



Vice President

Mayor Campbell Barry – Lower Hutt

Tēnā koutou,

It is a real privilege to stand for Vice-President of LGNZ. To tell you a bit about myself; I'm in my second term as Mayor of Lower Hutt and have served on the council since 2010. I am in the unique position of being one of the youngest elected members around the table, but at the same time 'the old hand' as the longest serving member!

I grew up in Wainuiomata, and that's where my wife Laura and I currently live with our array of dogs, cats, sheep, chickens and alpacas. I completed a Bachelor of Arts at Victoria University, and have had a range of public and private sector roles while serving in local government over the past 13 years. I'm also an active rugby referee and play club cricket.

I'm currently on LGNZ's National Council as the Zone 4 representative. As a first time National Council member, I have prioritised helping build a stronger relationship between councils within Zone 4 and LGNZ.

As an urban Mayor, I've made a conscious effort to get out to our rural and provincial areas to better understand the different types of issues councils across the zone face, so I can be an effective advocate for everyone on National Council. This is an approach I would continue if elected as your Vice President.

As you know, local government is going through change and uncertainty like never before. I see the next five years as critical in deciding what the next 30-50 years will look like for us. This is on top of the significant pressure councils across New Zealand already face on a day-to-day basis.

This context makes the role of LGNZ more important than ever.

While we won't always have complete unity on issues across our membership (and nor should we), it's vital that National Council is well connected to its members, so we can understand all views, work constructively, and ultimately be moving forward together.

I also see one of the key parts of the Vice President role as one of support for the President.

We have three strong candidates for the presidency, and I've had the pleasure of working constructively on a range of issues with all of them. I'm confident this would continue in any President/Vice President combination if I am elected.

To finish up, I thought I'd share with you a bit about my style.

My mum taught me at a pretty young age that we have two ears, and one mouth, so that we can listen twice as much as we speak!



Being a good active listener has served me well in life, as an elected member, and it's how you can expect I will engage and represent our membership if elected as Vice President. If you would like to know more about me or have any questions, please don't hesitate to get in touch with me direct.

Thank you for considering my nomination — I respectfully ask for your support.



Vice President

Mayor Paula Southgate – Hamilton City Council

Tena koutou. Greetings everyone.

I am pleased, and grateful, to have been nominated for the role of Vice President and seek your support to serve you in this role. Local government is vital to the wellbeing of communities, big and small, across New Zealand. We are closer to our communities than Central Government and bring a collective wealth of knowledge.

We are in uncertain and fast-changing times, and the pressures on us are bigger than ever. The issues we share across the country (in a variety of different ways) can be complex and the future cost burdens are significant. Despite this, Central Government needs all parts of our nation to play their part in helping all people and the economy thrive. This means enabling all voices to be heard.

I see the primary role of the Vice President as supporting the President in their leadership of the Sector and sharing in the heavy workload as appropriate.

This includes:

- Working closely with the President and staff to provide strong and respected communication and advocacy to Central Government and Industry
- Supporting the President and staff to communicate with, and hear from, the wider membership of Local Government in timely and appropriate way
- Supporting other Elected Members to have their needs met as required
- Gathering feedback and informing the strategic approaches of LGNZ as appropriate
- Supporting the President at a personal level to provide sustainable and quality leadership.

I was first elected in 2001 to Waikato Regional Council. Over 15 years I held a number of portfolio leads in the Environment, Transport, Biosecurity and Policy before becoming overall Chair. In these years I was also a fully accredited Hearings Commissioner (Chair Level). I sat on or chaired resource consent hearings plus significant plan changes.

This enabled me to develop knowledge and experience across a wide variety of legislation, policies and strategies.

I then was elected to Hamilton City Council and became Mayor in 2019 after 3 years as Chair as Community.

In my time in Local Government, I have sat on a number of advisory groups that included Policy and Strategy, Governance and LGNZ Conference.

I feel privileged to have had this broad experience and feel that enables me to support LGNZ and its President over the next 3 years.



With your support I offer an accessible, team approach focused on enabling your chosen President to deliver the best outcomes, creating a strong reputation and a strong, effective, leadership in Wellington and across the country.

I am passionate about New Zealand and Local Government and bring a people-focused lens to the work I do and will do.

Nga mihi, my thanks, Paula



REGISTER FOR THE LGNZ AGM – BULLER DISTRICT COUNCIL

Local Government New Zealand’s 35th Annual General Meeting will be held at 2.30pm on Wednesday 26 July 2023 at Te Pae in Christchurch.

Who can attend?

All local authorities who are full financial members of LGNZ as at 25 July 2023 are entitled to be represented at our AGM.

You can be represented by elected members and/or staff.

How many votes are you entitled to?

Under LGNZ’s constitution, Buller District Council is entitled to **3 votes** at the AGM. Your number of votes is determined by your membership fee.

How many delegates can you have?

Buller District Council can be represented by up to **3 delegates**. This number is determined by your population.

You need to appoint one presiding delegate who votes on your behalf with express authority (by way of delegation) on how to exercise your Council votes during the AGM. If your presiding delegate is absent from the AGM for any reason, another delegate may vote on your behalf, as indicated by selecting the box below.

Observers, who have no speaking or voting rights, can also attend the AGM. They sit in a designated observer area rather than with your delegation.

All delegates and observers must be registered by 5pm on Friday 30 June 2023. Please complete their details below and return this form to agm@lgnz.co.nz



Registration

Delegates

Presiding delegate's name: Click or tap here to enter text.

Other delegate's name: Click or tap here to enter text. Alternate presiding delegate?

Other delegates' name: Click or tap here to enter text. Alternate presiding delegate?

Observers

Observer's name: Click or tap here to enter text.

Observer's name Click or tap here to enter text.

Observer's name: Click or tap here to enter text.

Authorisation

Mayor Cleine: Click or tap here to enter text.

Esignature:

Rachel Townrow: Click or tap here to enter text.

Esignature:

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 11

Prepared by - Shelley Jope
- Team Leader Customer Services

Reviewed by - Krissy Trigg
- Group Manager Community Services

Appendices - 1 Customer Satisfaction Research Report 2023

CUSTOMER AND STAKEHOLDER SATISFACTION SURVEY RESULTS

1. REPORT SUMMARY

Results from the Customer Satisfaction Survey carried out in March 2023, have now been reported back to Council. This report summarises the key findings from the surveys and outlines the steps that will be taken in response to the results. A copy of the full report from Research First is attached to this report.

2. DRAFT RECOMMENDATION

That Council receive this report for information

3. ISSUES AND DISCUSSION

3.1 Background

In 2019, Council commissioned Nexus Planning and Research, and in 2021 commissioned Research First, to undertake a Customer Satisfaction Survey to provide an understanding of how customers, (our residents and visitors to the district) view its performance. This survey is used to highlight any issues or opportunities which Council may wish to address or investigate further in relation to its delivery of customer service, its timeframes and platforms used to communicate.

Council is committed to repeating the survey every two years to gauge its performance and engaged Research First to do so again in 2023 as their adherence to timeframes, reporting requirements and costing was achieved in 2021. Council kept the survey open to anyone who wished to complete it, noting the straight-forward metric - to quantify satisfaction with Council, and this was qualified by open-ended feedback on areas of strength and opportunity for Council.

This work was driven to establish that positive changes have been continuing across all of Council.

3.2 Customer Satisfaction Survey

The purpose of this follow-up research was to have clear indications as to whether Council had retained a steady public perception of Council as a whole. The feedback would again be used to formally identify its strengths and opportunities.

The survey was available for completion by anyone who wished to, either online or in hard copy. A variety of media were used to promote the availability of the survey and encourage participation. An invitation to complete the survey, along with a hardcopy of the survey appeared in the March 2023 issue of *Connect*.

Due to the lack of public interactions in 2021 versus the significant staffing resources to hold 'sofa sessions', Council chose to promote the survey with other engagement strategies.. To replace this element, Council developed a communication strategy to have selected Council staff as the 'face' of the survey. Social media was used for this, and positive comments were received on the change in approach.

Although some of the questions from the 2021 survey were repeated in whole, some variations were added in 2023 to gather responses on improvements made based directly on feedback from the previous survey, including the substantial upgrades to the Council website and to gauge if the variety of communication platforms we utilize were effective.

Identifying gender was not asked as a profile question this year as it was deemed non-essential statistical information.

The figures across all age brackets are in line with the previous survey results.

Age Group	2023 %	2021 %	2019
65+	30%	30%	(60 +) 23%
46-65	40%	37%	(50-59) 25%
36-45	13%	18%	(30-49) 46%
26-35	16%	11%	
16-25	2%	3%	(15 – 29) 6%
15 and under	Nil	1%	Nil
Total	244	409	385
Online	209	253	315
Hard Copy	35	156	

Research First has acknowledged that the smaller sample size in 2023 compared to 2021 and 2019 does increase the margin of error. However, they indicate that the sample size of 244 is still adequate for making reasonably confident inferences

about the population and to be assured of the significance of differences between years.

It was very disappointing to subsequently be advised by Research First that during the course of the four-week survey period, some submitters had chosen to 'spam' the survey by submitting multiple online responses. Council was made aware of this at the completion of the survey.

Initially, 708 responses were recorded however, 499 of these were ineligible therefore deleted, leaving a total of 209 eligible online responses. Staff have had considerable communication with Research First to understand how this could have occurred and how it can be prevented should the same survey techniques be used in future.

The open survey link Council agreed to allowed for cost-effective data collection and reaching a wider audience which was crucial for the success of the research but also meant that no security mechanisms were in place. This meant it could be susceptible to individuals who may access and submit multiple response with the intention to distort the data or increase their chances of winning and incentive prizes. This issue had not occurred in any previous Customer Satisfaction Surveys.

Research First have provided staff with some suggested alternative research methods which may prevent multiple ineligible responses making it through the collection process. These would be at an increased cost for the survey.

Research First have taken Council's concerns and feedback seriously and have since provided a good faith reimbursement payment of \$1,500.

3.3 Key Findings:

- The satisfaction with customer service amongst promoters (those rating their customer service experience with Council at between 7-10 out of 10) had a decrease of 18% to 71% (2021=89%) (2019= 59%). This identifies those who are satisfied or very satisfied with the customer service they received.

It is important to note that it would have been virtually impossible to improve 5% (or at all) to reach 94% on the 89% rating from the previous survey. In 2023, the proportion of customers classified as detractors (rating Council customer service as 0-6 out of 10) sat at 29% (2019, 42%) (2021, 11%). This in a significant increase in the percentage of detractors from 2021 but is still significantly lower than in 2019.

- The majority respondents who felt their matter was dealt with within an acceptable time frame decrease by 26% to 61% (2021=87%) (2019=66%).
- Respondents were asked whether they are satisfied with communication from Council. This was broken down into two parts; (a) the level of information received and (b) that Council consults on important issues. Results received from respondents who are satisfied with the level of information received and

consultation (recorded as being between 7-10 out of 10) were a=52% and b=42%. (2021 a=82%, b=70%).

While some respondents do not feel they are communicated with, they have also shown a preference for direct communication as opposed to media and other mass communication channels. It is difficult for Council to communicate with people who do not wish to use all of the available channels. However, these results highlight there is room for Council to improve.

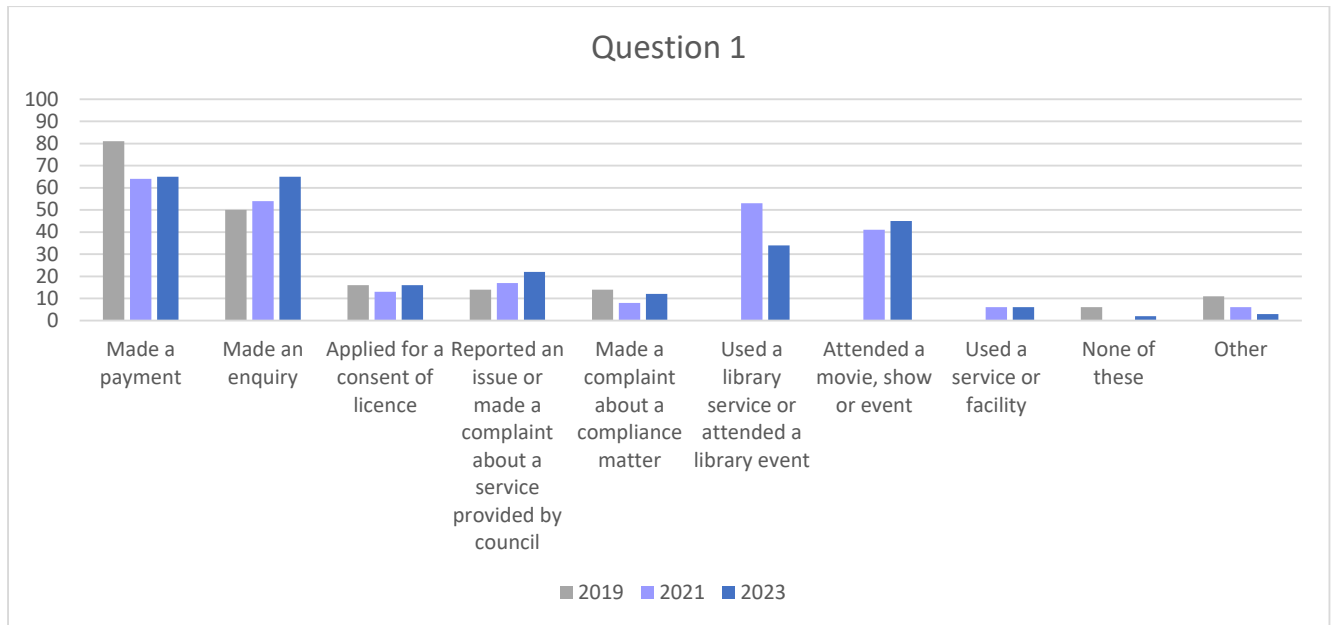
- Of the respondents providing negative feedback and suggestions for how Council could improve, the most common responses were desired improvements to communications/consultation (26%) (2021, 26%). 19% (2021, 21%) mentioned the need for more staff/good staff and 9% (2021,13%) commented on improvements to response/timeliness.
- To the question on which area in Buller do you live, the breakdown in responses were: Inangahua 25% (2021=15%), Seddon 11% (2021= 9%), Westport 58% (2021=67%) and not a Buller resident 6% (2021=8%).
- In response to asking what Council does well, the two highest rating specific responses were: friendly/helpful/good/great staff at 39% (2021, 52%) and good customer service at 16% (2021, 24%). 43% specifically mention the staff in a positive light.
- A key aspect of the 2023 survey was to gauge the success of upgrades made to the Council website as it was indicated very clearly through the 2021 survey that this was needed and wanted by residents and users. 60% of the respondents stated they had visited the upgraded website and 82% agreed that they found it easy to navigate.
- The 2023 survey results indicated that telephone was the preferred means of communication at 34% (2021, 31%), followed by letter/regular post 33%. The next two preferred options were by website 27%, and email 26%.

Social media was the least preferred medium for those above 46 years of age, whereas 50% of residents aged 16 to 35 preferred contact through the website. Inangahua residents had relatively more preference for traditional channels of communication – letter, telephone, in-person.

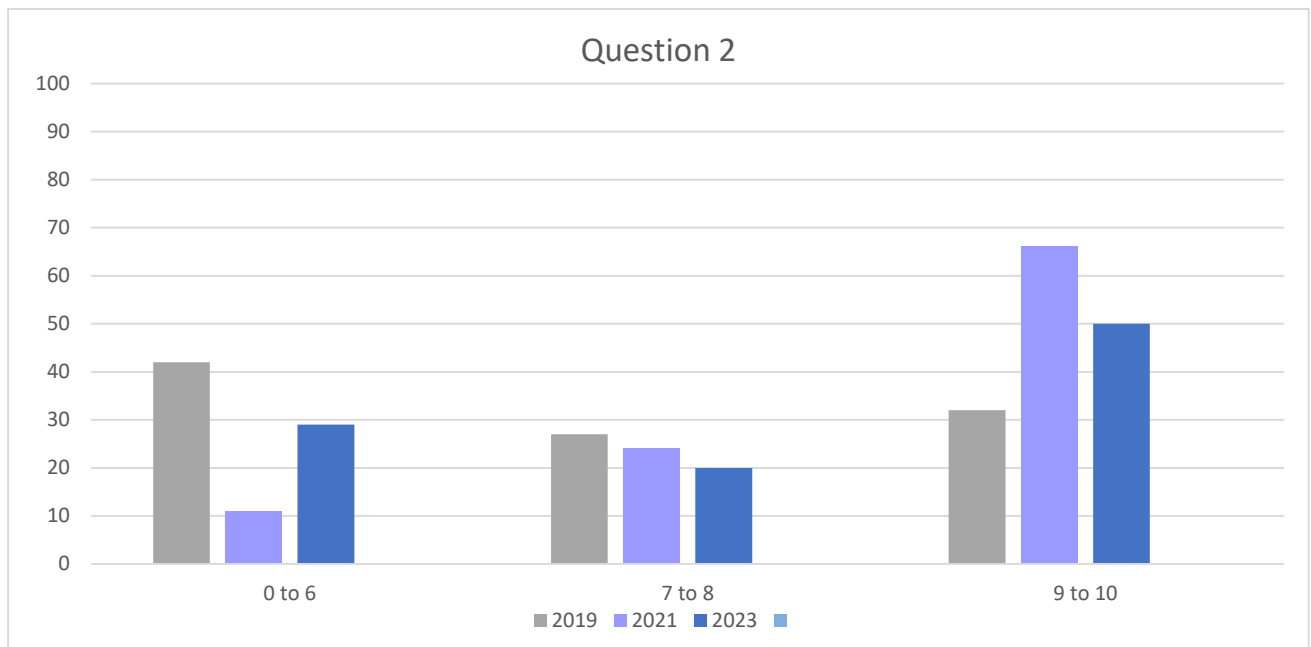
- Responses showed that 79% of respondents received the quarterly Council “Connect” newsletter and 80% of those who received the newsletter, read it.
- The leading focus for Council, post these survey results, is to significantly improve how it engages and improves customer satisfaction and service with residents.

The responses to each survey question are shown in the graphs below with comparisons where applicable between the 2019 and 2021 surveys:

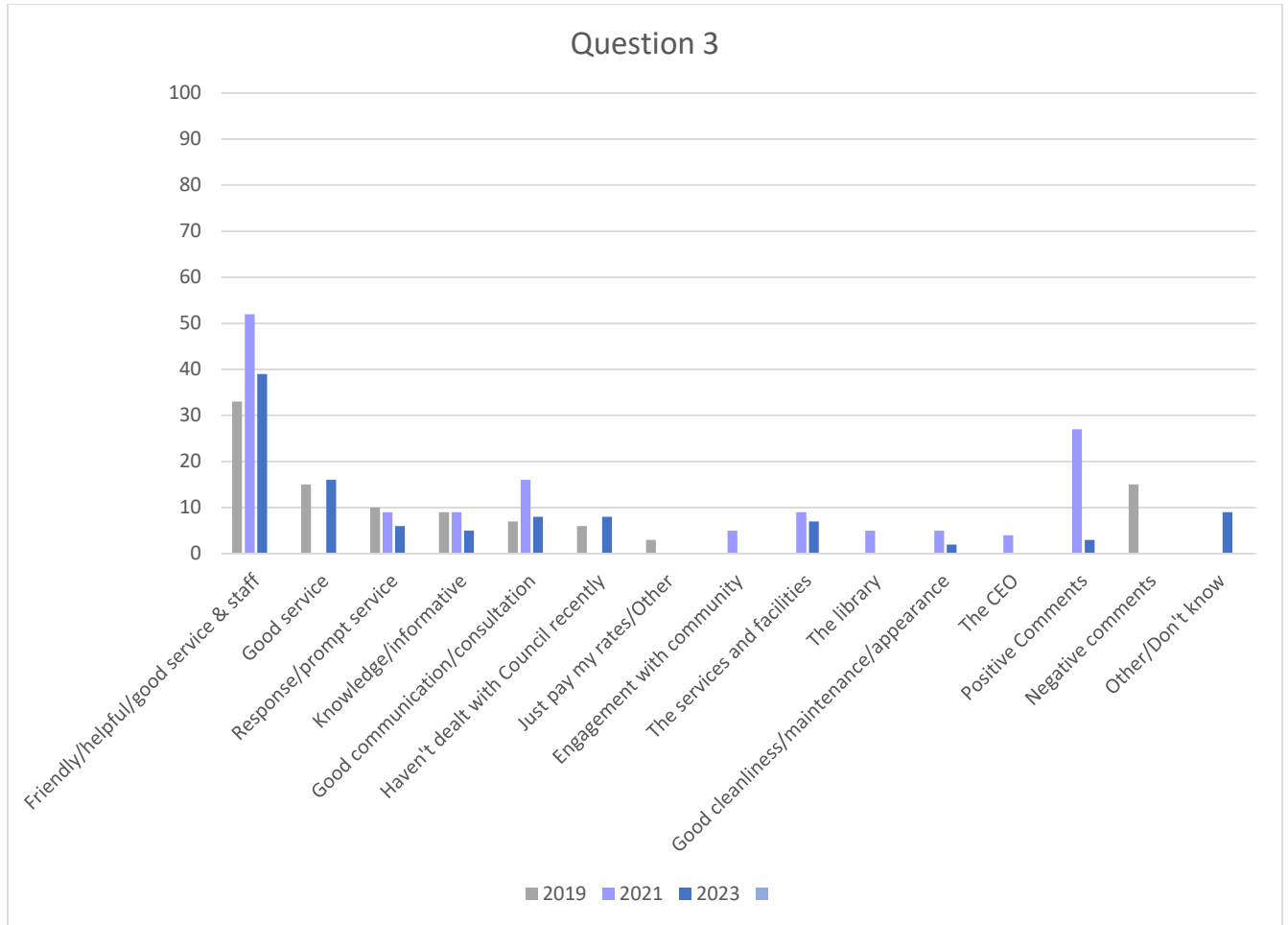
Question 1: *In the last 12 months, which, if any, of the following have you done with Buller District Council?*



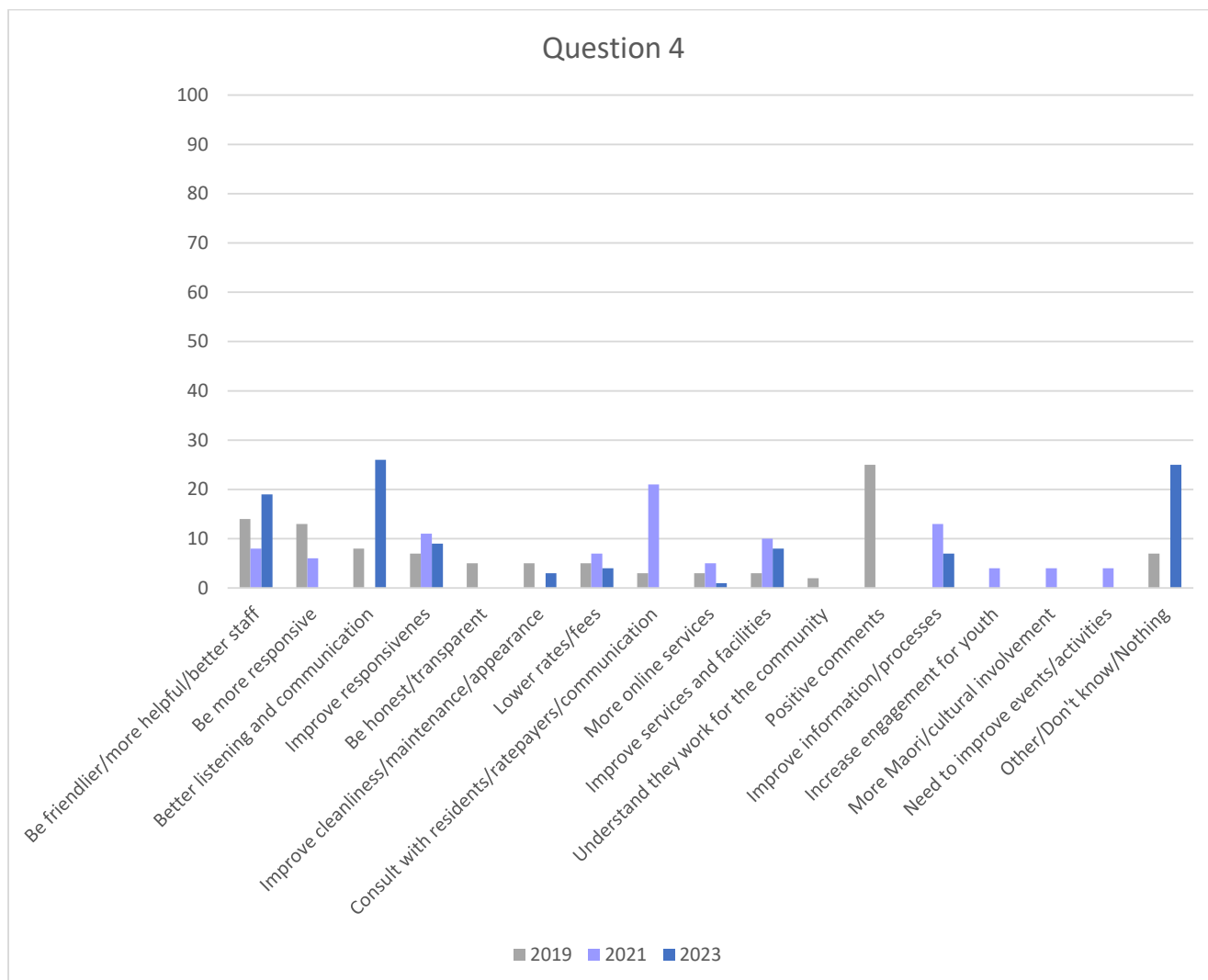
Question 2: *How would you rate the customer service you receive from Buller District Council? 0-10*



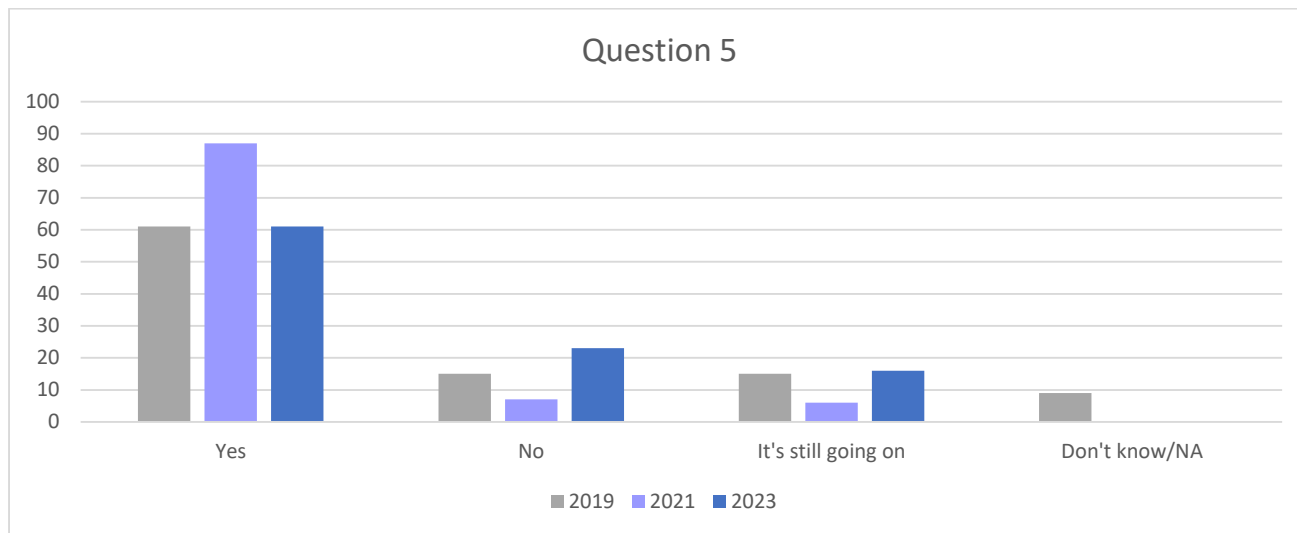
Question 3: Based on your experiences of customer service from Council, what would you say Council does well?



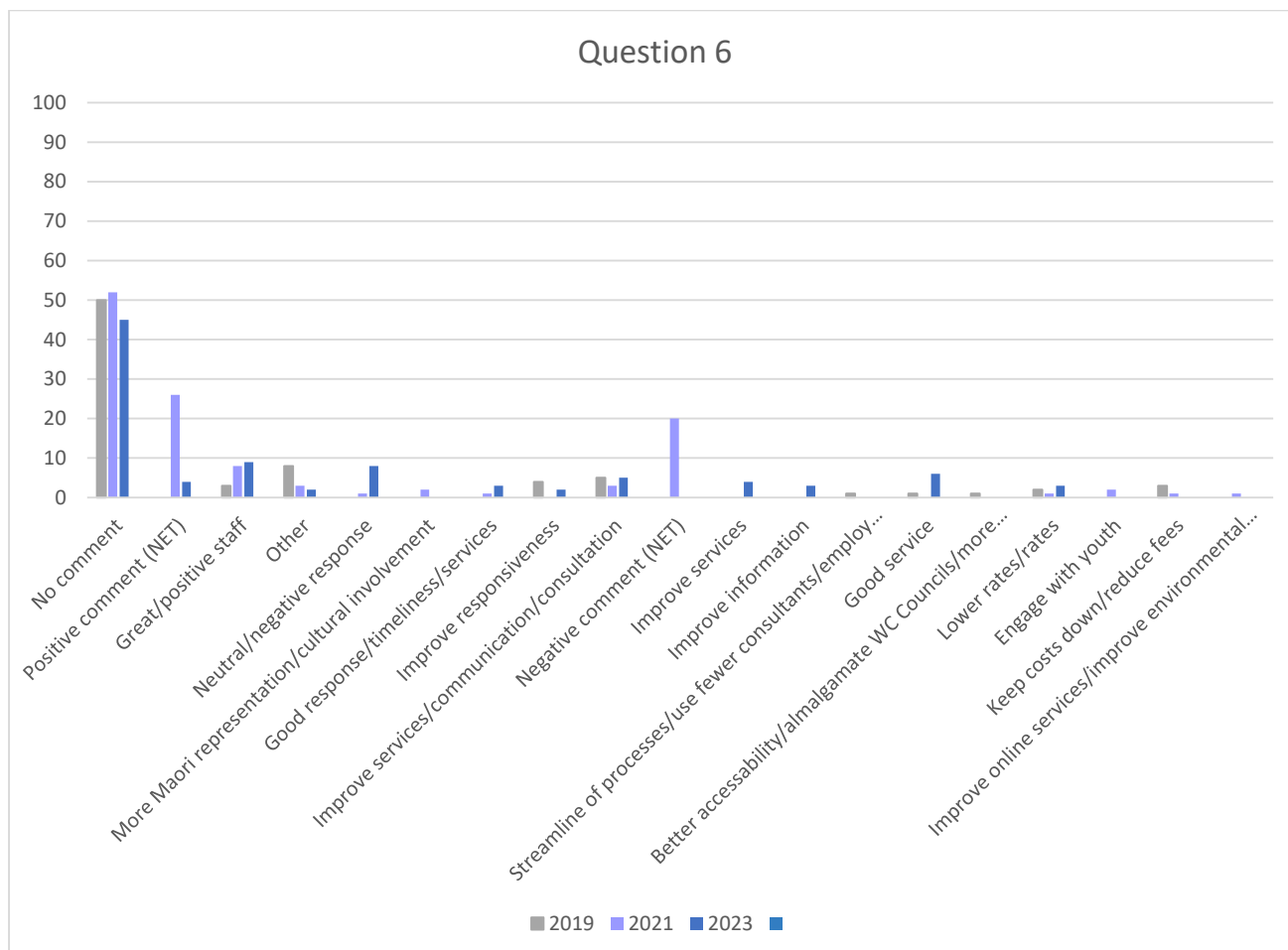
Question 4: What could Council do to improve Customer Service?



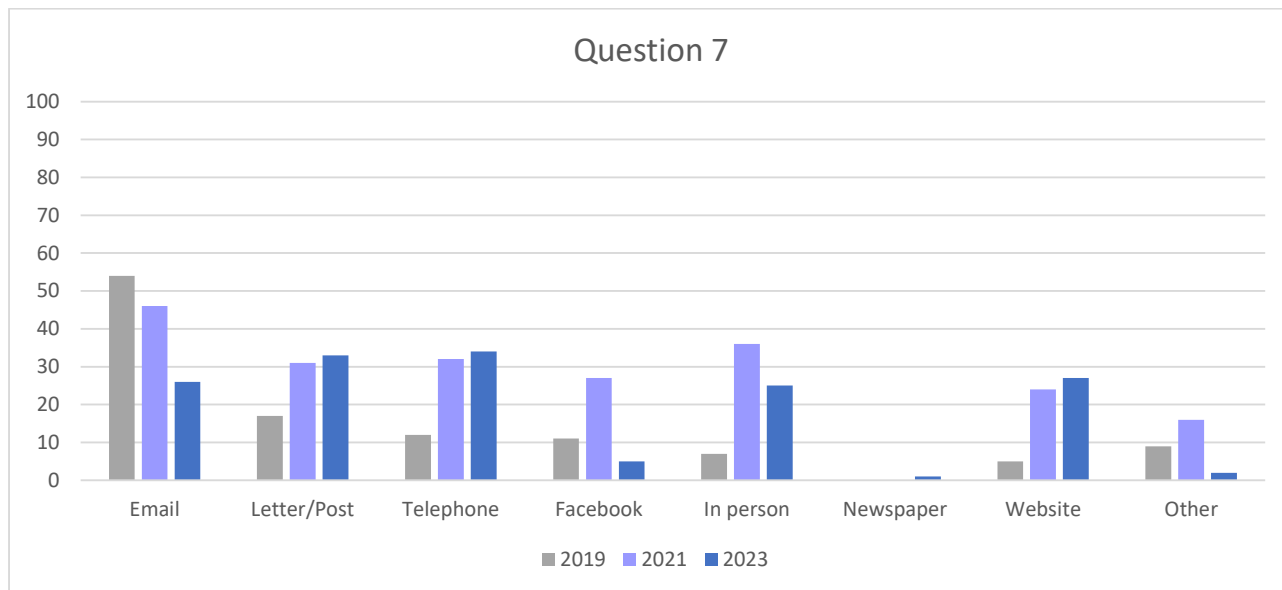
Question 5: Did you feel that your matter was dealt with in an acceptable timeframe?



Question 6: Do you have any other comments/feedback/suggestions?



Question 7: What is the best way for Council to communicate with you?



3.4 Next Steps

Council consistently acknowledges that there is a need, and desire, to improve communication and consultation with the community, especially on significant events and activities. Currently Council uses a wide range of media including print and digital media, radio, and direct communication to get the messages out as widely as possible. Staff and Councillors will play an important role through their interactions with the community.

There remains a positive shift within Council and its staff around the importance of clear communication to the community. Council continues to work with the Service Request system and with staff regarding the expectations surrounding the responsibilities to keep informants / complainants informed of progress around feedback / complaints received. It has been flagged by staff that our Service Request system may need a review and refresh which will be included in the consultation for the Long Term Plan (LTP).

Planning is in place for the consultation for the LTP later this year. There will be a significant emphasis on asking our community what it would like included in the next 10 years and how we can best improve on our service. There will be an important role to play for Councillors to encourage people to engage with the process so we can get a broad range of responses from across our district.

The Customer Satisfaction Survey continues to be repeated biannually, with the next survey due in 2025.

4. CONSIDERATIONS

4.1 Strategic Impact

Council works for, and provides services to, our community. We can achieve more when we work collaboratively with others who are working towards similar goals. Fostering and maintaining strong relationships with our stakeholders is crucial to these collaborative efforts.

If our customers (i.e. the community, we work for) are satisfied with what Council does and how we do it they are more likely to engage with us and as a result we are better enabled to meet their needs.

4.2 Significance Assessment

This is of low significance in accordance with our policy.

4.3 Values

The Buller District Council values are: One Team, Community Driven, We Care, Integrity and Future Focussed. This process aligns with these values.

4.4 Risk Analysis

The key risk is that having received this feedback, nothing is done about it.

If this happens a number of opportunities will be lost, public perception of and customer satisfaction with Council is likely to fall and we will be unlikely to get an improved response rate should the survey be repeated in 2025, as people will perceive there to be no value in completing it.

Communication is a key mitigation for this risk.

4.5 Policy/Legal Considerations

These actions support Council in achieving the vision, purpose, values and strategies set out in the Long Term Plan. In particular, they speak to the purpose of providing quality services to meet the current and future needs of our communities, and to providing responsive leadership and engaging with our communities to achieve positive economic, social, cultural and environmental outcomes. The survey complied with the Privacy Act 2020.

4.5 Tangata Whenua Considerations

No implications.

4.7 Views of Those Affected

Community members provided their views through the survey. The next steps are about demonstrating that Council has listened and is acting on the views and feedback received.

4.8 Costs

The survey cost was included in existing budgets as this is part of the CEO's KPI's. Staff time involved in this as an engagement / consultation activity came from existing budgets. Anyone who completed the survey was eligible to enter a draw for a grocery voucher, these were kindly donated by our local supermarkets, Fresh Choice Westport and New World Westport.

4.9 Benefits

Customers have taken the time to provide Council with extremely valuable feedback. This has identified areas of strength that can be built on, as well as opportunities for improvement.

By focusing on building on our strengths and taking the opportunities identified we have the potential to increase customer satisfaction perception of Council through providing excellent service, greatly improved communication and maintaining strong professional relationships. This in turn will enable stronger engagement and collaborative working opportunities.

4.10 Media/Publicity

It was always the intention that the key findings of the surveys be made publicly available, and it is anticipated that there will be public interest in them.



Buller District Council

HOW WELL IS THE COUNCIL PERFORMING?

Customer Satisfaction Survey | May 2023



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Disclaimer:


Research First Ltd notes that the views presented in the report do not necessarily represent the views of Buller District Council. In addition, the information in this report is accurate to the best of the knowledge and belief of Research First Ltd. While Research First Ltd has exercised all reasonable skill and care in the preparation of information in this report, Research First Ltd accepts no liability in contract, tort, or otherwise for any loss, damage, injury or expense, whether direct, indirect, or consequential, arising out of the provision of information in this report. Please note that due to rounding, some totals may not correspond with the sum of the separate figures.


Section 1

How do the residents rate the Buller District Council for their customer service?

Buller District Council conducted a survey with the residents who had interacted with them in the last twelve months to understand levels of satisfaction and to identify opportunities to improve its services and facilities. The survey was made available online and through hard copies between the 1st and 31st of March 2023. A total of 244 respondents participated in the survey this year. The findings of the research are summarised below.

<p>Seventy-one percent of the residents said that they were satisfied with the customer service received from the Council.</p>		
	<ul style="list-style-type: none"> • 71% were satisfied with the customer service. • 18% decrease from 2021 	<p>Results revealed that the types of interactions residents had with the Buller District Council (BDC) influenced the rating of their experience. Those who made a complaint or reported an issue about a Council service were found to be less satisfied (48%).</p>
	<ul style="list-style-type: none"> • 61% agreed their matter was dealt with in an acceptable timeframe. • Higher agreement (71%) amongst those who had applied for a consent or a licence. • Significantly lower agreement (39%) amongst those who had reported an issue/complaint. • 26% decrease from 2021. 	
	<ul style="list-style-type: none"> • 60% said that they visited Council’s upgraded website. • 82% agreed that they found the upgraded website easy to navigate. 	
	<ul style="list-style-type: none"> • 79% received the Council’s newsletter “Connect” and • 80% of residents who received the newsletter, read it. 	
	<ul style="list-style-type: none"> • 52% were satisfied with the level of information received. • 30% decrease from 2021. 	
	<ul style="list-style-type: none"> • 42% were satisfied that Council consults with them on important issues. • 28% decrease from 2021. 	

<p>Residents say that the staff who work for the Council or at Council facilities, are great.</p>		
	<ul style="list-style-type: none"> • 43% specifically mention the staff in a positive light. 	<p>“ Staff are personable, caring, solution-focused and willing to go the extra mile.”</p>

<p>However, there is room for improvement in the areas of communication/consultation.</p>		
	<ul style="list-style-type: none"> • 26% mention that communication/consultation methods can be improved 5% increase from 2021 	<p>“ Provide media updates not just through social media but through other means that actively engages the community members that are not on social media.”</p>

Section 2

What are the main interaction avenues used by the residents?

Interaction with the Council in the past 12 months

On average, respondents had 2.0 types of interactions with the Council over the past 12 months. The main interactions residents had with the Council were

- making a payment, an enquiry, or seeking information – this continue to be the major reason why residents interact with the Council (65 percent);
- attending a movie, show, or an event (45 percent); and
- using a library service or a library event (34 percent).

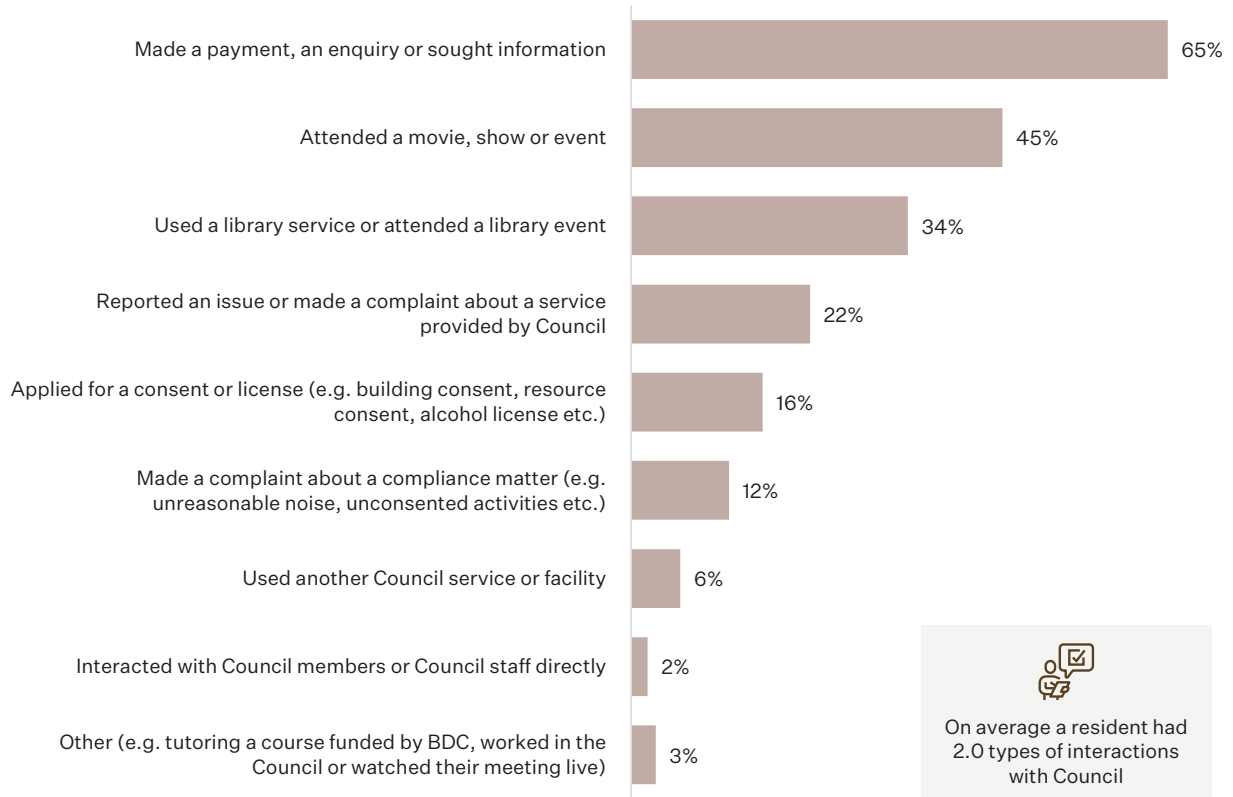
Interactions were found to vary across wards and age groups. The key differences noticed by demographics were:

- Residents located in the Inangahua Ward were significantly higher in interactions pertaining to making a payment or an enquiry, or seeking information (85 percent), compared to other wards.
- Residents aged 26 to 35 were more likely to have applied for a consent or a licence (34 percent), as compared to other age groups.

The type of interactions that the respondents have had with the Council was found to influence the customer experience and satisfaction ratings, as would be revealed in the following sections.

Also, worth noting is that over the years the residents continue to interact with the Council for the same reasons with no significant differences found in the type of interactions they had.

Figure 1: Interaction with the Council in past 12 months



Q. In the last 12 months, which, if any, of the following have you done with Buller District Council?
Base: All respondents excluding missing responses (n=243)

Section 3

How satisfied are customers with Council's customer service, communication, and consultation?

Satisfaction with customer service

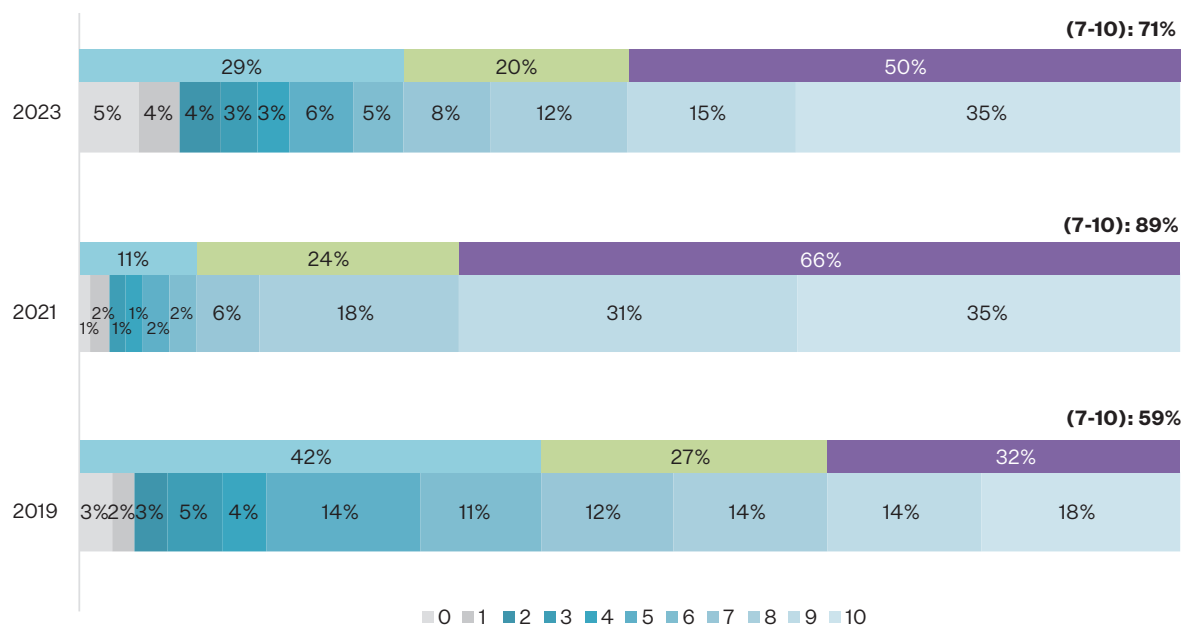
Seventy-one percent of the respondents said that they were satisfied (i.e., gave a rating of 7 to 10) with the customer service they received from the Council. In comparison with 2021, the percentage of respondents who were satisfied with the customer service has dropped by 18 percent.

This can be attributed to the decline in the percentage of respondents who were very satisfied with the Council’s customer service in 2023 i.e., gave it a 9 or a 10.

- Those who attended a movie, show or an event, or used the library service, were more satisfied (82 percent) than those who interacted for other reasons.
- Those who complained about a compliance matter or reported an issue to the Council were significantly lower on satisfaction i.e., only 42 percent of them gave a rating of 7 to 10, compared to other interaction type groups.

No significant difference was observed in the satisfaction ratings given across wards.

Figure 2: Satisfaction rating for customer service



Q. (2019/2021/2023). Please rate the customer service you received from Buller District Council: 0 = Poor, 10 = Excellent.

Base 2023: All respondents excluding missing responses (n=241)

What the Council does well?

Table 1 summarizes the key themes that emerged from an open-ended question about what the Council does well, based on residents' experiences with customer service. The verbatims suggest that residents experience friendly, helpful staff, and good service.

The residents felt that the staff at the Council are friendly and helpful (39 percent). The staff at the libraries, airport and theatres were reportedly helpful and cordial. The verbatims had special mentions of various staff members suggesting the importance of customer service to the residents.

“ Excellent staff. **** has a wonderful manner with customers. **** is very efficient and **** brings a sense of humour to her responses”.

Sixteen percent felt that the Council offers good service.

“ The Customer Services team, when you come to the council to pay, the ladies are always so friendly and lovely. They make the process so easy. I prefer to come and do this face to face instead of online”.

Although communication as a whole was identified as an area for concern in latter sections of this report, eight percent of residents highlighted receiving good communication from the building consents unit.

“ The communication from the building unit is excellent. I do hope council appreciate the experience that the senior members of the BCA provide”.

Table 1: What the Council does well with customer service?

	Percentage	Number of respondents
Friendly/helpful/good staff	39%	93
Good service	16%	37
Communication	8%	18
Services and facilities	7%	17
Fast/prompt response/resolution	6%	14
Informative/knowledgeable	5%	12
Positive comment (undefined)	3%	6
Cleanliness/maintenance/appearance	2%	4
Other	1%	2
Don't know	1%	3
Nothing/NA	8%	18
Total respondents		236

*Q. Based on your experiences of customer service from Council, what would you say Council does well? – Coded.
Base: All respondents excluding missing responses (n = 236)*

How can the Council improve customer service?

Residents were asked about ways in which the Council could improve its customer service. The most common suggestion (26 percent) was to improve communication and consultation, particularly around roading and water issues.

“ I sent an email regarding a dangerous roading issue and never heard back, and I am aware that other people have had the same treatment with other issues”.

Other suggestions included hiring more and better-quality staff (19 percent), improving services and facilities (8 percent), and meeting commitments around response times (9 percent).

“ Library needs another computer for staff to process books/ help with printouts”.

“ Work at a snail pace. No one appears to be able to make a decision. too much C.Y.A.”

Eighteen percent of the responding residents had no suggestions for the Council to improve their customer service.

Table 2: Suggested improvements for customer service by the Council¹

	Percentage	Number of respondents
Lack of/need to improve communication/consultation	26%	60
Better staff/more good staff	19%	43
Lack of/need to improve response/timeliness	9%	21
Lack of/need to improve services and facilities	8%	18
Reduce rates/fees	4%	9
Lack of/need to improve information	4%	9
Lack of/need to improve processes	3%	8
Lack of/need to improve cleanliness/maintenance/appearance	3%	7
Lack of/need to improve online services	1%	3
Other	1%	3
Don't know	6%	15
Nothing/NA	18%	41
Total respondents		232

Q. What could Council do to improve customer service?

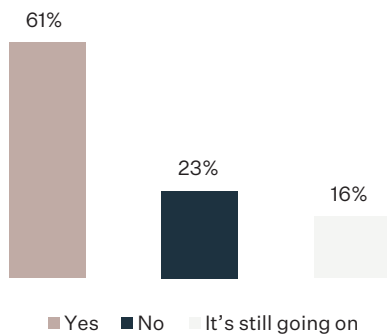
Base: All respondents excluding missing responses (n=232)

¹ Please see Appendix D for verbatims

Matter being dealt with in an acceptable timeframe

The proportion of respondents who felt that their matter was dealt with in an acceptable timeframe was 61 percent, which represents a decline on this KPI from 87 percent in 2021 and 66 percent in 2019.

Figure 3: Was your matter dealt with in the timeframe?



Q. Did you feel that your matter was dealt with in an acceptable timeframe?
Base: All respondents excluding missing responses (n=194)

Satisfaction with the timeframe varied by type of interaction:

- Those who reported an issue or made a complaint about a service provided by the Council were less likely to feel that their matter was dealt with in a timely manner (44 percent).
- Those who applied for a consent, or a licence were more likely to agree (71 percent) that the matter was dealt with in an appropriate manner.
- Those who used recreational services such as the library, shows, movies or events had an agreement proportion of slightly over 70 percent.

Across wards, no significant difference was observed in the agreement proportion.

Other comments, feedback, or suggestions on Council's customer service

Forty-five percent of the residents had no further comment or feedback to provide on Council's customer service.

The remaining residents have further emphasised the need to improve communication (16 percent), services, and facilities provided by the Council (5 percent) and have a more efficient information providing system in place (3 percent).

- “ More transparency and better communication. Would be good to know who is who and what goes on behind closed doors”.
- “ Good on-site airport parking is appreciated”.
- “ No information about changes to Reefton Library, public deserves updates on what is happening on a regular basis. Not just in your newsletter”.

Eight percent of them gave negative feedback about the staff and said that there's room for improvement.

- “ Don't be rude. Get rid of the attitude”.

Communication was more important as an area of improvement for those who had made a complaint, reported an issue, or applied for consent with the Council; compared to others who used the Council for recreational purposes such as for the library or movies.²

² Please see Appendix C for details.

Table 3: Additional feedback and comments on the Council’s customer service³

	Percentage	Number of respondents
No/nothing	45%	100
Lack of/need to improve communication/consultation	16%	35
Staff positive	9%	19
Staff negative/room for improvement	8%	17
Good service	6%	13
Lack of/need to improve services and facilities	5%	12
Positive comment (general)	4%	8
Lack of/need to improve service	4%	8
Lack of/need to improve information	3%	6
Rates	3%	6
Lack of/need to improve response/timeliness	2%	4
Good services and facilities	1%	2
Other	2%	4
Total respondents		223

Q. Do you have any other comments/ feedback/ suggestions on Council’s customer service? – Coded
Base: All respondents excluding missing responses (n=223)

³ Please see Appendix D for verbatims

Section 4

How satisfied are the residents with Council's communication and consultation?

Satisfaction with communication

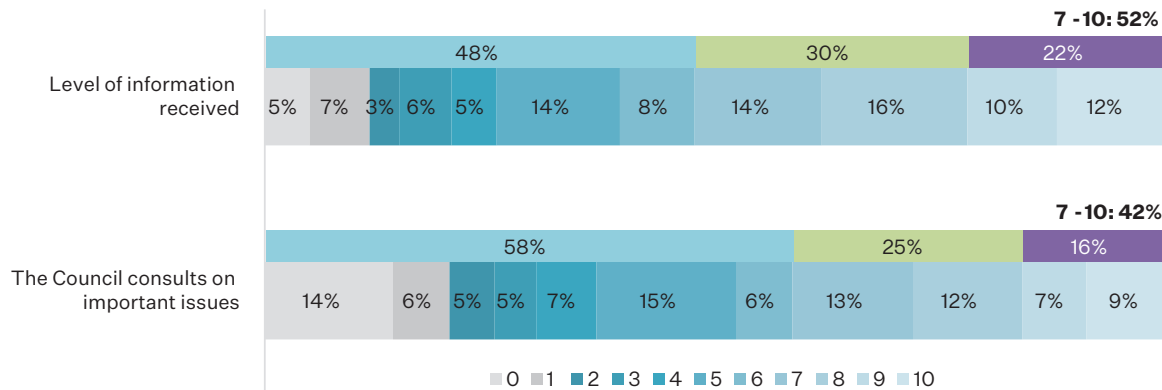
Residents were asked to state their satisfaction with two aspects referring to communication, this identified that

- 52 percent of residents were satisfied with the level of information received from the Council; and
- 42 percent stated that the Council consulted with them on important issues.

These scores are substantially below what was achieved in 2021 (82 percent and 70 percent respectively).

Interestingly, our data suggests that residents who reported a compliance matter (62 percent) or an issue with a Council service (50 percent) were more likely to be dissatisfied with the information they received from the Council. Additionally, residents between the ages of 26–35 were more satisfied than other age groups, while seniors above the age of 65 were less satisfied on both measures. Finally, residents of Inangahua Ward were consistently less satisfied than residents of other wards.

Figure 4: Satisfaction with level of information received and consultation



Q. How satisfied are you with the level of information you receive from Council? 0 = Very dissatisfied, 10 = Very satisfied.

Q. Do you think Council consults with you on important issues? 0 = Very poorly, 10 = Very well.

Base: All respondents excluding missing responses (n= 240)

What the Council could improve upon, in terms of the level of information provided and consulting with the residents?

While a substantial proportion of respondents (45 percent) said that they had no suggestions for the Council, others mainly recommended that the Council needed to improve on its communication and consultation with the residents.

“ Council needs to reply in a timely matter to requests and to follow the laws, regulations and acts that council say and advertise on their website”.

Twenty-three percent of the respondents felt that there has been no consultation at all, and others felt that not enough consultation is being done about concerning issues.

“ There has been no consultation that I can recall, in the five years I have been living back in town”.

Residents suggested that the consultations need to be honest and regular. The residents of some places (Reefton for example) were particularly frustrated with the lack of communication and the extent to which the residents were being consulted by the Council on matters of importance to them.

“ Reefton is definitely the poor cousin to Westport it would be good to see more services in Reefton like dog and noise control and more rate payer’s money spent here, a walking/cycling path from Buller Ed to the cemetery and maybe beyond would be great”.

The respondents also feel the need to have more information from the Council regarding issues such as water supply, changes to landfill, or the library being moved (12 percent).

“ The water pipeline project has been poorly communicated”.

Consulting early in the process was also a key recommendation. Having a team focussed on environmental/scientific matters, as is seen with other Councils, was also recommended.

“ Would also like to see council prioritize environmental protection. it has been embarrassing and upsetting in the past to see Mayors like Gary Howard take action”.

Table 4: Suggestions on the level of information and consultation⁴

	Percentage	Number of respondents
Nothing	45%	103
Lack of/need to improve communication/consultation	23%	53
Lack of/need to improve information	12%	27
Staff negative/room for improvement	7%	17
Lack of/need to improve services and facilities	5%	11
Rates	4%	8
Lack of/need to improve response/timeliness	3%	6
Improve online services	2%	4
Positive comment (general)	1%	3
Staff positive	1%	3
Good communication/consultation	1%	2
Other	2%	4
Don't know	1%	3
Total respondents		227

Q. Do you have any other comments/ feedback/ suggestions on the level of information and consultation the Council provides?

Base: All respondents excluding missing responses (n = 227)

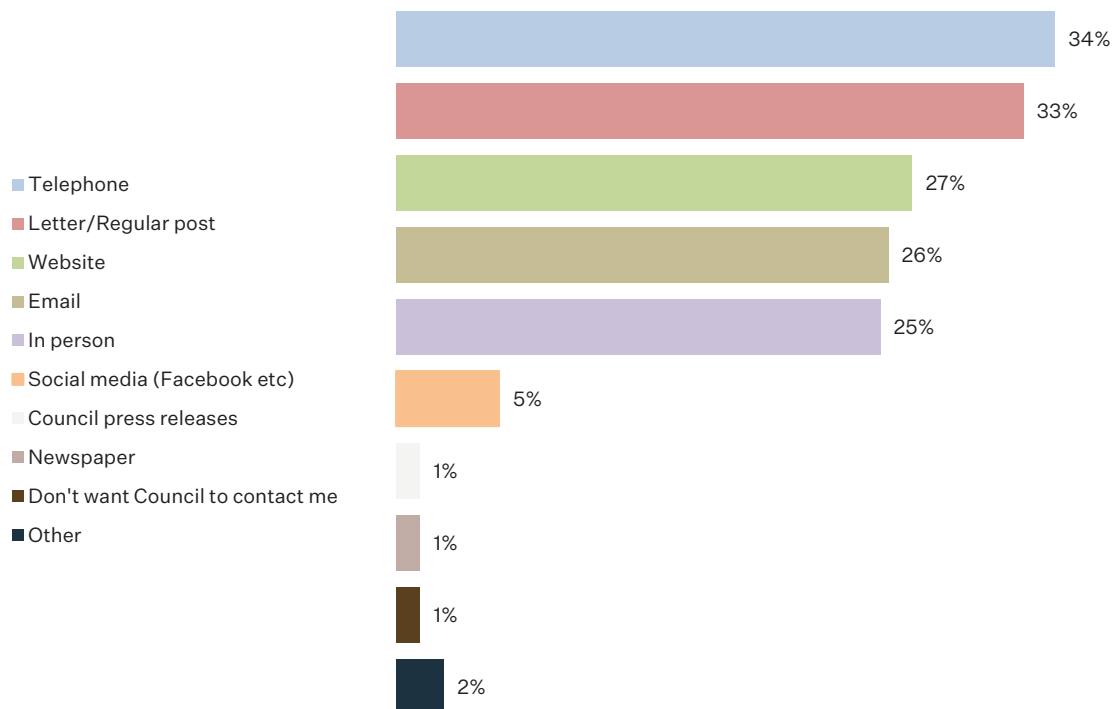
⁴ Please see Appendix D for verbatims

Channels to communicate with residents

As observed in 2021, respondents expressed a desire for a variety of communication channels from the Council, indicating a need for a multi-pronged approach. As highlighted earlier, residents are less interested in social media and prefer traditional communication channels. Notable insights include:

- Telephone and letter/post are the most preferred channels.
- Twenty-seven percent preferred being contacted through the website, email, or in person.
- Fifty percent of residents aged 16 to 35 preferred contact through the website.
- Social media was the least preferred medium for those above 46 years of age (preferred by about 1 percent)
 - Whereas residents aged 36–45 years old were more likely to prefer social media (26 percent).
- Those residing in Inangahua Ward had relatively more preference for traditional channels of communication (letter/telephone/in-person), than that for electronic media (website/email) in comparison to other wards.

Figure 5: Preferred channel of communication



Q. Q.What is the best way for Council to communicate with you? Base: All respondents excluding missing responses (n = 241)

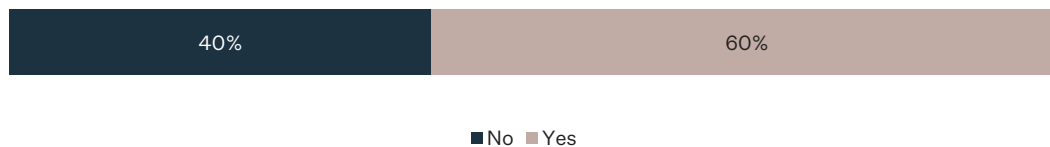
The Council's upgraded website and the newsletter “Connect”

Council’s upgraded website

Overall, sixty percent of the respondents said that they had visited Council’s upgraded website.

- The respondents from Inangahua Ward were significantly less likely to have visited the Council’s upgraded website (39 percent).
- Also, a significantly lower adoption rate was observed amongst those above 65 years of age, where only about half (46 percent) had accessed the website.
- The website was mostly used by the residents for finding information or keeping themselves up to date (30 percent), whereas some of them used it for waste management services (13 percent).
- Some were intrigued and accessed it to look through (11 percent). In Seddon Ward one in five had looked for work on the website.
- To learn about rates (6 percent), Council’s meeting dates (6 percent), water services (5 percent), building consents (5 percent) and Council facility timings (5 percent) are other reasons that took the residents to the upgraded website.
- Most of the residents (82 percent) stated that they found the upgraded website easy to navigate. No significant difference was observed across wards. Above 65s were relatively low in agreement (69 percent) than other groups.

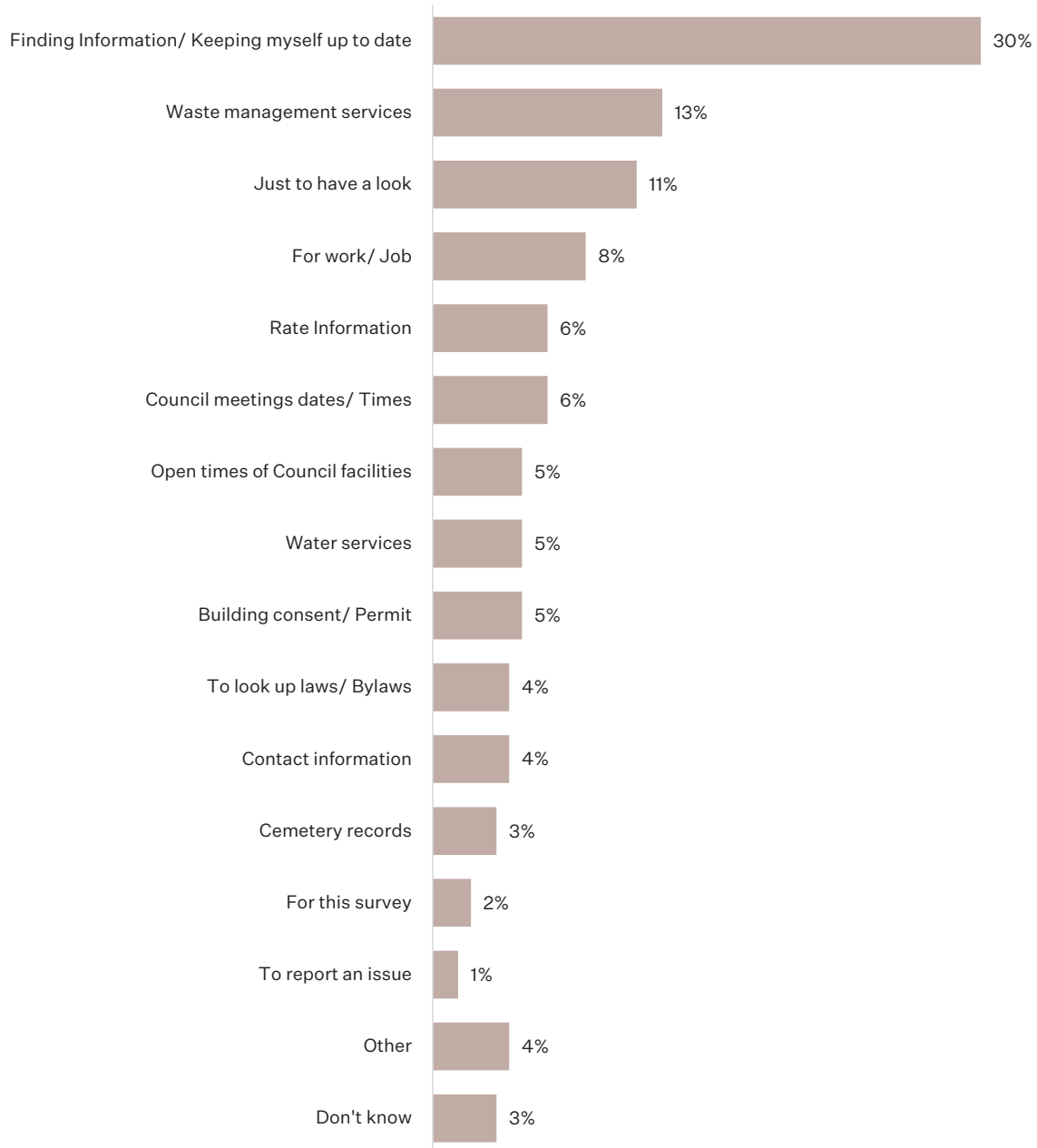
Figure 6: Have the residents visited the Council’s upgraded website?



Q. Have you visited Council’s upgraded website?

Base: All respondents excluding missing responses (n = 242)

Figure 7: What was the website used for?



Q. What purpose did you use it for? – Coded.

Base: All respondents who visited Council's upgraded website excluding missing responses (n = 144)

Table 5. Was the upgraded website easy to navigate?

	%	n
Yes	82%	118
No	18%	26
NET	100%	144

Q. Did you find it easy to navigate?

Base: All respondents who visited Council's upgraded website excluding missing responses (n = 144)

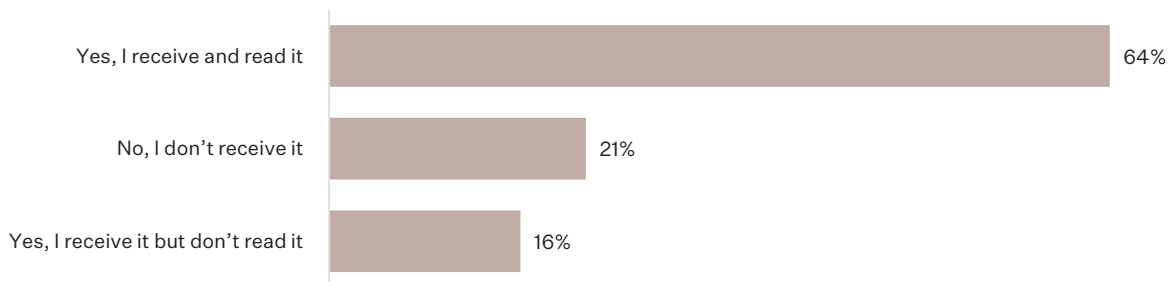
Receiving and/or reading Council’s newsletter “Connect”

When asked, 79 percent of respondents stated they had received the Connect newsletter, of which 80 percent reported reading it.

The remaining 21 percent did not receive the newsletter. No significant difference was observed across wards.

Residents aged about 65 were significantly more likely (83 percent) than other age groups to have received and read the Connect newsletter. While residents aged between 26 and 35 were significantly more likely to have received the Connect newsletter and not read it (39 percent).

Figure 8: Have you received the newsletter “Connect” regularly and do you read it?



Q. Council publishes a 'Connect' newsletter four times per year. Have you received this regularly and do you read it?

Base: All respondents excluding missing (n = 244)

Section 5

Appendices

Appendix A. About this research

CONTEXT

Buller District Council conducts customer service satisfaction research with the residents that fall within the purview of the Council. The survey was done in 2019 and 2021 and was repeated in 2023.

The key objective of these surveys was to gather insights to enable the Council to measure customer satisfaction with service and identify opportunities for improvement.

To this end, research was conducted with residents who had interacted with the Council in the previous 12 months and was used to deliver insight on:

- The types of Council/service interactions
- Residents' perceptions of customer service
- Residents' perceptions of communication and consultation with the Council
- Residents' perception of Council's website and newsletter

The surveys were available online to anyone who wished to participate in them, and a hard paper copy was also made available at various locations in the Buller District.

In early 2023, Buller District Council is looking to employ the same approach again to gather insight on resident satisfaction but would like to take the opportunity to review the survey content and re-design where appropriate.

METHOD

In line with 2021, the 2023 survey was conducted using a mixed method where the survey was available online and through hard/paper copies. The open link was available via Buller District Council's webpage and on social media pages and paper copies could be found at various locations in the Buller District.

The survey was also advertised online on the Council's webpage, on social media, in local publications, on radio, and by some Council staff who approached residents at various locations.

The survey was open for a month and was available between March 1st and March 31st, 2023. A total of 244 surveys were completed – 209 through the online link and 35 by filling out the paper copies.

PROFILE OF RESPONDENTS

The survey was open to any resident over 15 years of age. Fourteen respondents who chose to participate, did not live in the area. These have been included in the analysis as the feedback provided was still deemed to be valid. The rest of the survey respondents vary in age, gender, and ethnicity and reside in the three different wards. However, as quotas were not put in place, the sample skewed towards those aged 46 years or older (70 percent) and reside in the Westport Ward (58 percent). A similar pattern was observed with the survey done in 2021 which saw more participation from the same age group and the same ward as in 2023.

A full demographic breakdown of the sample is shown in Appendix B.

Respondents predominantly self-selected to participate; it is important to acknowledge that self-selecting respondents tend to be different from those approached through a quota managed by a random sampling basis, where respondents are invited to take part. Self-selecting respondents may have characteristics and opinions that are not consistent with the general population.

DATA ANALYSIS

Frequency analysis

Proportions for each response have been presented individually in the charts and often responses have been combined to provide clarity. Generally, results excluded missing responses when respondents chose to not answer a question/ skip a question.⁵

The survey had several open-ended questions that were analysed by reading the answers and placing them into similar themes, with results analysed by frequency of mention. Verbatim comments have been provided in the appendix.

It should be noted that not all percentages shown add up to 100 percent. This is due to rounding or allowing multiple selections.

Comparisons

To provide more detailed analysis of the results and understand commonalities by subgroups within an area, results have also been analysed against past performance and by demographics where relevant and possible.

Where relevant, significant differences have been noted.

⁵ Non-responses came from hard-copy surveys where there was no way of making responses mandatory.

Appendix B. Profile of respondents

Age

	%	n
15 or younger	0%	0
16 to 25	2%	5
26 to 35	16%	38
36 to 45	13%	31
46 to 65	40%	98
65+	30%	72
NET	100%	244

D2. Which of the following age groups do you belong to?

Ward

	%	n
Inangahua Ward	25%	61
Seddon Ward	11%	27
Westport Ward	58%	142
I don't live in Buller	6%	14
NET	100%	244

D1. Which area of Buller do you live in?

Appendix C. Additional tables by type of interaction

Customer service experience by type of interaction

%	Made a payment, an enquiry, or sought information	Applied for a consent or license	Made a complaint about a compliance matter	Reported an issue or made a complaint about a service provided by Council	Attended a movie, show, or event	Used a library service or attended a library event	Other	NET
0-6	28%	31%	52%	62%	18%	17%	30%	29%
7-8	21%	38%	28%	13%	28%	20%	11%	20%
9-10	51%	31%	21%	25%	53%	63%	59%	50%
7-10	72%	69%	48%	38%	82%	83%	70%	71%
NET	158	39	29	53	109	82	8	244

Total sample; Unweighted; base n = 241; total n = 244; 3 missing

Q2. Please rate the customer service you received? by Q1. In the last 12 months, which, if any, of the following have you done with Buller District Council?

Level of information received by type of interaction

	Made a payment, an enquiry or sought information	Applied for a consent or license	Made a complaint about a compliance matter	Reported an issue or made a complaint about a service provided by Council	Attended a movie, show or event	Used a library service or attended a library event	Other	NET
0-6	47%	38%	62%	60%	46%	42%	46%	48%
7-8	28%	44%	31%	25%	31%	26%	29%	30%
9-10	25%	18%	7%	15%	22%	32%	25%	22%
7-10	53%	62%	38%	40%	54%	58%	54%	52%
NET	158	39	29	53	109	82	8	244

Total sample; Unweighted; base n = 241; total n = 244; 3 missing

Q9. How satisfied are you with the level of information you receive from Council? by Q1. In the last 12 months, which, if any, of the following have you done with Buller District Council?

Matter being dealt with in an acceptable timeframe – by type of interaction

	Made a payment, an enquiry, or sought information	Applied for a consent or license	Made a complaint about a compliance matter	Reported an issue or made a complaint about a service provided by Council	Attended a movie, show, or event	Used a library service or attended a library event	Other	NET
Yes	62%	71%	44%	39%	68%	71%	50%	61%
No	23%	18%	37%	35%	18%	14%	17%	23%
It's still going on	15%	11%	19%	27%	14%	14%	33%	16%
NET	135	38	27	49	85	63	6	190

Total sample; Unweighted; base n = 237; total n = 244; 7 missing, 40 Not applicable

Q5. Did you feel that your matter was dealt with in an acceptable timeframe? by Q1. In the last 12 months, which, if any, of the following have you done with Buller District Council?

Feedback on customer service by type of interaction in last 12 months

Column %	Made a payment, an enquiry, or sought information	Applied for a consent or license	Made a complaint about a compliance matter	Reported an issue or made a complaint about a service provided by Council	Attended a movie, show, or event	Used a library service or attended a library event	Other	NET
No/nothing/NA	41%	44%	37%	31%	47%	46%	41%	45%
Not a valid answer	1%	3%	0%	4%	3%	3%	4%	4%
Positive comment (general)	3%	3%	0%	2%	2%	3%	11%	4%
Neutral/negative response	1%	0%	0%	0%	0%	0%	0%	0%
Staff positive	11%	11%	7%	6%	9%	11%	11%	9%
Staff negative/room for improvement	8%	6%	19%	15%	4%	6%	7%	8%
Good communication/consultation	0%	0%	0%	0%	0%	0%	0%	0%
Lack of/need to improve communication/consultation	16%	19%	19%	27%	15%	14%	4%	16%
Lack of/need to improve information	4%	3%	0%	0%	3%	3%	4%	3%
Engage with/provide for the youth	0%	0%	0%	0%	0%	0%	0%	0%
More Maori/cultural involvement/representation	0%	0%	0%	0%	0%	0%	0%	0%
Rates	4%	0%	4%	4%	5%	3%	0%	3%
CEO positive	0%	0%	0%	0%	0%	0%	0%	0%
Good service	6%	3%	4%	6%	7%	6%	7%	6%
Lack of/need to improve service	4%	8%	0%	4%	3%	4%	7%	4%
Lack of/need to improve online services	1%	0%	0%	0%	0%	0%	0%	0%
Good services and facilities	1%	0%	0%	0%	0%	0%	4%	1%
Lack of/need to improve services and facilities	6%	3%	4%	10%	8%	8%	7%	5%
Good response/timeliness	0%	0%	0%	0%	0%	0%	0%	0%
Lack of/need to improve response/timeliness	3%	6%	0%	6%	2%	1%	0%	2%

Column %	Made a payment, an enquiry, or sought information	Applied for a consent or license	Made a complaint about a compliance matter	Reported an issue or made a complaint about a service provided by Council	Attended a movie, show, or event	Used a library service or attended a library event	Other	NET
Lack of/need to improve events/ activities	0%	0%	0%	0%	0%	0%	0%	0%
Lack of/need to improve environmental response	0%	0%	0%	0%	0%	0%	0%	0%
Good cleanliness/ maintenance/ appearance	0%	0%	0%	0%	2%	0%	0%	1%
Reduced fees	1%	0%	4%	0%	1%	0%	0%	0%
Don't know	1%	0%	4%	0%	0%	0%	0%	0%
Other	2%	3%	4%	2%	1%	0%	0%	2%
NET	158	39	29	53	109	82	8	244

Q6. Do you have any other comments/ feedback/ suggestions on Council's customer service? - Coded by Q1. In the last 12 months, which, if any, of the following have you done with Buller District Council?

Satisfaction on level of information received from Council (by ward and age)

Column %	D1. Which area of Buller do you live in?					D2. Which of the following age groups do you belong to?					
	Inangahua Ward	Seddon Ward	Westport Ward	I don't live in Buller	NET	16 to 25	26 to 35	36 to 45	46 to 65	65+	NET
0-6	59%	37%	44%	50%	48%	60%	16%	52%	46%	64%	48%
7-8	27%	41%	31%	14%	30%	40%	39%	23%	35%	21%	30%
9-10	14%	22%	25%	36%	22%	0%	45%	26%	19%	14%	22%
7-10	41%	63%	56%	50%	52%	40%	84%	48%	54%	36%	52%
NET	61	27	142	14	244	5	38	31	98	72	244

Q9. How satisfied are you with the level of information you receive from Council? by Banner 1: Ward and Age; base n = 242; total n = 244; 2 missing

Satisfaction with consultation (by ward and age)

Column %	D1. Which area of Buller do you live in?					D2. Which of the following age groups do you belong to?					
	Inangahua Ward	Seddon Ward	Westport Ward	I don't live in Buller	NET	16 to 25	26 to 35	36 to 45	46 to 65	65+	NET
0-6	72%	48%	55%	57%	58%	60%	29%	55%	62%	71%	58%
7-8	14%	37%	28%	21%	25%	20%	32%	26%	28%	19%	25%
9-10	14%	15%	17%	21%	16%	20%	39%	19%	10%	10%	16%
7-10	28%	52%	45%	43%	42%	40%	71%	45%	38%	29%	42%
NET	61	27	142	14	244	5	38	31	98	72	244

Q10. Do you think Council consults with you on important issues? by Banner 1: Ward and Age
base n = 240; total n = 244; 4 missing



APPENDIX 1

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BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 12

Prepared by Sean Judd
Acting Chief Executive Officer

Appendix

- 1 Overview of Water Service Amendment Bill and related transitional matters
- 2 Email to Waka Kotahi Regarding Karamea Highway SPR
- 3 LGNZ Submission – NEMA Emergency Management
- 4 Letter from Future for Local Government Chair

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;

3. OVERVIEW OF INFORMATION

This report provides information on activity which has occurred over June 2023, and horizon scans matters of interest to Council.

3.1 Reform Update

As required by the CEO’s KPIs, below is an update on central government reform and Council’s ability to respond.

Resource Management Reform

The reform of the resource management system is progressing with the Natural and Built Environment Bill and Spatial Planning Bill currently being considered by the Environment Select Committee.

They will report back to parliament on the Bills on 27 June 2023.

The Select Committee has received over 3000 submissions and held hearings on the Bills across the country.

Ministry for the Environment are working on the basis that the Bills will become law in mid-2023.

This includes the development of the national planning framework, the transitioning of the resource management aspects of treaty settlements to the new system and the implementation of the new system including the first group of regions to transition to it.

It is important to note that it will take a number of years to fully transition to the new system under the Natural and Built Environment Act and the Spatial Planning Act and the current system under the RMA will still be operational for some time yet.

The Ministry is continuing to work with the Local Government Steering Group to ensure the “local voice” can be better enabled in the legislation.

Three Waters Reform

Water Services Entities Amendment Bill

On 16 June 2023 the Government introduced legislation that gives effect to changes to the water services reforms announced in April 2023.

The Water Services Entities Amendment Bill forms part of the legislation that will reform the delivery of New Zealand’s drinking water, wastewater, and stormwater services.

Among other areas, it makes changes to the Water Services Entities Act 2022 to establish 10 water services entities based on existing regional boundaries, and introduces a staggered approach to establishing the entities, with all entities going live between 1 July 2024 and 1 July 2026.

A factsheet (please see attached as Appendix 1) has been developed to provide an overview of recent policy decisions and key aspects of the Bill, as well as other transitional matters, that are important to local authorities.

The National Transition Unit (NTU) has been resetting the water services reform programme alongside the legislative process to provide local authorities and others with as much certainty as possible for future planning.

The NTU are looking forward to engaging with council officers, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) in each entity area later this month and in early July, to provide an update on the transition programme and to commence discussions about the process for determining when an entity will go live.

The Bill is expected to receive its first reading and be referred to select committee shortly, providing the opportunity for feedback.

Implications for the 2024-34 Long Term Plan

The DIA National Transition Unit (NTU) is currently preparing guidance for all councils in terms of how to consider Three Waters for the upcoming 2024-34 Long Term Plan (LTP), in context of current legislation and the proposed transfer to new Water Service Entities.

An NTU roadshow has been scheduled to visit councils over the coming weeks to discuss their guidance further and ensure alignment on LTP assumptions and inclusions for Three Waters, informed by current legislation and consultation with relevant parties including the Office of the Auditor General (OAG).

Council staff must also contemplate potential Three Waters changes by a new government e.g. Local Water Done Well or policy amendments by the existing government, noting the upcoming October election and the implications these scenarios may have to Buller ratepayers in terms of risks and opportunities.

3.2 Karamea SPR

Council has responded to an email from Waka Kotahi headed 'SPR transition - have your say'.

The reply in summary noted the Council's desire to fully engage with Waka Kotahi on the issue but noting the potential implications for ratepayers. (please see attached as Appendix 2).

3.3 Te Tai o Poutini Plan

Staff are responding to the further submission process which was extended due to some inaccuracies in the initial information provided to submitters.

Submissions are due by 30 June and will be reviewed and approved by Deputy Mayor Basher and Councillor Neylon as per a previous resolution of Council. This approach is still required as the submission will not be available to meet the agenda report cut off for the meeting on 28 June.

3.4 The Emergency Management Bill

Last week the Emergency Management Bill was introduced to parliament. This legislation will replace the current Civil Defence and Emergency Management Act.

This modernisation of emergency legislation has been planned for some time. Targeted consultation was conducted early last year as part of the Emergency Management Regulatory Framework Review (Trifecta) programme.

Submission dates will be confirmed once the bill has its first reading. The Minister has signalled that the select committee and committee of the house stages will be used to incorporate further learnings from recent severe weather responses. The Minister has also called for an extended period for submissions given the current workload of members.

LGNZ have put in a submission, please see Appendix 3.

3.5 Future for Local Government Report

Final report to be released via live stream on 21 June with a one hour webinar for Council staff on 28 June. (Please see Appendix 4).

3.6 Resilient Westport Steering Group

First meeting of the Resilient Westport Steering Group was on 23 June. A new independent Chair, Mike Mendonca has been appointed.

Overview of the Water Services Entities Amendment Bill and related transitional matters

June 2023

The Water Services Entities Amendment Bill gives effect to Cabinet decisions on the water services reforms made in April and May 2023.

The Bill forms part of the legislation that will reform the delivery of New Zealand's drinking water, wastewater and stormwater services.

This document provides an overview of recent policy decisions and key aspects of the Bill, as well as other transitional matters that may be of interest to local authorities.

It is based on the provisions of the Bill as introduced in June 2023.

What the Bill covers

The Bill includes changes to the Water Services Entities Act 2022. Key changes include:

- Establishing **10 new water services entities** based on existing regional boundaries
- A **staggered approach to entity 'go live' dates**, with all entities going live between 1 July 2024 and 1 July 2026
- Confirming the **Northland and Auckland Water Services Entity will go live on 1 July 2024**
- Providing for **every territorial authority to be represented on the regional representative group** of their entity, together with an equal number of mana whenua representatives
- Introducing '**Community Priority Statements**', which can be presented to regional representative groups by persons that have an interest in water bodies within the entity area
- A process to enable **locally led, voluntary mergers** of two or more entities
- **Entity financing arrangements**, including provision for a dedicated Water Services Funding Agency to be established as a backstop financing mechanism, if required
- **Shared services arrangements**, including a provision for the responsible Minister to direct entities where collaboration or a whole of sector approach is required
- **Councils will continue to provide and fund water services** during the extended establishment period for the entities, including transitional arrangements to be inserted in local government legislation to deal with long-term and annual planning, reporting, and rate setting obligations over this period.

Entity go-live approach

The Northland and Auckland Entity – which covers the Far North, Kaipara, Whangārei and Auckland – will start delivering water services from 1 July 2024.

Other entities will start delivering water services in a staggered fashion, by 1 July 2026 at the latest, depending on council owners' readiness for this to happen and National Transition Unit (NTU) guidance.

The NTU will be working with council officers, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) in each entity area to commence discussions around suitable go-live dates via the upcoming NTU workshops, and these are expected to be confirmed before the end of the year.

We recognise the need to work with councils and iwi to get the best outcomes for the entities and the communities they serve, while providing certainty at the earliest opportunity.

Once confirmed by Cabinet, the go-live dates for the remaining entities will be set through an Order in Council process.

Community priority statements

A new mechanism – ‘Community Priority Statements’ – has been introduced to provide communities with a way to communicate their interests in a body of water, and their priorities for how the environmental impacts of the entities’ activities on that body of water might be managed.

These statements will be a valuable source of information for the entities, for planning, engagement purposes, and decisions about investment in infrastructure.

Community Priority Statements are distinct from, and complementary to, Te Mana o te Wai statements for water services. This distinction recognises the status of water as taonga to mana whenua, and the rights and interests of iwi and hapū in relation to water.

Process for locally led, voluntary mergers of entities

While fewer entities and greater scale create greater affordability and efficiency benefits, the 10-entity model recognises the importance of entities having clear and direct links with their communities, to ensure New Zealanders have confidence that the entities will listen and respond to their needs.

The Bill includes a process to support and guide voluntary mergers between two or more entities (once established), recognising that in time, councils and communities in higher cost regions may wish to see the benefits of further amalgamation.

This would be a locally led process, with merger proposals initiated and agreed by entities’ regional representative groups.

Entity financing arrangements

Under the 10-entity model, efficiency gains are still needed to keep water services affordable to consumers, as entities take on more debt to upgrade critical infrastructure and better provide water services.

This is particularly important for communities in rural and provincial areas, with relatively small and geographically dispersed populations.

The Government has been considering additional mechanisms to help to achieve the affordability benefits and efficiencies as part of a 10-entity model, including financing support and shared services arrangements.

To ensure smaller entities can access the finance required to enable greater investment in water services infrastructure on a cost-effective basis, the Bill provides for a dedicated Water Services Funding Agency to be established as a backstop financing mechanism, if required.

Shared services arrangements

The Bill provides for the Minister to direct entities to enter into shared services arrangements in defined areas, where there are clear benefits associated with sharing arrangements instead of duplicating services for 10 entities across the country.

This direction may occur where collaboration or a whole of sector approach is required to ensure business continuity; improve (directly or indirectly) the provision of water services; develop expertise and capability; or manage risks to the water services entities’ financial position, the Government’s financial position, or both.

The areas where the Minister may direct entities to establish shared services are ICT and digital infrastructure; procurement and supply chain management; risk management and insurance; workforce strategy and development; and debt funding and management.

Transitional arrangements relating to local government planning and reporting

As a result of Cabinet decisions on the water services reforms made in April and May 2023, most territorial authorities will continue to be responsible for delivering and funding water services during the first year or two of the 2024-34 long-term plan – until the establishment date of their water services entity.

This means territorial authorities will need to include information on water services in long-term planning, annual planning, and annual reporting documents over this period – and to continue to set and collect rates, and require development contributions.

The Bill includes transitional provisions that modify local government legislation during the 2024/25 and 2025/26 financial years.

These provisions are intended to clarify obligations and information requirements in relation to long-term and annual planning, reporting, and rating for water services over this period. They apply instead of the usual legislative requirements.

The provisions:

- Clarify the information about water services that is required to be included in planning and reporting documents
- Modify and/or remove some standard processes, such as consultation and decision-making requirements, where these relate to the water services reforms and legislation
- Clarify situations in which responsibilities might be transferred to a water services entity part-way through a financial year – including with regards to setting and collecting rates.

To help local authorities, their staff, and other interested stakeholders to understand what is proposed in the Bill, so they can make informed submissions during the select committee process, we have prepared a summary of the transitional provisions in the Bill that affect local government planning, reporting and rating obligations relating to water services during the 2024/25 and 2025/26 financial years. Please refer to this document for further detailed information.

The Department will also be working with Taituarā to prepare updated guidance, following the enactment of the Bill when the final details of the transitional provisions are known.

Asset management planning

Councils may have questions about what the transitional provisions in the Bill mean for council planning and key documents, particularly during the entity establishment period.

Under the transitional provisions proposed in the Bill, councils will not need to include information on water services in their infrastructure strategies.

This approach reflects that these are strategic planning documents with 30-year horizons, and councils will only be responsible for planning for, funding and delivering water services for two years – at most – before these responsibilities are taken on by the new water services entities.

There are no requirements under the Local Government Act 2002 for councils to prepare or adopt an asset management plan, so the Bill does not include transitional provisions on this matter. However, asset management plans are often developed by councils as part of their strategic planning.

Asset management plans consolidate the data and information required to make effective decisions and show the financial requirements to deliver the levels of service, which then informs and feeds into council long-term plans. As such, asset management plans are often referred to in the audit process.

The NTU is already working in collaboration with councils to develop drafts of the entities' initial asset management plans, which include specific information on individual councils.

If councils choose to – and in discussion with auditors, as appropriate – they may use relevant content from the corresponding drafts of the entities' initial asset management plans (as provided by the NTU) as supporting information for their own 2024-34 long-term plans.

This could reduce the need for councils to develop separate asset management plans for the 2024-2026 period, relating to drinking water, wastewater and stormwater services.

The draft initial asset management plan for the Northland and Auckland Entity is expected to be completed by July 2023, and the draft initial asset management plans for the other nine entities will be prepared between June 2023 and March 2024. These will be based on information already provided to the NTU by councils.

Next steps

Transition programme

The establishment of 10 entities requires a coordinated and planned approach. We are focused on the seamless transition of all 10 entities to ensure benefits are delivered for all New Zealanders.

The NTU is looking forward to engaging with representatives from councils, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) in each entity area later this month and in early July, to provide an update on the transition programme and to discuss suitable go-live dates.

Involving councils and iwi in this process will ensure that the entity establishment dates reflect the individual circumstances of each of the regions and will enable alignment of their entity's establishment date with other planning arrangements.

The constitution development process is being revised in light of the 10-entity model and staggered establishment timeframe, and more information about this will also be shared with representatives from councils, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) as part of the upcoming NTU workshops.

Council transition funding

We are aware that council transition support funding has been useful in enabling councils to proactively engage with the transition work programme.

In light of the recent changes to the number of entities and the extended establishment timeframe, further additional transition support funding for councils is being considered under the new model.

Further details will be shared directly with councils at the upcoming NTU workshops.

Legislative process

The Bill is expected to receive its first reading and be referred to select committee shortly, giving councils and other interested parties the chance to provide feedback.

The Government intends to pass all legislation to give effect to the water services reforms before the House rises for the General Election on 31 August 2023.

Further information

The Water Services Entities Amendment Bill is available at www.legislation.govt.nz.

For further information about the Water Services Reform Programme, visit www.waterservicesreform.govt.nz.

From: [Sean Judd](#)
To: james.cavill@nzta.govt.nz
Cc: [REDACTED]
Subject: SPR transition - have your say
Date: Wednesday, 14 June 2023 10:39:00 am
Attachments: [image001.jpg](#)
[image003.png](#)

Good morning James,

Thank you for your message. Buller District Council (BDC) appreciates the opportunity to provide feedback on our concerns regarding the potential consequences of transitioning back to normal FAR upon the commencement of the 2024-27 NLTP. We have been engaged in discussions with Westland District Council (WDC) to further understand the impact of the SPR and the Draft transition plans on both councils, as well as the current unanimous decision of both councils not to accept a SPR (Special Purpose Road) Transition knowing that it would impose financial burdens on our ratepayers.

In response to our shared stance, both councils have taken proactive steps to address the situation through a collaborative team approach, led by Shaun Hubbard. This approach aims to thoroughly review our current position and engage with Waka Kotahi in order to establish an acceptable narrative that aligns with the interests of all stakeholders. The team has been working diligently to find common ground, and explore potential solutions.

As we progress into July and August, our team is actively seeking to reopen early conversations with Waka Kotahi on this matter. Our goal is to foster constructive dialogue and facilitate a transparent exchange of information to ensure that the implications of a full transition to normal FAR are fully understood and given due consideration.

Furthermore, we want to emphasise our commitment to incorporating all perspectives, including an Iwi/Māori lens. We recognise the significance that the SPR(s) hold from a cultural standpoint, particularly in terms of access to marae or other important places for Māori. By integrating this perspective into our discussions, we strive to make informed decisions that respect and uphold the values and needs of our community.

We understand and appreciate the importance of collaboration and open communication between Waka Kotahi and the councils involved. Our commitment remains unwavering in continuing the dialogue and working towards a mutually beneficial resolution that upholds the best interests of our communities.

Thank you for your ongoing support and engagement in this process. We look forward to further good faith discussions.

Kind regards,

Sean Judd
Acting CEO

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[Buller District Council Website](#)



SUBMISSION

**We are.
LGNZ.**
Te Kāhui Kaunihera o Aotearoa.



Modernising the Emergency Management Framework

Local Government New Zealand's submission on NEMA's targeted engagement with regional and local authorities about modernising the Emergency Management Framework

February 2022

SUBMISSION

We are. LGNZ.

Local Government New Zealand (LGNZ) provides the vision and voice for local democracy in Aotearoa, in pursuit of the most active and inclusive local democracy in the world. LGNZ supports and advocates for our member councils across New Zealand, ensuring the needs and priorities of their communities are heard at the highest levels of central government. We also promote the good governance of councils and communities, as well as providing business support, advice and training to our members.

Introduction

Local Government New Zealand (LGNZ) thanks the National Emergency Management Agency (NEMA) for the opportunity to be part of this targeted engagement with people working in local and regional emergency management, to inform the Emergency Management Regulatory Framework Review (Trifecta) programme.

We understand the Programme brings together three projects:

- A new Emergency Management Bill;
- Review of the National Civil Defence Emergency Management Plan (CDEM Plan) and accompanying Guide; and
- A Roadmap for the National Disaster Resilience Strategy.

LGNZ notes this focused engagement is intended to inform further policy development on the Trifecta programme, and in particular the new Emergency Management Bill. Our submission responds to areas and questions raised in NEMA's discussion document, along with general comments and feedback to inform other projects in the Trifecta programme.

Engagement with local government and timeframes for feedback

Local government and its communities are at the heart of Aotearoa New Zealand's planning for and delivery of civil defence and emergency management.

While we support the intent behind the Trifecta Programme, our members are expressing strong concern over the extremely short timeframe for providing feedback on the Programme and the proposed Emergency Management Bill. The short timeframe for providing feedback leaves councils with little time to provide meaningful input and has become even more challenging as emergency management functions are being readied to respond to the Omicron outbreak.

Because local government is such a critical player in civil defence and emergency management responses, their input on this work is vital. It's critical that councils have enough time to consider the full implications and costs of the proposed changes for them and their communities. We encourage the Government to undertake considerably more, and meaningful, engagement with local government and its communities as this work progresses.

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As well as the speed of this consultation, the sector also has serious concerns with the proposed timing of the Bill. We understand it is intended to go through Select Committee in September. This coincides with local body elections, which will make it difficult for mayors, council officers and CDEM groups to engage meaningfully on the new Bill.

We have heard from councils that these timeframes, constituting a lack of meaningful engagement with local government, seem at odds with the partnership established through the Heads of Agreement between the Crown and LGNZ. We are at a critical point in building trust between our spheres of government, on the basis of that agreement. These stringent timeframes on something so important to the sector puts pressure on developing that trust.

A stronger relationship with local government and CDEM groups is needed to progress the Trifecta programme. As critical emergency managers, local government is perfectly placed, through collaborative processes with central government and iwi and hapū, to ensure the successful delivery of the outcomes the Government is seeking through the Trifecta programme.

We urge the Government to reconsider the way in which it is engaging with local government on the Trifecta programme.

Purpose of the reform programme and problem definition

While we acknowledge that there are some shortcomings with the existing emergency management system, we are not clear from the engagement materials what the Government's problem definition is and why it believes a wholesale reform of the existing emergency management system is warranted.

New Zealand's emergency management system has been able to effectively respond to a number of significant emergency events, at the local level, including the Christchurch mosque shooting, the Covid-19 pandemic, and multiple extreme weather events. As this submission is penned, multiple emergency management groups from across the county are mobilising to head to the West Coast to assist with responding to forecast flooding events. This is not mandated in legislation, but demonstrates the innate understanding, awareness and comradery that underlies and drives local government emergency management responses. Local government has an array of resources and relationships which allow quick mobilisation and multi-function support.

LGNZ is concerned that the lack of a clear problem definition demonstrates that the Government has little understanding of the scale, scope and intricacies of local emergency management provision and interdependencies within the broader system of local government.

LGNZ has several other concerns, including:

- There is insufficient information (including an indication of the pros and cons of each option, and which one is preferred) to support local authorities and CDEM Groups to provide a considered response. The lack of information makes it difficult to properly understand the implications of the changes proposed – including who will be expected to make changes to current practice to deliver the Trifecta programme, and the associated costs of those changes.

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- There doesn't appear to have been careful consideration of the full implications and costs of the proposed changes for local government and its communities, against any perceived benefits. This is critical at a time when the affordability of changing legislative frameworks, asset ownership, operating models and increasing regulation is placing considerable pressure on councils and their communities.
- Our members cannot yet clearly see how wholesale reform of the emergency management system is fitting into the broader Future for Local Government Review, nor the Three Waters Reform, and the interdependencies between them all.

For meaningful engagement to occur, much more information is needed so that it can be properly understood and tested by local government.

This remainder of this submission responds to the matters and questions presented in the Targeted Engagement - Modernising the Emergency Management Framework document.

Modernising emergency management

LGNZ agrees that some reform of existing civil defence legislation is required, and we agree a consistent, coordinated, and accessible approach is desirable.

We strongly agree that mana whenua need to be brought into the emergency management framework, given the critical role that many mana whenua and Māori groups already play in supporting emergency management responses.

We also support aligning the National Resilience Strategy with the emergency management framework.

However, some of the identified shortcomings with the existing system, and outcomes the Government is seeking, could be achieved without such significant overall change to the current system.

We are not convinced that there is any need to strip risk assessment and planning responsibilities from local authorities or shift to a nationally controlled, regional approach to the four Rs of emergency management (reduction, readiness, response and recovery). Local authorities are closely connected to their communities and so are well-placed to undertake risk assessments, develop emergency plans and activate delivery in ways that suit local circumstances and communities' needs, whatever the emergency.

Roles and responsibilities

While LGNZ agrees there could be some clarification of the roles and responsibilities of local authorities and CDEM groups, we do not believe that there is a fundamental misunderstanding of roles, lack of coordination or clear hierarchy between the individual duties of local authorities and collective functions of CDEM Groups.

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Clarification of roles and responsibilities could easily be achieved through the production of a simple wiring diagram, which could build on the CDEM Takatū¹ training material.

Civil Defence Emergency Management (CDEM) Groups

LGNZ strongly supports the Government’s proposal that CDEM group membership be updated to include local authority members and iwi/Māori representatives. We also strongly support participation of iwi/Māori representatives in CDEM groups being centrally funded, given the Crown’s role as Treaty partner.

While local authorities are committed to working with iwi/Māori, and often do in the context of emergency management and civil defence responses, we can foresee practical challenges in situations where some mana whenua groups lack the ability to resource CDEM groups – particularly during an emergency, given significant capacity constraints.

Clarity is needed around who will be responsible for engaging with iwi/Māori to get them involved in CDEM groups (central or local government), and what the timeframes for confirming their involvement will be. This detail should be clarified following further engagement with iwi/Māori and local authorities.

We also encourage the definition of membership be widened to recognise and include community volunteers. The proposed legislative prescription runs the risk of eliminating volunteers from emergency management responses. Smaller councils’ responses rely heavily on established relationships with trained community volunteers with local knowledge and experience.

The consultation materials refer to members of the same CDEM Group having different obligations. This is something we would like to discuss in further detail with NEMA.

Iwi/Māori participation

We support the Government’s commitment to providing a greater role for iwi/Māori in the emergency management system, including:

- Establishing a new national body - Māori Emergency Management Advisory Group - in legislation;
- Including roles for iwi/Māori entities in the National CDEM Plan;
- Providing for centrally funded iwi/Māori representation on joint committees; and
- Involvement in the development of CDEM Group Plans.

¹ Takatū is the training and developing system managed through NEMA, delivered through regional coordinators.

SUBMISSION

We agree that iwi/Māori must be able to identify the contributions they can make to managing an emergency event and that this information should be communicated to the wider CDEM Group and its communities. LGNZ assumes this would be done through the development of and consultation on the Group Plan. The Government needs to provide further information on whether this requirement will be mandated in legislation, or outlined in group Plan development guidance.

Given the Government's very limited engagement to date with local government on its proposals, we have concerns that there has likely been a similar lack of meaningful engagement with iwi/Māori. We strongly encourage the Government to engage in more meaningful conversations with iwi/Māori before progressing with these reforms at pace. This will help the Government to ensure that iwi/Māori have the capacity, and desire, to participate in the new system in the manner that is envisaged.

Legal Status

We support clarifying the legal status of CDEM Groups involving multiple local authorities in the proposed Bill. However, we recommend avoiding creating new structures, particularly pending the review into the Future for Local Government and other reforms.

Accessibility of CDEM Group Plans

We support the aim of improving consistency of CDEM Group Plans. We also broadly support the aim of making plans more accessible and supporting communities to understand the risks they face.

However, prescriptive legislative requirements that CDEM Plans must comply with, and mandating their availability, are unlikely on their own to sufficiently educate communities or reduce the impacts of emergencies – including on people, the economy and environment.

Changing the CDEM approach to understand a community's capability and capacity to respond in an emergency is the most critical thing to increasing community resilience.

Much broader, ongoing grassroots engagement with communities by CDEM Groups and local authorities is also critical to growing their understanding of risks and potential impacts, rather than a top down "educate the community on the risks" approach.

Further thought should be given to how CDEM Groups and local authorities can be supported to undertake this important community engagement and education mahi. This should involve thinking about how the CDEM approach can change to understand and utilise communities and volunteer groups.

Undeclared Emergencies

While LGNZ could support new response thresholds for the coordination of undeclared emergencies, we need more detail to understand the extent of what is proposed and the potential implications.

In an emergency, the basic difference between declaring and not declaring an event is scale. However, when an event is declared, funding, powers for controllers and indemnity are realised.

SUBMISSION

LGNZ supports “retaining the current approach and practices to undeclared events but introduce measures for protection from liability for personnel outside of a state of emergency or transitional period.”

Concurrent Emergencies

When setting requirements around the coordination of responses, we encourage the Government to not lose sight of the importance of allowing adaptability and improvisation in roles and responsibilities of CDEM Group members or matters to be taken into account when coordinating the response. Agile, flexible and sustainable responses are often part of the success of working in an emergency. Too much prescription runs the risk of curbing effective responses that suit the particular circumstances.

We recommend introducing greater clarity, through guidelines or rules, not through the Bill, about the management of concurrent emergencies at a local, regional, and national level.

Lead Agencies

It should be noted that Lead Agencies only come into being when an event is declared an emergency. We support the proposal to include clear statutory definitions for lead and support agencies across the emergency management system, including clarification of roles and responsibilities across all 4Rs as per the National CDEM Plan definition. This should include agencies such as NZ Police, FENZ, and contractors that act as support agencies.

Disproportionately impacted people

LGNZ recognises the importance of enabling, empowering, and supporting community resilience. As such we support CDEM Groups engaging to identify the needs of disproportionately impacted communities within their CDEM region across the 4 Rs and developing plans to address these needs. However, this should take into account the considerable work that has gone into Group Welfare Plans already. The Government must also work closely with CDEM Groups to identify a reasonable timeframe for developing these plans and working through the issue of who will fund their development.

The definition of ‘disproportionately impacted communities’ needs to be clearly defined. Currently, we’re unclear whether that includes, for example, people without access to transport, disabled peoples, or hospitality and events sectors significantly impacted by Covid-19 lockdowns.

SUBMISSION

Critical infrastructure

We are generally supportive of the proposals in respect of critical infrastructure, but make the following points:

- We disagree with the statement, ‘there are no criteria for the categorisation of Critical Infrastructure or entities’. While there are no criteria in the Act itself, critical infrastructure is well-understood across all lifeline asset managers, whether public or private. The globally-acclaimed industry bible, the IIMM (International Infrastructure Management Manual) outlines the process for identifying and managing critical assets. This process is reflected in council, and other entities, asset management plans. LGNZ recommend the criteria in the proposed Bill is consistent with the IIMM approach, and consistent with accepted asset management practice.
- Nationally, regionally and locally significant infrastructure are also required to be identified and listed in relevant resource management plans. Therefore it’s important that the proposed Bill aligns with the approach under the Resource Management Act (and the new legislation it will be replaced with). This will help avoid duplication, misalignment and confusion.

Reporting, monitoring, and evaluation

Greater transparency of Lifeline Utilities’ preparation, planning, and activity is desirable for providing assurance to the public and emergency management sector.

However, LGNZ does not support the proposed approach of prescribed/mandated service levels for during and after an event.

Levels of service are a statement of outcomes and outputs to be delivered from a service or activities. All Lifeline Utilities have existing service levels and performance measures, including emergency service provision statements, that they report against annually. Local government entities are also required by the Local Government Act to report against service levels, which must be reported in annual, long-term and asset management plans.

These measures and trends are reported to councils, boards, industry regulators and Audit New Zealand. In many cases they are also reflected in Group Plans. The Trifecta Programme proposals around reporting and increased audit requirements will duplicate existing process and requirements.

We recommend:

- NEMA continues to work with the NZ Lifelines Council and local government to progress a mutually acceptable approach to emergency service level provision and reporting requirements (including referencing DIA’s Non-Financial Performance Measures Rules (2013); and
- Avoiding further duplication in existing reporting, including that the ‘responsible agency’ be an existing industry regulator and/or Audit NZ.

SUBMISSION

Information sharing

The CDEM Act currently requires CDEM Groups to prepare response and recovery plans. Some CDEM Groups have developed partnership approaches with Lifeline Utilities agencies, but others experience difficulties getting engagement and support from public and private sector Lifeline Utilities. This can lead to a lack of information sharing to support planning.

LGNZ broadly supports the need for specific policy, regulatory or non-regulatory options to agree roles and responsibilities for information sharing between Lifeline Utilities and CDEM Groups. This will help to support strong multi-agency planning. However, any options for supporting information sharing should recognise existing local capacity, networks and relationships.

Summary

LGNZ supports the objective of an accessible, inclusive, modern, fit-for-purpose, well-coordinated, high-performing emergency management system that communities have trust and confidence in. Working with, and not around, local authorities (who are at the heart of Aotearoa New Zealand's approach to civil defence and emergency management) will help the Government to better understand the issues with the existing system, identify the priority changes that should be made to the existing system, find solutions that will work for councils and their communities and achieve the objectives both tiers of government want for Aotearoa New Zealand's emergency management system.

We believe a stronger, more transparent relationship with local government, CDEM Groups and iwi/Māori, is needed to progress the Trifecta work package. That includes providing much more time for local government to consider the proposed changes, contribute to the development of a fit for purpose Bill before it progresses through Select Committee, and work through how the costs of implementing the proposed changes will be met.

LGNZ looks forward to continuing to work with the Government to refine and contribute to the wider Trifecta programme.



**Te Arotake i te Anamata
mō Ngā Kaunihera**
Review into the Future for
Local Government

19 June 2023

Tēnā koe,

The Panel of the Review into the Future for Local Government appreciates and thanks you for your submission on the draft report, *He mata whāriki, he matawhānui*. The engagement and insights submitters provided were very helpful as we considered our final recommendations and findings.

Over 13,000 individuals and organisations across New Zealand submitted on our draft report. Our Submission Summary Report, which will be released on 21 June 2023, provides an overview of the ideas and opinions we heard and how they informed our thinking.

Our final report will be released on 21 June 2023. We encourage you to read the report, which presents our final recommendations and findings about the future for local government in Aotearoa New Zealand. It outlines the critical changes that are necessary to ensure local government can best support local democracy, intergenerational wellbeing, and Te Tiriti partnership now and in the future.

Our reports, as well as published submissions and other documents that provide additional thinking, analysis, and evidence to support our final report, will be available on our website www.futureforlocalgovernment.govt.nz

We hope that local government will embrace the opportunity our recommendations provide to deliver intergenerational change to the sector. We encourage central government to support local government to implement our recommendations.

On behalf of the Panel, I want to again thank you for your submission and your interest in the future for local government.

Ngā mihi

A handwritten signature in black ink, appearing to read 'Jim Palmer'.

Jim Palmer
Chair
Review into the Future for Local Government



BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 13

Prepared by Jamie Cleine
Buller District Mayor

Appendix 1 Mayor's 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

That Council receive the report for discussion and information.

3. COUNCIL

3.1 Buller Health Trust

As Mayor I am an ex-officio Trustee of the Buller Health Trust (BHT) alongside Council CEO and a community trustee. The Trust has two primary health services in Westport, Coast Medical is a general medical practice and Westport Dental provides a range of dental treatments.

The Trust is on track to move into purpose-built facilities on Bentham Street later this year. The developer and construction company South Peak are indicating things are on track for an August completion date, BHT will likely complete a staged move in after the building is handed over to the Trust as lessee.

The BHT is responsible for the fit-out required to meet the needs of our combined practices. This includes critical set up equipment such as the IT systems, dental chairs, medical examination beds as well as office furniture and other items required. The estimated budget is \$500,000 including some contingency, as we expect there will be inevitable costs that have not been anticipated in bringing two long standing practices

together. This move has been set up as a specific project, with a project manager working closely with South Peak and BHT General Manager Pauline Ansley. The Project Manager is also working on a fundraising plan via various charitable trusts to fund the capital fit-out costs. We have also reached out to corporate sponsors to test the appetite for sponsorship of BHT. We anticipate some success in fundraising, however there is a considerable gap that remains. Fundraising efforts will continue to ensure BHT remains financially independent of Council if at all possible.

The BHT is also not immune to the difficulties in attracting and retaining the necessary medical professionals required that the health sector is experiencing nationwide. We are a not-for-profit trust and trading conditions are very tight as more expensive resources such as locums are used (if these can be secured), this tests the cash position month by month. The Trust remains committed to maintaining and complimenting the primary health services available to Buller residents and is confident our new facilities will enhance the services provided.

3.2 Mayors Taskforce for Jobs (MTFJ)

Mayors Comment

The significant event this month has been the MTFJ sponsorship of attendance to Festival for the Future in Wellington. Unfortunately, my TUIA mentee Maddox Manawatu was unable to attend due to illness, but I took the opportunity to support the Youth Voice Kawatiri Council contingent.

These rangatahi had fundraised and gained other funding support to enable them to attend. It was clear the Festival provided many opportunities for these young people to explore leadership and build understanding of issues beyond the Buller context. I also engaged with a number of fellow Mayors at the various events discussing MTFJ in other districts.

I was the only Mayor to attend from the West Coast. It is imperative that MTFJ remains flexible enough to support and work alongside our other local organisations to identify and respond to opportunities that support our young people.

MTFJ Co Ordinator Julie Moore Comments:

We have a great relationship with our work broker, however we are yet to get many referrals from MSD.

There is now a referral form created for WINZ to give to their clients and I have met with the Westport office to ensure a better understanding of MTFJ and how we can help.

We feel we are now on the right track to start our 2023-2024 campaign.

Ruby Erickson (pastoral care) and I hosted a Job Seeker lunch, although only a small group attended it was beneficial and we were able to direct the attendees to relevant help.

We facilitated a Wahine Wellness and Lash course with 4 young ladies completing the course over three days. This has led us to now look at organising a barber workshop, wellness yoga and the development with a designated youth space, something that Westport is lacking.

We have enquiries for job opportunities from mines in the Reefton area and have followed up with applications.

We are attending the West Coast Pathways event hosted in Westport this month and taking our driving simulator along.

May has been a great month, loads of enquiries and applications. We're still waiting on a few invoices to come through so they will appear in June's figures.

We now have 40 "sustainable outcomes" and a number of applications to process for this month. I'm hopeful of getting 45-47 outcomes for the financial year.

Distributions for May	\$ 32,172
Total Distributions Year to Date	\$278,703

4. EXTERNAL MEETINGS

4.1 Sectors Together – Wellington

I attended this conference on 25 - 26 May at the St James Theatre, Wellington. This was a new format for the traditional rural and provincial quarterly conference. On the first day, Mayors and CEO's of all territorial authorities (rural, provincial and metros) joined the Chairs of the regional councils in one room. The second day we were divided up into our relevant sectors. There were various speakers over the two days, highlights included:

- **Nicola Willis, National Party finance spokesperson**
 - Councils are best connected to community – localism.
 - Local government funding and finance tools other than rates.
 - Central government role in major infrastructure via Infrastructure funding & financing act, made easier to navigate.
 - Climate adaptation, better defined roles of local govt vs central government. Take action early with tailored responses community by community.

- **Electoral Commission – Karl Le Quesne**
 - Focus on building trust in election process
 - Seeking to improve participation
 - Lowering age to 16 not a work stream of EC
 - Electronic voting not currently a likely option
- **Hon Kieran McNulty, Minister of Local Government**
 - Sought advice on options to defer LTP requirements
 - Awaiting final report of future for local government review panel, unlikely to be anything to implement prior to the election.
 - Expects future funding options would be a package of options, acknowledges rates alone is unsustainable.
- **Simpson Grierson – Legal considerations of managed retreat**
 - Estimate partial insurance retreat of 9-30,000 properties by 2030
 - Currently an inconsistent approach to planning, Council LTP 3 -10years, district plans 10 years, urban planning 30 years.
 - National Policy Statement (NPS) on natural hazards and risk categorisation.
 - RMA reform will require better/robust information – science.
 - RMA cannot deliver on successful managed retreat, Climate Adaptation Act is to enable this.
 - Litigation risk likely across three areas:
 - Post event, blame on councils for in-action
 - Affected land, red zone, loss of value.
 - Incorrect decision-making process – judicial reviews
 - Insurance companies likely to increase premiums or deny coverage. Increasingly aggressive post events.

4.2 **Festival for the Future**

I attended the Festival for the Future event 7-9 June in Wellington. This was the first significant event (1400 attendees) to be hosted at Tākina, the new new events centre in downtown Wellington. My trip was funded as part of our membership of Mayors Taskforce for Jobs and LGNZ, which was designed to enable Mayors to support TUIA mentees and youth Councils in attending the largest youth focussed leadership event

in New Zealand. The Kawatiri Youth Voice attended with 12 Buller youth, their trip was supported by funding and leadership from Buller REAP.

Cr Annelise Pfahlert (youth portfolio) also attended and will provide her own report.

Satellite events attended included:

- Hon James Shaw, Minister for Climate Change, hosted a meeting at Parliaments Banquet Hall
- Political debate, Hon Greg O'Connor, Hon Marama Davidson, MP Nicola Willis. Natalia Albert and MP Nicole McKee.

Of note was the level of national acknowledgment achieved by Buller at this event. Buller was mentioned by various keynote speakers including Hon James Shaw. The event itself is the brainchild of ex local Guy Ryan whose charity Inspiring Stories organises the festival. Ex Local Tara Shepard was also a keynote speaker on young women in leadership.

4.3 Mayors Chairs & Iwi (MCI) Workshop – Collaboration & Amalgamation

I attended this workshop via zoom on 16 June. The intent was to explore and discuss the options for optimising governance arrangements and efficiency on the West Coast. This included a discussion on rationalisation of Councils and other opportunities to gain efficiencies. There are already a number of areas that the four councils work collaboratively on:

- Te Tai Poutini Plan, one district plan for the West Coast
- Emergency Management, Joint Committee and regional approach to response and resourcing.
- Shared Regional Land Transport Plan
- Combined tendering for contracts
- Shared support for concerns/issues – Special Purpose roads, Transportation strategy, Waka Kotahi oversight etc
- Road Safety collaboration
- 3 Waters, Combined 3 Waters review and local transition team working closely together.
- Waste Management, Waste Minimisation Agreement, Proposed Waste Management agreement

- Other collaboration, Tender Reviews, Policy/Bylaw Review, Waka Kotahi program of work

The MCI group have asked our CE group to report back on further opportunities for councils to work collaboratively together including planning, regulatory and IT platforms.

5. LOCAL EVENTS & RELATIONSHIP MEETINGS

I have attended various local events and relationship meetings over the period.

Some highlights included:

- AF8 roadshow evening at the NBS theatre, approx 200 people attended to hear from the science team studying the Alpine Fault. This information is designed to inform communities of the possible scenarios so they can be as prepared as they can be for a major earthquake. A South Island wide event such as an alpine fault earthquake will require us to be self-sufficient and cohesive as a community in the first instance. West Coast Emergency Management is making progress on plans that will help co-ordinate and support the community response and liaise with outside agencies for support in the ensuing response and recovery.
- Radio New Zealand, “The Detail” podcast. This was a long format interview to share insights on the West Coast preparedness, and emergency management plans for the Alpine Fault 8 (AF8) inevitability.
- Sacred Heart School in Reefton to meet students that had written letters to Council about pedestrian accessibility. They were very concerned about trip hazards and limited wheelchair accessible facilities. Council is always looking to improve this over time and constructive feedback helps prioritise the areas to fix.
- Inangahua Community Board meeting where a brief update was provided by Infrastructure Delivery Manager Eric DeBoer and Rory Weston, Co-ordinator Drinking Water, on the chlorination of Reefton water supply. The final testing has largely been completed and the system will be up and running from 26 June.
- I was joined by Cr Joanne Howard meeting with the Kawatiri Coastal Trail Trust team for a project update. The next section of trail to open will cross the Okari River and adds further variety to the natural landscape the trail passes through. An amazing and dedicated team are working on completing the trail during 2024.
- Buller Health Trust, I joined BHT employees for an impromptu meal and get together. As we are all looking forward to the milestone of moving Coast

Medical and Westport Dental together on one site later this year it is important to bring the currently separate staff teams together.

- Buller All Ford Day, this is held over Kings Birthday and attracts cars from across the South Island. I attended and judged a mayor's choice at the request of the organisers.

6. CORRESPONDENCE

For Council consideration – see attached (Appendix 1)

Incoming Correspondence		
9 June 2023	Sacred Heart School Students	Accessibility Issues - Reefton
12 June 2023	Hon. Megan Woods	Boarding Houses Safety Concerns
17 June 2023	Jacqui Corner, NZ Police	Tactical Response Model
Outgoing Correspondence		
29 May 2023	Christine Bickell	Coaltown Response Letter
6 June 2023	Allan Donaldson	Public Forum Response
6 June 2023	Brian Jones	Public Forum Response
6 June 2023	Graham Howard	Public Forum Response
6 June 2023	Jack Collin	Public Forum Response
6 June 2023	Jessie Creedmore	Public Forum Response
6 June 2023	Vern Wishart	Public Forum Response
6 June 2023	Wendy Thompson	Public Forum Response
15 June 2023	Joanne Howard, Westport RSA Combined Pipe Band	Letter of Response, Honorary role of Vice President
15 June 2023	Sacred Heart School Students	Letter of Response – Accessibility Issues, Reefton

30 May 2023

Jonty Hiddleston
Sacred Heart School
Reefton 7830

Dear Mayor Jamie and the Buller District Council


RE: Accessibility

Today my class went for a walk down Broadway to see the accessibility of the shops. I was shocked to see that only just over half of the shops were accessible for elderly, disabled and people in wheelchairs. Even the Pharmacy has a step instead of a ramp. It makes it very hard for disabled people to get inside. THIS IS UNFAIR!! We need equal access! Disabled people should be able to access the Pharmacy so they can get prescriptions and health advice.

The Reefton Visitor and Service Centre has really heavy doors which makes it nearly impossible for disabled people, elderly people and people in wheelchairs to enter the building. A solution is you could put in automatic doors at both entrances. In the cave its rough ground is very rocky and the wheels on wheelchairs might get caught. I love going through the cave but you really need to fix this.

The public toilets behind the Service Centre are surrounded by gravel. How are disabled people supposed to wheel their wheelchair through thick gravelly mud, I personally think that this is just stupid. You need to put a footpath in and seal around the toilets as how are people in wheelchairs supposed to access these toilets? We need to think about the less able people in Reefton. I really love Reefton but I think we need to focus on accessibility for the next year or so.

Yours sincerely,


Jonty Hiddleston
Student at Sacred Heart School

30 May 2023

Kylin Mahuika
Sacred Heart School
Reefton 7830

Dear Mayor Jamie and the Buller District Council


Today my class went for a walk down Broadway to see how accessible shops are for people with disabilities. We think that the foot paths on Broadway are too cracked and this could cause people to trip and people in wheelchairs not being able to use these footpaths.

Some shops are not accessible for people with disabilities, for example the pharmacy has a step that stops people in wheelchairs accessing the shop. A possible solution could be to remove the step and put in place a ramp.

The Reefton Visitor and Service Centre doors are too hard to open for people in wheelchairs and old people. You could put in automatic doors at both entrances to let people inside. In the miners cave it's rough ground and very rocky and the wheels on wheelchairs might get stuck. It would be good to have a warning sign about this.

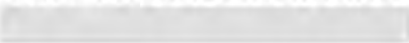
I can't believe that most of the shops on Broadway are not accessible. I think all shops should be accessible for people with disabilities.

Kind Regards,



Kylin Mahuika

Student of Sacred Heart School



30 May 2023

Lucas Mitchell
Sacred Heart School
Reefton 7830

Dear Mayor Jamie and the Buller District Council

RE: Accessibility in Reefton

My class did a survey on Broadway to find out the amount of buildings/shops where accessible for people with disabilities. We found out that out of the 27 doorways we checked only 15 were suitable for people with disabilities (such as, not very good eyesight or being in a wheelchair).

I personally find this very concerning, because we must have at least 90% to be accessible, the reason behind this number is because all people no matter their disabilities should have a variety of choices to choose from. This is important because not having a variety of shops to pick from they might be forced to eat at one shop not three. Allowing for a variety of meals which is important for a healthy diet.

Last of all, the most important thing that wasn't accessible was the pharmacy. This is unbelievable because all people should be able to get their prescriptions, medicine and advice. This is a major problem because if you are not able to get your problem personally looked at they couldn't give you accurate information and advice. A possible solution could be to remove the step and place a ramp.

Yours sincerely,



Lucas Mitchell
Student of Sacred Heart School

9 June 2023

Adam Cunniffe
Reefton 7830
Sacred Heart School

Dear Buller District Council,

Me and my class went for a walk on Broadway and other streets, there are multiple accessibility issues on Broadway street and others in Reefton. Most footpaths have some sort of crack on them which is an issue for all pedestrians disabled or not, it could trip up most disabled people.

Another issue with the footpath is uneven gravel spread across footpaths that could cause some to trip and fall and will most likely cause injuries. Some footpaths in Reefton do not have a ramp on the curb for those who are in wheelchairs or disabled. This means people in wheelchairs have to go into driveways in order to cross the road onto another footpaths to avoid the drop of the curb, this is dangerous.

An accessibility issue with Odd Fellows Hall is at the end of the ramp there is a massive crack and will cause people in wheelchairs to fall over and cause severe injury. If they are a tourist they may tell their friends/family members to not visit the town because of accessibility issues, such as this.

The pharmacy is completely inaccessible for wheelchair users due to the step. People in wheelchairs cannot go up steps. The pharmacy is important because many people need medication and prescriptions. It's also a good place to get gifts for birthdays, mothers and fathers day, apart from gifts and prescriptions. There are also some medical items that you can purchase including gauze and proper bandages, there are other medical items like creams that you put on irritated and dry/cracked to moisturize and soothe skin. A way that you could fix the issue of the pharmacy being inaccessible to disabled people would be to add a ramp instead of a step and a rail to ease access for disabled people.

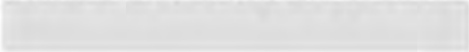
The Reefton Visitor and Service Center isn't accessible for people with disabilities due to the heavy doors at the entrance. People who are weaker and blind people are more likely to suffer injury when dealing with the doors because they are heavier than most doors. Those in wheelchairs are also prone to suffering injury when pushing the doors due to them having the possibility to swing back and hit the person in the spine or face. You could add automatic doors to fix this issue and make it fully accessible for everybody.

Yours sincerely,

ACunniffe

Adam Cunniffe

Student of Sacred Heart School Reefton



7 June 2023

Samuel King
Sacred Heart School
Reefton 7830

Dear Buller District Council

RE: Broadway - Reefton

I can't believe that less than half of the shops in Reefton are not accessible, we need to take action! Why can't we just get sliding or electric doors? It bugs me that some people can't even get into the pharmacy.

Roads are also curved and hard for wheelchair users to get across. It is important that we try to have most places in Reefton accessible for people with disabilities or people in wheelchairs. Let's add some more ramps and remove most of the lips that make it hard for some people to get inside buildings.


Did you know that my friend and all the rest of the people that are in wheelchairs can't access the new public toilets? Because the road crossings are too steep which makes it hard for them to get to the toilets.

Yours sincerely



Samuel King

Student of Sacred Heart School



June 7 2023

Toby Parkinson
Sacred Heart School
Reefton 7830

Dear Buller District Council

RE: Accessibility in Reefton

Today my class went for a walk down Broadway to see if there are accessible ways to get in shops for elderly and disabled people. I was shocked that half of the shops were not accessible, for example the pharmacy which has a big step which stops disabled people from getting in the shop. The pharmacy has got good gifts to buy and it is unfair that people with a disability can't get in.

The footpaths have a lot of cracks and for disabled people in wheelchairs their wheels might get stuck. The toilets behind the library are too slippery and steep. The loose gravel might make wheelchairs get stuck. The information panels at the back are great as you can read about Reefton and see the old pictures of Reefton.

Some of the shops need automatic doors, some shops need ramps and some shops need lighter doors.

Kind regards,

Toby P

Toby Parkinson

Student of Sacred Heart School Reefton
[REDACTED]

8 June 2023

Sam Andrews
Sacred Heart School
Reefton 7830

Dear Buller District Council

My class went on a walk last week on Broadway to see if all of the shops were accessible to get in and out safely. Half of the shops were accessible, the other half were not.

The Reefton Visitor and Service Centre was one of the shops that was not accessible. Have you thought about putting in automatic doors? So elderly people and those with disabilities can access the building. The doors are too heavy and it is too hard for people in wheelchairs to get inside. I think that all the shops in Reefton should be accessible to everyone.

The footpaths on Broadway are not flat and have too many cracks so it makes it hard for people in wheelchairs to move over the cracks and lips. Some of the roads are curved and steep so it's really hard for the elderly and people in wheelchairs to get over. So they can't get where they want to go. The road going to the new toilets is too steep for people in wheelchairs.

Kind Regards,

Sam Andrews

Sam Andrews

Student of Sacred Heart School

Email: 

7 June 2023

Kaifer Diaz
Sacred Heart School
Reefton 7830

Dear Buller District Council

RE: Reefton Footpaths

Today my class went for a walk around Reefton, we noticed that some of the footpaths were cracked, bumpy and narrow. Some of the footpaths even had steps, elderly people and people with low vision could trip and injure themselves because the paths are not up to scratch.

Could the Council please go and check our footpaths and fix any that are broken? People are risking their lives. This needs to be fixed so the elderly and disabled people can be safe and not be injured.

Kind regards,

Kaifer. D

Kaifer Diaz
Student of Sacred Heart School

Hon Dr Megan Woods

MP for Wigram

Minister of Housing

Minister for Infrastructure

Minister of Energy and Resources

Minister for Building and Construction

Associate Minister of Finance



12 June 2023

Mayor Jamie Cleine
 Buller District Council
 mayor@bdc.govt.nz

Tēnā koe Mayor Cleine

You will be aware of the recent Loafers Lodge fire event in Wellington that resulted in tragic loss of life. I have asked officials at the Ministry of Business, Innovation and Employment and the Ministry of Housing and Urban Development to look into whether there is anything we should do differently to improve the safety of boarding houses and similar types of accommodation.

As a first step, it is important to gain a better picture of the stock of boarding houses and similar types of accommodation across Aotearoa New Zealand and the nature and extent of any potential fire safety risks.

Carolyn Tremain, Chief Executive of the Ministry of Business, Innovation and Employment, has written to the Chief Executive of your council to request information on the stock of boarding houses and similar types of accommodation by Friday 7 July 2023. A copy of that letter is attached.

I would particularly like to emphasise the element of the request that seeks to understand whether there are boarding houses in your area where your council has past or current concerns about the building or the way the building is being managed with regard to building compliance. I would like to understand how actively councils have been managing building safety concerns and what actions have been taken to address such concerns in boarding houses in particular.

I acknowledge the current workloads councils are facing, including in flood and cyclone affected areas. The fire at Loafers Lodge has highlighted for many of us the risk that many of our most vulnerable New Zealanders face. As such, I would appreciate your support to prioritise this information being provided to MBIE.

Ngā mihi nui

A handwritten signature in blue ink, appearing to read 'M. Woods'.

Hon Dr Megan Woods
Minister for Building and Construction
Minister of Housing



17 June 2023

Mayor Cleine
 Buller District Council
 Westport
 BULLER DISTRICT

Kia ora,

As a key partner of Police in November last year we provided you with the independent evaluation of the Police's Tactical Response Model trial.

The Tactical Response Model is a safety system created to ensure our Frontline is trained, equipped, and supported to keep themselves and communities safer.

It was created with extensive consultation and feedback from our Frontline and our communities, involving them at each stage of its design, trial, and evaluation.

The results of the trial, ongoing engagement with our people, partner agencies and community leaders, and the final step of having funding released by Cabinet has given Police the confidence to go ahead with a national rollout.

We know this model works to improve our safety. The formal evaluation of the model showed it worked, and that each component produced safety benefits, but the greatest impact happened when it operated as a safety system.

In Tasman the rollout includes enhanced tactical capability with the introduction of an Offender Prevention Team and two-person Tactical Dog Teams, ongoing tactical training for the Frontline, and risk-based intelligence led deployment.

The policing the public will see under the Tactical Response Model will be the same as they see now, but those causing most harm in our communities will feel the difference. Police remains an unarmed service.

Please do not hesitate to contact me if you would like more information about the Tactical Response Model. We would be more than happy to meet with you and discuss this in more detail.

Thank you for your ongoing support.

Ngā mihi,

Inspector Jacquie CORNER
 Area Commander
 West Coast

Tasman Police District Headquarters

Monro Building, 186 Bridge Street, Nelson, New Zealand.
 Telephone: 03 546 3840. www.police.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

30 May 2023

Christine Bickel
Westport 7825

Dear Christine

OLD COAL TOWN BUILDING - RESPONSE

Further to my letter to you of 9 May 2023, council staff have provided the following information.

Council sold the Old Coal Town complex to the people who held a lease agreement at the time, after freeholding, they have subsequently on sold the property.

A resource consent application has been lodged with Council proposing development of the site. The consent process will have regard to the matters raised in your letter such as adequate carparking, height restriction, hazard mitigation and will also identify those in the area that may be deemed affected. Any persons deemed affected will have an ability to contribute to the process and they will be identified by the Council planning officer as part of the process under the Resource Management Act 1991.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz



OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Allan Donaldson

Westport 7891

Dear Allan

Public Forum Response - 31 May 2023

Thank you for speaking at public forum regarding the Westport water supply catchment.

Council appreciated the effort you have made to capture photos of the area, which is challenging for elected members to visit.

Our infrastructure team have been aware of the "north branch" through-out the multi-year repair and rebuild of the water intake. The option to add this supply continues to be an active consideration of the team. However, there is a need to balance many factors in deciding how best to spend a limited budget. The "north branch" has not been ruled out at this stage and will be weighed against all the other options.

Best Regards

Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Brian Jones
Via email: [REDACTED]

Dear Brian,

Public Forum Response - 31 May 2023

Thank you for speaking at public forum regarding council procurement and attending the procurement workshop. I hope the workshop provided a good overview of the complexities of procurement, especially for externally funded projects.

Council acknowledges the extremely capable and resourceful contractor community in Karamea and are pleased that some of the smaller operators are able to gain work via sub-contractor arrangements with WestReef. It is in everyone's best interest that both WestReef and other local contractors do benefit from the extraordinary work programmes that we are experiencing currently.

Council has been able to directly procure significant work through local contractors in response to weather events over the past 18 months. It is, however, unlikely that all of this work can be directed to local contractors in light of council's obligations to procurement policies of both council and funders such as Waka Kotahi.

BDC Acting CE Sean Judd is working with his team to bring further information to councillors on what contracts have been awarded and what is yet to be tendered. I expect Cr Sampson can share this additional information in due course.

WestReef management is also meeting with Sean Judd and his team to discuss any concerns and clarify the works planned and procured.

I appreciate your on-going interest and advocacy for matters of importance to the Karamea community.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Graham Howard

Westport 7825

Dear Mr Howard

Public Forum Response - 31 May 2023

Thank you for speaking at council's public forum regarding the Dolomite Point visitor centre under construction. Council acknowledges your view that 50% of this building should be gifted to the council in order for the community to benefit from its operational profits.

Council is of the opinion that the community does not need to own the development in order to benefit from a successful business operating there. The construction work itself is creating jobs and economic stimulus to the district and the completed project is expected to be an iconic landmark in Punakaiki that will encourage and improve the visitor experience.

Council is not considering a request to the Department of Conservation for ownership of the completed building.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Jack Collin

Westport 7825

Dear Jack

Public Forum Response - 31 May 2023

Thank you for speaking at public forum regarding councils housing for the elderly services.

Council has not made any final decisions regarding the future ownership or management of our housing stock as yet. We have resolved to explore the high-level financial implications of a number of options to help inform further decision making. This is likely to be part of the Long Term Plan considerations for adoption in 2024.

Council is aware of the need in our community for this type of housing and want to ensure this need is met in the most appropriate way. That may include a different ownership or management structure either by Council or some other organisation. Council is also aware that the tenants involved are often vulnerable and so must ensure we communicate and engage in a sensitive and timely way on any plans to change the current arrangements.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Jessie Creedmore

Karamea 7864

Dear Jessie

Public Forum Response - 31 May 2023

Thank you for speaking at public forum regarding council procurement and attending the procurement workshop. I hope the workshop provided a good overview of the complexities of procurement, especially for externally funded projects.

Council acknowledges the extremely capable and resourceful contractor community in Karamea and are pleased that some of the smaller operators are able to gain work via sub-contractor arrangements with WestReef. It is in everyone's best interest that both WestReef and other local contractors do benefit from the extraordinary work programmes that we are experiencing currently.

Council has been able to directly procure significant work through local contractors in response to weather events over the past 18 months. It is, however, unlikely that all of this work can be directed to local contractors in light of council's obligations to procurement policies of both council and funders such as Waka Kotahi.

BDC Acting CE Sean Judd is working with his team to bring further information to councillors on what contracts have been awarded and what is yet to be tendered. I expect Cr Sampson can share this additional information in due course.

WestReef management is also meeting with Sean Judd and his team to discuss any concerns and clarify the works planned and procured.

I would also like to acknowledge the excellent work you are doing to co-ordinate the community planning sessions. I note the excellent turnout you achieved to a recent workshop and look forward to the outcomes being incorporated into a refreshed plan. This kind of community "mandate" is great for Council to hear the direction of the community and seek to incorporate this into meaningful advocacy and work plans where we can.

I look forward to catching up further when I'm next in Karamea.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

Our Values: Community Driven | One Team | Future Focused | Integrity | We Care

6-8 Brougham Street • PO Box 21 • Westport 7866 • New Zealand • Ph: (03) 788 9111 • E: info@bdc.govt.nz • www.bullerdc.govt.nz



OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Vern Wishart
Via email: [REDACTED]

Dear Vern

Public Forum Response - 31 May 2023

Thank you for speaking at public forum regarding the issues you are having with heavy traffic utilising Roebuck Street.

As you stayed for the particular agenda item you will have heard the views and debate of Councillors and in particular the following resolution that was passed:

That: "Council requests staff to report back to Council on how heavy transport can be excluded from Menzies St and Roebuck St."

Your concerns have been understood by Councillors and we look forward to exploring the potential solutions once staff have reported back in due course.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

6 June 2023

Wendy Thompson
Via email: [REDACTED]

Dear Wendy

Public Forum Response - 31 May 2023

Thank you for speaking at public forum regarding the issues you are having with heavy traffic utilising Roebuck Street.

As you stayed for the particular agenda item you will have heard the views and debate of Councillors and in particular the following resolution that was passed:

That: "Council requests staff to report back to Council on how heavy transport can be excluded from Menzies St and Roebuck St."

Your concerns have been understood by Councillors and we look forward to exploring the potential solutions once staff have reported back in due course.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

15 June 2023

Sacred Heart School Students
Via email: [REDACTED]

Dear Students

ACCESSIBILITY ISSUES - REEFTON

Thank you for your letters about accessibility and for hosting me in your class on Tuesday. I hope the discussion we had gave you some insight into the decision making of Council and the difficulty of managing available budgets.

Accessibility is very important as it means everyone has the opportunity to participate in our community in a safe and inclusive way. However, we can never do everything we would like to do all at once.

Council will continue to make improvements over time that enhance the accessibility of Reefton to those less mobile residents. Letters from you, and feedback from other residents help Council to identify the priorities and focus on the things we should do first.

Thank you for your interest in making Reefton a better place to live.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

OFFICE OF THE MAYOR
Jamie Cleine

15 June 2023

Joanne Howard
Secretary/Treasurer
Westport RSA Combined Pipe Band Inc.

Westport 7825

Dear Jo

Thank you for your letter of 23 May 2023 bestowing on myself, as Buller District Mayor, the role of honorary Vice President of the Westport RSA Combined Pipe Band.

I would be honoured to accept this title and note your offer to perform at any function or ceremony within the Buller District. I will definitely keep this in mind should such an opportunity present itself.

Best Regards



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 14

Reviewed by Sean Judd
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

28 JUNE 2023

AGENDA ITEM 15

Prepared by - John Salmond
- Senior Project Lead

Reviewed by - Krissy Trigg
- Group Manager Community Services

Attachments - 1. Water Services Entities Amendment Bill Factsheet
2. Water Services Entities Amendment Bill BDC Breakdown

SUBMISSION TO WATER SERVICES ENTITIES AMENDMENT BILL

1. REPORT PURPOSE

The Water Services Entities Amendment Bill was introduced on the 16 June 2023 and was first read in Cabinet on the 22 June 2023. It was then outlined on the morning of Friday 23 June 2023 from Central Government that submissions would be required to be completed by the 5 July 2023.

2. REPORT SUMMARY

Due to time constraints, should Council wish to make a submission to the Bill, delegation to approve this will need to be given to the Mayor.

The submission in question holds significant importance for our community, addressing critical issues for the future that require prompt action. However, due to the short nature of the turnaround time and circumstances surrounding it, the submission could not be delivered in time for the Council Meeting. As a result, the council members would not have had sufficient opportunity to review its contents thoroughly.

To prevent any delays and ensure that our district's progress is not impeded, staff propose that Council delegates the authority to the mayor to review and approve our submission. This delegation will allow the Mayor to leverage their expertise and familiarity along with the appropriate council staff advice to make an informed decision on behalf of the elected members.

3. DRAFT RECOMMENDATION

That Council:

- a. Notes the content of the report and attachments.**
- b. Delegates authority to Mayor Jamie Cleine to review, feedback and sign off for Buller District Councils submission for the Water Services Entities Amendment Bill**

4. ISSUES & DISCUSSION

BACKGROUND

The Water Services Entities Amendment Bill forms part of the legislation to ensure drinking water, wastewater and stormwater services are upgraded to meet future challenges while remaining affordable for New Zealanders.

The Bill reflects changes to water services reform announced by the Government in April 2023.

The Bill makes the required changes to the Water Services Entities Act to establish 10 water services entities based on existing regional boundaries and introduces a staggered approach to establishing the entities, with all entities going live between 1 July 2024 and 1 July 2026.

There are elements of the proposed legislation that staff feel could impact our community and feel necessary to include these in the proposed submission.

Given our geographic location, the infrastructure challenges we face and the deprivation index of our region, staff / Council believe that reform is needed and would be beneficial to our community. The purpose of this policy is to provide for, and adjust the establishment, governance, functions, and accountability arrangements for 10 publicly owned Water Services Entities that will deliver water services in New Zealand in place of local authorities.

This Bill proposes the following key features:

- Representation of all territorial authority owners on the regional representative group of the entity they own – This gives all councils “A seat at the table”.
- A model that involves 10 Water Services Entities, which are more closely based on existing regions.

- A longer period for establishment of water services entities, between 1 July 2024 and 1 July 2026.
- A new mechanism called community priority statements, which give community groups who have an interest in a water body an opportunity to make statements to their entity about their priorities for that body.

Over the past 18 months Council have done multiple submissions to Parliament for the reform, and the most recent ones received positive feedback from our elected members about the content and layout.

5. CONSIDERATIONS

5.1 Strategic Alignment

Community benefit and well-being is in accordance with our LTP and is critical to the success of our district. This could impact on our Long-Term Plan (LTP), Annual Plans and 30-year Infrastructure strategy (IS) as it states that Water Services are only required to be in the LTP for FY24/25 and FY25/26. In terms of the IS there is no legislative requirement to include Water Services in it.

Community benefit and well-being is in accordance with our LTP and is critical to the success of our district.

5.2 Significance Assessment

The Infrastructure Strategy, LTP and Annual Plan are considered significant in terms of fit for future levels of service and community benefit.

5.3 Tangata Whenua Considerations

Council works in partnership with Ngāti Waewae to provide governance. The submission has high importance in relation to Tangata Whenua matters. This is also in line with the consultation we have ongoing with Iwi at present.

5.4 Risk Management Implications

The risk would be if we were not able to give a submission to Parliament. We want to have our voice heard and the best way to do this would be to do a Council submission. Major 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.

5.5 Policy Framework Implications

Council must comply with the relevant policy and legal requirements including the Local Government Act 2002. If Council is not able to submit a submission by 5 July 2023, we are unable to provide feedback on this amendment - no late submissions will be considered.

5.6 Legal Implications

There is no legal context, issue, or implication relevant to this decision apart from, if Council decided not to approve the delegation, Council would not be able to do a district submission.

5.7 Financial / Budget Implications

There is no financial implication relevant to this decision, it will be completed within existing budgets.

5.8 Media/Publicity

Publicity is expected with levels of service, 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

Affected parties and stakeholders including community members, private sector, government ministries, agencies and authorities are consulted throughout the service delivery process of the reform.

Overview of the Water Services Entities Amendment Bill and related transitional matters

June 2023

The Water Services Entities Amendment Bill gives effect to Cabinet decisions on the water services reforms made in April and May 2023.

The Bill forms part of the legislation that will reform the delivery of New Zealand's drinking water, wastewater and stormwater services.

This document provides an overview of recent policy decisions and key aspects of the Bill, as well as other transitional matters that may be of interest to local authorities.

It is based on the provisions of the Bill as introduced in June 2023.

What the Bill covers

The Bill includes changes to the Water Services Entities Act 2022. Key changes include:

- Establishing **10 new water services entities** based on existing regional boundaries
- A **staggered approach to entity 'go live' dates**, with all entities going live between 1 July 2024 and 1 July 2026
- Confirming the **Northland and Auckland Water Services Entity will go live on 1 July 2024**
- Providing for **every territorial authority to be represented on the regional representative group** of their entity, together with an equal number of mana whenua representatives
- Introducing '**Community Priority Statements**', which can be presented to regional representative groups by persons that have an interest in water bodies within the entity area
- A process to enable **locally led, voluntary mergers** of two or more entities
- **Entity financing arrangements**, including provision for a dedicated Water Services Funding Agency to be established as a backstop financing mechanism, if required
- **Shared services arrangements**, including a provision for the responsible Minister to direct entities where collaboration or a whole of sector approach is required
- **Councils will continue to provide and fund water services** during the extended establishment period for the entities, including transitional arrangements to be inserted in local government legislation to deal with long-term and annual planning, reporting, and rate setting obligations over this period.

Entity go-live approach

The Northland and Auckland Entity – which covers the Far North, Kaipara, Whangārei and Auckland – will start delivering water services from 1 July 2024.

Other entities will start delivering water services in a staggered fashion, by 1 July 2026 at the latest, depending on council owners' readiness for this to happen and National Transition Unit (NTU) guidance.

The NTU will be working with council officers, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) in each entity area to commence discussions around suitable go-live dates via the upcoming NTU workshops, and these are expected to be confirmed before the end of the year.

We recognise the need to work with councils and iwi to get the best outcomes for the entities and the communities they serve, while providing certainty at the earliest opportunity.

Once confirmed by Cabinet, the go-live dates for the remaining entities will be set through an Order in Council process.

Community priority statements

A new mechanism – ‘Community Priority Statements’ – has been introduced to provide communities with a way to communicate their interests in a body of water, and their priorities for how the environmental impacts of the entities’ activities on that body of water might be managed.

These statements will be a valuable source of information for the entities, for planning, engagement purposes, and decisions about investment in infrastructure.

Community Priority Statements are distinct from, and complementary to, Te Mana o te Wai statements for water services. This distinction recognises the status of water as taonga to mana whenua, and the rights and interests of iwi and hapū in relation to water.

Process for locally led, voluntary mergers of entities

While fewer entities and greater scale create greater affordability and efficiency benefits, the 10-entity model recognises the importance of entities having clear and direct links with their communities, to ensure New Zealanders have confidence that the entities will listen and respond to their needs.

The Bill includes a process to support and guide voluntary mergers between two or more entities (once established), recognising that in time, councils and communities in higher cost regions may wish to see the benefits of further amalgamation.

This would be a locally led process, with merger proposals initiated and agreed by entities’ regional representative groups.

Entity financing arrangements

Under the 10-entity model, efficiency gains are still needed to keep water services affordable to consumers, as entities take on more debt to upgrade critical infrastructure and better provide water services.

This is particularly important for communities in rural and provincial areas, with relatively small and geographically dispersed populations.

The Government has been considering additional mechanisms to help to achieve the affordability benefits and efficiencies as part of a 10-entity model, including financing support and shared services arrangements.

To ensure smaller entities can access the finance required to enable greater investment in water services infrastructure on a cost-effective basis, the Bill provides for a dedicated Water Services Funding Agency to be established as a backstop financing mechanism, if required.

Shared services arrangements

The Bill provides for the Minister to direct entities to enter into shared services arrangements in defined areas, where there are clear benefits associated with sharing arrangements instead of duplicating services for 10 entities across the country.

This direction may occur where collaboration or a whole of sector approach is required to ensure business continuity; improve (directly or indirectly) the provision of water services; develop expertise and capability; or manage risks to the water services entities’ financial position, the Government’s financial position, or both.

The areas where the Minister may direct entities to establish shared services are ICT and digital infrastructure; procurement and supply chain management; risk management and insurance; workforce strategy and development; and debt funding and management.

Transitional arrangements relating to local government planning and reporting

As a result of Cabinet decisions on the water services reforms made in April and May 2023, most territorial authorities will continue to be responsible for delivering and funding water services during the first year or two of the 2024-34 long-term plan – until the establishment date of their water services entity.

This means territorial authorities will need to include information on water services in long-term planning, annual planning, and annual reporting documents over this period – and to continue to set and collect rates, and require development contributions.

The Bill includes transitional provisions that modify local government legislation during the 2024/25 and 2025/26 financial years.

These provisions are intended to clarify obligations and information requirements in relation to long-term and annual planning, reporting, and rating for water services over this period. They apply instead of the usual legislative requirements.

The provisions:

- Clarify the information about water services that is required to be included in planning and reporting documents
- Modify and/or remove some standard processes, such as consultation and decision-making requirements, where these relate to the water services reforms and legislation
- Clarify situations in which responsibilities might be transferred to a water services entity part-way through a financial year – including with regards to setting and collecting rates.

To help local authorities, their staff, and other interested stakeholders to understand what is proposed in the Bill, so they can make informed submissions during the select committee process, we have prepared a summary of the transitional provisions in the Bill that affect local government planning, reporting and rating obligations relating to water services during the 2024/25 and 2025/26 financial years. Please refer to this document for further detailed information.

The Department will also be working with Taituarā to prepare updated guidance, following the enactment of the Bill when the final details of the transitional provisions are known.

Asset management planning

Councils may have questions about what the transitional provisions in the Bill mean for council planning and key documents, particularly during the entity establishment period.

Under the transitional provisions proposed in the Bill, councils will not need to include information on water services in their infrastructure strategies.

This approach reflects that these are strategic planning documents with 30-year horizons, and councils will only be responsible for planning for, funding and delivering water services for two years – at most – before these responsibilities are taken on by the new water services entities.

There are no requirements under the Local Government Act 2002 for councils to prepare or adopt an asset management plan, so the Bill does not include transitional provisions on this matter. However, asset management plans are often developed by councils as part of their strategic planning.

Asset management plans consolidate the data and information required to make effective decisions and show the financial requirements to deliver the levels of service, which then informs and feeds into council long-term plans. As such, asset management plans are often referred to in the audit process.

The NTU is already working in collaboration with councils to develop drafts of the entities' initial asset management plans, which include specific information on individual councils.

If councils choose to – and in discussion with auditors, as appropriate – they may use relevant content from the corresponding drafts of the entities' initial asset management plans (as provided by the NTU) as supporting information for their own 2024-34 long-term plans.

This could reduce the need for councils to develop separate asset management plans for the 2024-2026 period, relating to drinking water, wastewater and stormwater services.

The draft initial asset management plan for the Northland and Auckland Entity is expected to be completed by July 2023, and the draft initial asset management plans for the other nine entities will be prepared between June 2023 and March 2024. These will be based on information already provided to the NTU by councils.

Next steps

Transition programme

The establishment of 10 entities requires a coordinated and planned approach. We are focused on the seamless transition of all 10 entities to ensure benefits are delivered for all New Zealanders.

The NTU is looking forward to engaging with representatives from councils, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) in each entity area later this month and in early July, to provide an update on the transition programme and to discuss suitable go-live dates.

Involving councils and iwi in this process will ensure that the entity establishment dates reflect the individual circumstances of each of the regions and will enable alignment of their entity's establishment date with other planning arrangements.

The constitution development process is being revised in light of the 10-entity model and staggered establishment timeframe, and more information about this will also be shared with representatives from councils, iwi collectives and formally mandated organisations (PSGEs, mandated iwi organisations and iwi authorities) as part of the upcoming NTU workshops.

Council transition funding

We are aware that council transition support funding has been useful in enabling councils to proactively engage with the transition work programme.

In light of the recent changes to the number of entities and the extended establishment timeframe, further additional transition support funding for councils is being considered under the new model.

Further details will be shared directly with councils at the upcoming NTU workshops.

Legislative process

The Bill is expected to receive its first reading and be referred to select committee shortly, giving councils and other interested parties the chance to provide feedback.

The Government intends to pass all legislation to give effect to the water services reforms before the House rises for the General Election on 31 August 2023.

Further information

The Water Services Entities Amendment Bill is available at www.legislation.govt.nz.

For further information about the Water Services Reform Programme, visit www.waterservicesreform.govt.nz.



Key Features – Water Services Amendment Bill

The bill introduces several key features and amendments to the Water Services Entities Act 2022. These include:

1. Purpose and Context:
 - The bill is part of a broader suite of legislation to reform water services regulation and delivery in New Zealand. It impacts on Three types of legislation currently in Law
 1. Local Government Act 2002
 2. Local Government (Rating) Act 2002
 3. Local Government (Financial Reporting and Prudence) Regulations 2014
 - The current infrastructure challenges related to water services in the country require significant investment, which is unaffordable for most communities under existing arrangements.
2. Representation:
 - All territorial authority owners must be represented on the regional representative group of the water services entity they own.
 - This ensures accountability and decision-making power for the local authorities in the entity's governance – Each Council will have a representative in the RRG and the clause has been removed which only allows 18 representatives due to the fact some entities may now have more
3. Establishment of Water Services Entities:
 - The bill aims to establish 10 water services entities, replacing the previous 4 entities.
 - The transition to these entities will occur between July 1, 2024, and July 1, 2026, with the Northland and Auckland Water Services Entity fully established by July 1, 2024.
4. Community Engagement:
 - The introduction of community priority statements allows community groups to express their priorities for specific water bodies.
 - These statements can influence the strategic direction, objectives, and planning of the water services entities.
5. Water Services Entities Funding Agency:

- A Funding Agency will be established to provide financing support to the water services entities.
- It will operate similarly to the Local Government Funding Agency, pooling risk and achieving scale and market access benefits.

6. Shared Services:

- Water services entities can voluntarily enter shared services arrangements for various areas, including debt funding, technology, procurement, risk management, and workforce development.
- Ministerial directions can also be given to promote shared services and improve water service provision.

7. Mergers:

- Water services entities can merge through a locally led process.
- Regional representative groups engage with boards and decide on merger proposals.
- If all regional representative groups involved agree, a merger implementation board is appointed, and an Order in Council is issued to give effect to the merger.

8. Transitional Arrangements:

- Amendments will be made to local government legislation to align with the establishment of 10 water services entities.
- Local authorities will continue to have water service responsibilities beyond July 1, 2024, and into the initial 2 years of their 2024/34 long-term planning and reporting cycle.
- Each entity to appoint a chief executive.
- Transitional provisions inserted into the Local Government (Rating) Act clarify that local authorities should set and collect rates for water services for the whole financial year. If responsibilities are transferred to a water services entity part-way through that year, any unapplied rates revenues would also be transferred to that entity.

An establishment date for the entity that is set by Order in Council and that is one of the following dates—

- 1 July 2024
- 1 October 2024
- 1 January 2025
- 1 April 2025
- 1 July 2025
- 1 October 2025
- 1 January 2026
- 1 April 2026
- 1 July 2026

Long Term Plan

1. The long-term plan and associated materials must explain to communities that water services will be transferred from BDC to the water services entity during the 2024/25 and 2025/26 financial years. The documents should outline the implications, significant risks, and financial aspects associated with the transfer - It should also detail how the council plans to address these implications and risks.
2. The local authority is not required to estimate the potential financial effects resulting from uncertainties related to the water services reform.
3. The long-term plan must include information in Schedule 10 for groups of activities – for the first two years:
 - capital expenditure for groups of activities
 - statement of intended levels of service provision
 - funding impact statement for groups of activities
 - forecast financial statements
 - funding impact statement

Councils are not required too:

- include information on DIA non-financial performance measures for water services
 - include information on water services in infrastructure strategies
 - estimate the effects of any uncertainty relating to water services reforms
4. When preparing a consultation document for the specified long-term plan, sections 93A to 93C require a statement to be included, emphasizing that the transfer of water services to a water services entity is mandated by the Water Services Entities Act 2022 and is not subject to consultation by the local authority.
 5. If the transfer of water services occurs between October 1, 2024, and July 1, 2026, certain requirements for amending the specified long-term plan do not apply to matters related to the transfer. **This means that a local authority can amend its specified long-term plan without consulting the community specifically on matters related to the transfer**, even if sections 76 to 82A would typically require consultation.

Infrastructure Strategy

- In relation to the infrastructure strategy, new clause 37 specifies that it applies to a local authority's infrastructure strategy prepared as part of a long-term plan for the 2024/34 financial years. However, new clause 38 exempts the local authority from including information about water services in the infrastructure strategy – **No requirement for Water in the IS Strategy**

Annual Plan

- New clause 33(1) states that an annual plan, under section 95, must include information about water services for the 2024/25 or 2025/26 financial year, even if the local authority ceases to provide water services during that year unless of course the new entity takes over.

- Not required to consult on annual plans if the only material differences from the long-term plan for that financial year relate to timing of the implementation of the water services reforms
- The territorial authority must provide in its annual plan budget and funding impact statement for water services to be provided by the territorial authority in that district for all of that financial year.
- As soon as is reasonably practicable after the establishment date, the territorial authority must transfer to the water services entity any unapplied rates revenue that has been collected for the financial year.
- Anticipated losses arising from the transfer of water services assets and liabilities are not to be factored into balanced budget considerations

Key Outputs:

- Water is only required for 24/25 and 25/26 in LTP.
- No date is given for move to new entity – This will come most likely at the Chief Executive Forum – Further conversations to be held in relation to this.
- **No requirement for Water in the IS Strategy**
- Annual plan must include information about water services for the 2024/25 or 2025/26 financial year even if during that year a local authority may or does cease to provide water services in its district.
- RRG to be created with 1 seat from each Council
- Entities can merge (Approved by Order of the Council and the board of the entity)
- Community engagement groups will be created
- BDC must assess, set, and collect rates, and recover unpaid rates (subject to any remission, postponement, or writing off of rates), for water services to be provided by the territorial authority in that district for all of that financial year

BULLER DISTRICT COUNCIL

28 JUNE 2023

AGENDA ITEM 16

Prepared by Jamie Cleine
Buller District Mayor

PUBLIC EXCLUDED

1. REPORT SUMMARY

Subject to the Local Government Official Information and Meetings Act 1987 S48(1) right of Local Authority to exclude public from proceedings of any meeting on the grounds that:

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 Section 7 LGOIMA 1987
17	Buller District Council Meeting of 26 April 2023	Confirmation of Public Excluded 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).
18	Jamie Cleine	Interim CE Recruitment	(s 7(2)(i)) - enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);