

Buller District Council

# Local Governance Statement

March 2023

## WHAT IS A LOCAL GOVERNANCE STATEMENT?

This Local Governance Statement is a collection of information about the structure of Council, its functions, responsibilities and activities, decision-making processes, legal authority and policies that assist in fulfilling its role in meeting the current and future needs of the Buller District. The Council is required to produce this statement under section 40 of the Local Government Act 2002 (LGA) within six months of each triennial general election.

In accordance with the LGA this Local Governance Statement includes information on the following:

- (a) the functions, responsibilities, and activities of the local authority; and
- (b) any local legislation that confers powers on the local authority; and
- (b.a) the bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159; and
- (c) the electoral system and the opportunity to change it; and
- (d) representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
- (e) members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
- (f) governance structures and processes, membership, and delegations; and
- (g) meeting processes (with specific reference to the applicable provisions of the [Local Government Official Information and Meetings Act 1987](#) and standing orders); and
- (h) consultation policies; and
- (i) policies for liaising with, and memoranda or agreements with, Māori; and
- (j) the management structure and the relationship between management and elected members; and
- (j.a) the remuneration and employment policy, if adopted; and
- (k) equal employment opportunities policy; and
- (l) key approved planning and policy documents and the process for their development and review; and
- (m) systems for public access to it and its elected members; and
- (n) processes for requests for official information.

## 1. HOW COUNCIL WORKS:

### **Buller District Council's Vision, Purpose and Values:**

The Council's **Vision** for Buller is:

Our vision is for the Buller District to grow and for the District to become a thriving community where families enjoy a great quality of life and the distinctive nature, cultural and historical environment are treasured.

The Council's **Core Purpose** is:

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

The way that Council works is summarised in our **Values**:

- **Community driven** - we are committed to making a difference in the community we call home.
- **One team** - shared direction, shared effort.
- **Future focused** - we seek solutions that are fit for the future.
- **Integrity** - open and honest in decisions and action.
- **We care** - about people and place.

The purpose of Local Government is set out in the LGA:

- a. To enable democratic local decision-making and action by, and on behalf of, communities; and
- b. To promote the social, economic, environmental and cultural well-being of communities in the present and future

The Council's Vision, Purpose and Values outline how Buller District Council will give effect within the Buller District to the purpose of local government and to perform the duties and exercise the rights, conferred on it under the Local Government Act 2002.

The Buller District Council's Long Term Plan 2021-2031 outlines the activities and services Council plans to provide over the next 10 years in accordance with our Vision, Purpose and Values. It outlines Council's Community Outcomes, the services and activities Council is planning to undertake to contribute to those Outcomes and the costs of Council providing those services and activities.

Copies of the 2021-2031 Long Term Plan are available on Council's website at:

<https://bullerdc.govt.nz/your-council/plans-policies-and-bylaws/long-term-plan/>

### **Community Outcomes:**

Community Outcomes are the goals and shared aspirations for Buller District that Council wants to achieve for the Community. They reflect what the Community sees as important for its well-being and they help to build up a picture of the collective vision for the District's future. The outcomes guide decision-making by Council. The Council links its activities and services back to the outcomes.

Five community outcomes were developed following community involvement, these outcomes are:

- Social  
Our communities are vibrant, safe and inclusive
- Affordability  
Our communities are supported by quality infrastructure, facilities and services that are efficient, fit-for purpose, affordable and met our current and future needs.
- Prosperity  
Our district is supported by quality technology and an innovative and diverse economy that creates opportunities for self-sufficiency, sustainable growth and employment.
- Culture  
Our lifestyle is treasured, our strong community spirit is nurtured, and our inclusive and caring communities understand our whakapapa and heritage and support lifelong learning.
- Environment  
Our distinctive environment and natural resources are healthy and valued.

## **2. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES**

### **Functions and Responsibilities:**

The purpose of the Council, as set out in section 10 of the Local Government Act 2002, is to enable democratic local decision making and action by, and on behalf of, communities. Also, to meet the current and future needs of communities for good quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

In order to fulfill the purpose of local government, to meet the responsibilities and obligations of local government as set out in the LGA, and to give effect to the Vision and Community Outcomes, the Council performs a variety of roles:

- Advocate
- Funder
- Service Provider
- Regulator
- Facilitator
- Monitor

**Activities:**

In fulfilling its purpose, the Council exercises powers and fulfils responsibilities conferred on it by legislation. The Council undertakes a variety of services for the District. The work Council undertakes on behalf of the ratepayers and communities in Buller includes, but is not limited to the following activities:

**Regulatory**

Council undertakes a number of regulatory activities to fulfill requirements under various legislation including the Local Government Act 2002, Resource Management Act 1991, Dog Control Act 1996, Building Act 2004, Health Act 1956 and Civil Defence and Emergency Management Act 2002.

**Services**

These regulatory services are delivered under the following functions:

- Animal management
- Plans, policies and guidance documents
- Provision of consents
- Building control
- Compliance and enforcement management
- Alcohol licensing
- Emergency management and civil defence
- Environmental health

**Roading:**

The roading activity provides for the planning, operations, maintenance, development and improvements to the roading network so that it is affordable, integrated, safe, responsive and sustainable.

Roading provides and maintains:

- Sealed and unsealed roads
- Culverts
- Bridges
- Footpaths
- Seats and shelters
- Road signs and markings
- Street lighting

**Transport:**

The transport activity provides for the planning, operations, maintenance, development and improvements to the transport network so that it is affordable, integrated, safe, responsive and sustainable. Council also reviews the transport network in response to changing needs and develops plans to ensure that a transport network can support future growth and urban development. Having strong links with roading, the transport activity offers newly established programs of work and budgets.

These programs include:

- public transport services
- cycle and walkways
- signs and wayfinding, parking infrastructure
- footpaths and pedestrian access mobility plans

**Water Supplies:**

Council provides the management of water supplies to support the health and well-being of the community. Under this activity Council provides sufficient quantities of potable water for domestic and commercial needs and public amenities.

There are currently nine drinking water supplies in the District:

- Westport (including Carters Beach)
- Reefton
- Little Wanganui

- Mokihinui
- Ngakawau-Hector (administered by Council)
- Waimangaroa
- Punakaiki
- Inangahua Junction
- South Granity Tank Supply (administered by Council)

### **Wastewater/Sewerage**

Council currently provides for the collection and transportation of wastewater, through the underground piping infrastructure and treatment facilities, from residential and commercial properties of the townships of:

- Westport (including Carters Beach)
- Little Wanganui
- Reefton

Council continues a routine sewer mains replacement programme throughout Westport, Carters Beach, Little Wanganui and Reefton, as well as treatment plant upgrades as required.

### **Stormwater:**

Stormwater management systems are a set of procedures and physical assets designed to manage the need to dispose of surface water from rainfall. Council manages open drain stormwater systems in:

- Hector
- Ngakawau
- Seddonville
- Granity
- Waimangaroa
- Westport
- Carters Beach
- Reefton

In addition, there is a piped stormwater system in Westport. Sections of the Westport piped sewerage system and all of the Reefton piped sewer system also convey stormwater.

**Solid Waste:**

The Solid Waste activity provides for the collection, transfer and final disposal of waste materials generated by households and businesses within the District. Council provides solid waste collection and recycling services through an environmentally sustainable contractor.

Council also operates two active landfills at Karamea and Maruia. The Maruia Resource Consent has been in progress of renewal. Council provides the aftercare of Council's closed landfill sites (Birchfield, Westport, Charleston, Inangahua, Reefton, Springs Junction, Mawheraiti, Ikamatua and Hector) and monitors surface and groundwater quality at these sites as required under resource consent conditions

**Infrastructure Delivery:**

The Professional Services Business Unit (PSBU) provides engineering services and project services to support the maintenance, development and construction of Council infrastructure.

This includes the preparation of contracts for roading, water, wastewater, solid waste and property, amenities and reserves. The PSBU also monitors the performance of contractors and issue instructions for work in response to requests for service and comments from the community.

**Community Services**

Council works alongside our communities to support them to identify and implement solutions to the complex social issues in our society. The team work strategically and practically to ensure issues are identified, prioritised and addressed through a collaborative approach. This activity provides a range of services that deliver to the cultural and recreational needs of residents including:

- Funding – community grants, museum support, community-led revitalisation projects, arts funding, facilities hire, rural travel fund
- Libraries
- NBS Theatre
- Reefton cinema
- Communications – website, Connect newsletter, news releases, social media, advertising.
- Customer services – over the counter and by phone and email through offices in Westport and Reefton



- Economic development
- Community engagement and consultation

**Governance, Representation:**

Council is an elected body that provides a governance structure for effective leadership, advocacy and accountable stewardship of the Council's assets and resources.

Buller District Mayor and Councillors provide governance to set direction, monitor and review Council performance, represent the community as well as inform the community of decisions made.

Council and the Inangahua Community Board provide:

- Advocacy for community issues
- Monitoring of performance
- Strategy setting to decide the level of services and activities to be provided to the district's communities
- A way for our community to have its views heard
- A way to promote social, economic, environmental and cultural wellbeing for the Buller District

**Support Services:**

The activity supports the functioning of all Council's activities and service provision. Council provides customer and support services through these activities:

- Customer service offices in Westport and Reefton.
- Corporate planning and support to governance.
- Financial and accounting operations.
- Production of Annual Plans, Long Term Plans, and Annual Reports.
- Rates operations and customer database management
- Information technology management.
- General administration.
- Health and safety compliance.

- Monitoring and compliance of all Council controlled organisations.
- Guidance and monitoring of Holding Company performance.
- Asset management.
- Management functions.
- Human Resources Management

### **Property/Community Facilities**

This activity provides and maintains a range of facilities, buildings, amenities and reserves for the benefit of the community including:

- Amenities, parks, domains, reserves and public spaces
- Cultural and community facilities,
- Buildings and structures
- Public toilets
- Property Management
- Cemeteries
- Housing for Seniors
- Fleet Management
- Urban Renewals and revitalisation
- Events Facilitation

Council also owns and manages a number of other properties, land and buildings in the district. These have a range of uses including community groups, private licences and commercial leases.

### **Commercial Infrastructure**

Westport Airport:

The Westport Airport is a joint venture between the Buller District Council and the Ministry of Transport. The airport is managed and operated by the Buller District Council which oversees the daily operation. The airport provides facilities for commercial airline and charter operations, aero-medical evacuation and transfer and general aviation including training and recreational activities.

Westport Harbour:

The Westport Harbour is located on the Buller River at Westport. The harbour provides facilities for commercial shipping, the local fishing fleet, and recreational aquatic activities.

### **Council Controlled Organisations**

Buller Holdings Limited:

Buller Holdings Limited is a holding company that was set up to provide a commercial focus in the governance and management of the Buller District Council's commercial assets.

Buller Holdings Limited has two fully owned subsidiaries:

- WestReef Services Limited – provides contracting services for physical work in the Buller District and the West Coast predominantly maintenance and construction services; and
- Buller Recreation Limited trading as the Pulse Energy Recreation Centre (PERC).

### **Other Council Organisations:**

Buller Health Trust:

The Buller Health Trust (BHT) is a charitable trust assisting to preserve public health and well-being in the Buller District. BHT is the owner and operator of the Westport Dental Clinic and Coast Medical

Denniston Heritage Trust:

The purpose of the trust is the preservation, enhancement and interpretation of Denniston's natural, social, industrial and geological history. Council appoints one of the trustees to the Trust Board (minimum number of Trustees is seven). Funding is not provided to the Trust by Council.

### **STRATEGIC DOCUMENTS:**

A full description of Council's activities can be found in the Buller District Council Long Term Plan 2021-2031 and in the current Annual Plan. Copies of the Long Term Plan and Annual Plans are available on Council's website and at Council offices in Westport and Reefton.

- **Long Term Plan**

Council's Long Term Plan sets out the Community Outcomes and Council's priorities for the next ten years. The Long Term Plan also provides information on budgets, rating levels, major projects and general Council services.

<https://bullerdc.govt.nz/your-council/plans-policies-and-bylaws/long-term-plan/>

- **Annual Plan**

Council's Annual Plan sets out any variations to the plans and work priorities agreed in the Long Term Plan.

<https://bullerdc.govt.nz/your-council/plans-policies-and-bylaws/annual-plans/>

- **Annual Report**

Council prepares an Annual Report on its activities each year. The Annual Report compares Council's actual performance against what was forecast in the Long Term Plan / Annual Plan. It includes both financial and non-financial information.

<https://bullerdc.govt.nz/your-council/plans-policies-and-bylaws/annual-reports/>

### 3. LOCAL LEGISLATION

In addition to the many pieces of legislation that apply to all local authorities, Council has obligations under local legislation. The following local legislation confers various powers on the Buller District Council specifically:

- Local Legislation Act 1926; 1927; 1929; 1930; 1931; 1932-33; 1936; 1938; 1939; 1940; 1941; 1942; 1943; 1944; 1948; 1949; 1955; 1963; 1969; 1979
- Reserves and other Lands Disposal Act 1934; 1935; 1941
- Reserves and other Lands Disposal and Public Bodies Empowering Act 1911; 1913; 1915; 1916; 1920; 1922; 1924; 1925
- Sanitary Plumbing (Permission for Householders) Notice (No 2) 1991
- West Coast Regional Council (Loans and Rates Validation) Act 1997
- Westport Public Parks Vesting Act 1913

Details of these Acts can be found on the New Zealand Legislation website:  
[www.legislation.govt.nz](http://www.legislation.govt.nz)

### 4. BYLAWS

Bylaws are special laws created by Council that apply to the Buller district specifically. They are a localised form of legislation that apply to local issues not already covered by any existing acts of Parliament or regulations. The Local Government Act 2002 (LGA) contains many of the bylaw making powers used by Council. Section 146 of the Local Government Act 2002 provides for councils to make bylaws for the following purposes:

- a) Protecting the public from nuisance;
- b) Protecting, promoting and maintaining public health and safety; and
- c) Minimising the potential for offensive behaviour in public places.

In addition, Council is able to make bylaws under other acts for example the Health Act 1956, the Dog Control Act 1996 and the Freedom Camping Act 2011.

Once passed, bylaws must be reviewed periodically. Bylaws in existence at 1 July 2003 must be reviewed by 1 July 2008 (s158 LGA). Bylaws made after 1 July 2003 must be reviewed within five years of the date on which they were made (s158 LGA). After the first review, all bylaws must be reviewed every ten years (s159 LGA). Failure to do so will result in bylaws ceasing to have effect after a further two years.

The bylaws in force for Buller District as at January 2023 are listed In Appendix 1. Copies are available on Council's website: <https://bullerdc.govt.nz/your-council/plans-policies-and-bylaws/bylaws/> and at Council offices in Westport and Reefton.

## **5. ELECTORAL SYSTEM**

Local Government elections are prescribed by the Local Electoral Act 2001 (LEA 2001). As per sections 5A and 5B of the LEA 2001. Council can use one of two electoral systems:

**First Past the Post:**

The Buller District Council currently uses the first past the post (FPP) electoral system, the same form of voting that is used for the parliamentary constituency seats. Under the FPP system, electors vote by indicating their preferred candidate(s), with the number of vacancies being filled by the candidate(s) receiving the most votes, regardless of what proportion of the votes each candidate received.

**Single Transferable Vote:**

The other option for a voting method allowed under the LEA 2001 is the single transferable vote (STV) system. Under STV, electors rank the candidates in order of preference, with the number of votes required by a candidate to win (called the quota) calculated on the number of vacancies to be filled and the number of valid votes.

### **Electoral System for Triennial Elections**

At its meeting held in March 2017 the Council decided to retain the use of the FPP electoral voting system for its 2019 triennial election. A public notice of the right of the public to demand a poll to countermand the resolution was published. There were no demand for a poll to countermand the resolution.

### **Electoral System for Triennial Elections in 2025 and 2028**

The LEA 2001 requires the Council to review the full system at least once every six years.

The next opportunity to change the electoral system is in 2023. The Council will consider which electoral system it wishes to use for the next two triennial elections (2025 and 2028) - if the Council wishes to change to the Single Transferable Vote (STV) system, it must make a formal resolution to this effect no later than 12 September 2023.

Regardless of the decision to retain FPP or change to STV the Council must release a public notice no later than 19 September 2023, advising residents of whether it intends to continue with First Past the Post (FPP), or shift to Single Transferable Vote (STV), and informing the public of their right to demand a poll on this issue (under section 28 of the LEA 2001).

Under the LEA 2001 the Council may resolve to change the electoral system, or conduct a binding poll on the issue. Electors, through a petition signed by no less than 5% of those eligible, can also demand a poll on the same subject. If a change to the system is made then the new system must be retained for at least the following two elections.

## **6. REPRESENTATION ARRANGEMENTS & THE OPPORTUNITY TO CHANGE THEM**

Buller District was established in 1989 with amalgamation of the then Westport Borough, Buller County and Inangahua County. At that time the then Local Government Commission identified three distinct groupings of communities of interest being those that:

- exist in Granity and Ngakawau and north to Karamea;
- lie in the vicinity of Westport; and
- identify with the township of Reefton.

It established the wards of Seddon, Westport and Inangahua respectively for these three groupings with the following elected member representation:

<b>Ward</b>	<b>Elected Members</b>
Seddon	2
Inangahua	2
Westport	6
<b>TOTAL</b>	<b>10</b>

This ward arrangement remains in place with Councillors elected from within the wards and the Mayor elected from the District at large.

### **Community Board**

The Inangahua Ward is also represented by the Inangahua Community Board, on which there are four members, elected by those in the Inangahua Ward. The two Councillors from that Ward are also appointed to join these four members. The full board elects its own chairperson at its first meeting following the election.

### **Māori Wards and Constituencies**

The LEA 2001 also gives Council the ability to establish separate wards for Māori electors. The Council may resolve to create a separate Māori ward or wards or conduct a poll on the matter, or the community may demand a poll. A petition of no less than 5% of electors can require the Council to conduct a poll. Council has not established a separate Maori Ward in the Buller District.

In May 2019 the council resolved to establish a non-elected Maori Portfolio Councillor role (non-voting) and endorsed a Memorandum of Understanding between the Council and Te Rūnanga O Ngāti Waewae.

Buller Council resolved in May 2021 that one Iwi representative will have voting rights at Buller District Council committee meetings from 1 July 2021 but no voting right in Council meetings. These rights have continued into Council's committee structure following the 2022 election. The addition of these voting rights was a logical step to further enhance Council and Iwi partnership. It also further strengthens, develops and extends the Council relationship with Te Rūnanga o Ngāti Waewae especially across Council's wider cultural, social, economic, environmental and legal interests regarding its districts obligations.

### **Changing the Representation Arrangements:**

The Council is required to review its representation arrangements at least once every six years. 'Representation arrangements' means the way in which the District is divided or where its boundaries are, and the make-up of elected members. This review must include the following:

- The number of elected members (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor).
- Whether the elected members (other than the Mayor) shall be elected by the entire District, or whether the District will be divided into wards for electoral purposes, or whether there will be a mix of 'at large' and 'ward' representation.
- If election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- Whether or not to have separate Māori wards.
- Whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the LEA 2001 when conducting this review and should also follow guidelines published by the Local Government Commission. The LEA 2001 gives the public the right to make a written submission to the Council, and to be heard if desired.

There is also the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the LEA 2001 (New Zealand Legislation website: [www.legislation.govt.nz](http://www.legislation.govt.nz) ).

### **Representation Review 2018**

In 2018 Council undertook a full representation review. After consideration of submissions to a proposal for four wards the Council finally resolved to adopt the existing representation arrangements - that is a council comprising the mayor and 10 councillors elected from three wards, as its final representation proposal. It was also resolved to retain the Inangahua Community Board.

This decision to retain the status quo was appealed and the matter was referred to the Local Government Commission for final determination.

In April 2019 the Commission determined that for the general election of Buller District Council to be held on 12 October 2019, the following representation arrangements would apply:

- 1. Buller District, as delineated on SO Plan 11451 deposited with Land Information New Zealand, will be divided into three wards.*
- 2. Those three wards will be:*
  - a) Seddon Ward, comprising the area delineated on SO Plan 14452 deposited with Land Information New Zealand*
  - b) Inangahua Ward, comprising the area delineated on SO Plan 14454 deposited with Land Information New Zealand*
  - c) Westport Ward, comprising the area delineated on SO Plan 14453 deposited with Land Information New Zealand.*
- 3. The council will comprise the mayor and 10 councillors elected as follows:*
  - a) 2 councillors elected by the electors of Seddon Ward*
  - b) 2 councillors elected by the electors of Inangahua Ward*
  - c) 6 councillors elected by the electors of Westport Ward.*
- 4. There will be an Inangahua Community, comprising the area of Inangahua Ward.*



- 5. The Inangahua Community Board will comprise four elected members and two members appointed by the council representing Inangahua Ward.*

The next opportunity to review representation arrangements will be in 2024.

### **The Reorganisation Process**

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- Make changes to the boundaries of the District.
- Create a new District.
- Create a unitary authority (i.e. one body with the powers of both the district and regional councils).
- Transfer a particular function or functions to another Council.

The procedures for resolving each type of proposal are slightly different. In general they begin with a proposal either from the local authority, the Minister of Local Government, or by a petition signed by 10% of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by one of the affected local authorities, or by the Local Government Commission if the local authorities refer the proposal to the Commission, or if they cannot agree on which of them should deal with the matter. Proposals for the establishment of a new District or for the creation of a unitary authority will be dealt with by the Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the LGA 2001 (details of these acts can be found on the New Zealand Legislation website: [www.legislation.govt.nz](http://www.legislation.govt.nz)). The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

In 2015 some members of the West Coast community asked the Local Government Commission to look at options for streamlining the local councils. The Commission ran a collaborative process with the four West Coast councils, looking at their current systems and options to improve them.

In 2018 the Local Government Commission released its proposal for local government reorganisation on the West Coast. The Commission did not recommend any changes to the boundaries of the three districts. However, it did recommend:

- Transferring the statutory obligations for preparing district plans from the three West Coast district councils to the West Coast Regional Council.

- Delegating these obligations to a joint committee comprising all four councils and local iwi, with an independent chair.

This recommendation was confirmed by an Order in Council.

## **7. MEMBERS' ROLES AND CONDUCT**

### **Role of Elected Members:**

Elected Members, acting as the Council, are responsible for governance, including:

- the development and approval of Council plans, policies and budgets;
  - monitoring the performance of the Council against its stated objectives and policies;
  - prudent stewardship of Council resources;
- representing the interests of the residents and ratepayers of the district: and
- employing the Chief Executive Officer (CEO). Under the Local Government Act 2002 the local authority employs the CEO, who in turn employs all other staff on its behalf.

### **Role of the Mayor:**

The Mayor is elected by the district as a whole. Section 41A of the LGA 2002 states that role of a Mayor is to provide leadership to other members of the Council and to the people of Buller.

The Mayor also has the following roles:

- lead the development of the Council's plans (including long-term plan and annual plan), policies and budgets for consideration by members of the territorial authority;
- appoint the Deputy Mayor;
- establish committees of the Council and appoint the chairperson of each committee established. However, nothing limits or prevents the Council from discharging or reconstituting committees or chairpersons of those committees established by the Mayor by way of Council resolution at a later date.
- presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during Council meetings (as determined by Standing Orders);
- advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- ceremonial head of the Council;

- providing leadership and feedback to other Elected Members on teamwork and chairing of committees; and
- keeping the Council informed of matters brought to his/her attention.

**Role of the Deputy Mayor:**

The Deputy Mayor exercises the same roles as other Elected Members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all the responsibilities and duties, and may exercise the powers, of the Mayor (as summarised above).

The Deputy Mayor may be removed from office by resolution of the Council.

**Role of the Committee Chairperson:**

A committee chairperson presides over all meetings of the committee, ensuring that the committee acts within the powers delegated by the Council and the orderly conduct of business during committee meetings (as determined by Standing Orders).

Committee chairpersons may be called on to act as official spokespersons on issues within the terms of reference for their committees.

Chairpersons may be removed from office by resolution of the Council. The Council may also appoint deputy chairpersons of committees, who shall fulfil the functions of the chair when the chairperson is absent.

**Legislation Regarding Conduct of Elected Members:**

Specific obligations for the conduct of elected members can be found in the following legislation:

- Schedule 7 of the LGA 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- The Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect).
- The Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way.
- The Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.
- The Securities Act 1978, which applies if securities are being offered to the public.

Details of these acts can be found on the New Zealand Legislation website:

[www.legislation.govt.nz](http://www.legislation.govt.nz)

**Code of Conduct:**

Under the LGA 2002 Council is required to have a Code of Conduct for Elected Members. All elected members are required to adhere to a Code of Conduct. Once adopted such a Code may only be amended by a 75% or more vote of the Council.

The Code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to the CEO and staff, to the media and to the general public in the course of their duties. It is also concerned with the disclosure of information that Elected Members receive in their capacity as members and information which impacts on the ability of the Council to give effect to its statutory responsibilities, and contains details of the sanctions that the Council may impose if an individual breaches the Code.

The general principles the Buller District Council Code of Conduct for Elected Members are set out below.

- Integrity and Honesty
- Accountability
- Respect
- Good Faith
- Proper Use of Position

The full Code of Conduct can be viewed at Council's Westport office and on the Council website <https://bullerdc.govt.nz/your-council/mayor-and-councillors/>

## **8. GOVERNANCE STRUCTURES AND PROCESSES, MEMBERSHIP & DELEGATIONS**

### **Governance Structures and Processes**

**Council:**

Council meetings are held monthly. A schedule of meeting dates can be found on Council's website at: <https://bullerdc.govt.nz/your-council/council-committees/>

The Council is responsible for:

- Providing leadership to, and advocacy on behalf of, the people of Buller district.

- 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.

**Standing Committees:**

The Council reviews its committee structures after each triennial election. At the last review (2022) the Council established the committees outlined below.

The Council's *'Governance Structure - Terms of Reference and Delegations for Council, and Committees of Council 2022-2025 Triennium'* can be found on the Council's website at : [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)

Council's committees each have delegated powers to handle the matters they are responsible for. All Councillors and the Mayor have membership on these committees, as does the Iwi representative.

The following is a brief summary of each committee and its responsibilities. Full details of each committee's responsibilities, Terms of Reference, delegated powers to act and other details can be found in the *'Governance Structure - Terms of Reference and Delegations for Council, and Committees of Council 2022-2025 Triennium'* document referred to above.

**Risk and Audit Committee:** This committee meets monthly and the committees' responsibilities include, but are not limited to:

- Monitoring Council's financial strategy, and financial performance against the Annual and Long-Term Plans.
- Monitoring Council's interests in its Council Controlled Organisations (CCOs).
- Reviewing the Council's risk register and associated process for managing current and emerging risk.
- Ensuring the independence and effectiveness of Council's External and Internal Audit processes.
- Monitoring existing corporate policies and recommending new or amended policies as required.
- Ensuring that council policies and practices will prevent unethical, questionable or illegal activities.
- Providing a communication link between management, internal auditors/external auditors and Council.
- Supporting measures to improve management performance and internal controls.

**Community, Environment and Services Committee:**

This committee meets bi-monthly and is responsible for:

- Guiding and monitoring the provision of strategic community infrastructure and services to meet the current and future needs of the district and its communities.
- Governance of recreational, event, and community facilities and amenities.
- Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety and community wellbeing matters.
- Funding to benefit the social, cultural, arts and environmental wellbeing of communities in Buller District.
- Advising Council on the best ways to improve Buller district's people quality of life environmentally, socially, culturally and economically by protecting and enhancing the local environment.
- Guiding the development of Council's Climate Change Adaptation Plan.
- Facilitating Council's engagement with stakeholders and communities of interest, including but not limited to the Punakaiki community and Youth.

This committee also has the following special purpose subcommittees which report to it. These only meet when required.

- Creative Communities Scheme
- Reserves and Halls as follows:
- Reefton Reserve Subcommittee
- Seddonville Reserve Subcommittee
- Karamea Reserve Subcommittee
- Mokihinui Reserve and Hall Subcommittee
- Carters Beach Reserve and Hall Subcommittee
- Springs Junction/Maruia Reserve and Hall Subcommittee
- Little Wanganui Reserve and Hall Subcommittee
- Ngakawau/Hector Reserve and Hall Subcommittee
- Waimangaroa Reserve and Hall Subcommittee

- Omau Reserve Subcommittee
- Inangahua Junction Hall Subcommittee

**Chief Executive Officer Review and Performance Committee:**

This committee meets as required and is responsible for:

- Acting for and advising Council on matters pertaining to the employment and performance of the Council's Chief Executive Officer

**Regulatory, Hearings and Planning Committee:**

This committee meets as required and its purpose is to:

- To conduct fair and effective hearings and make determinations on a range of the Council's quasi-judicial functions under legislation and other matters as referred to the Committee.
- Ensuring Buller is performing to the highest standard in the area of civil defence and emergency management through:
  - a. Implementation of Government requirements.
  - b. Contractual service delivery arrangements with the West Coast Regional Group Emergency Management Office.

**Independent Hearings Commissioners' Panel:**

This panel meets as required to undertake certain hearings under the Resource Management Act 1991, unless otherwise reserved by full Council. The Panel sits under the Regulatory Committee.

Further details on the above, including their terms of reference, membership and meeting arrangements can be obtained from the Council website [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz). The Council may, from time to time, establish ad hoc committees to consider a particular issue or issues.

**Other Entities:**

**Inangahua Community Board:**

Council is represented on the community board by the two councillors from the Inangahua Ward.

The legislative role of community boards (Local Government Act 2002, s.52) is to:

- Represent, and act as an advocate for, the interests of its community, and
- Consider and report on all matters referred to it by Council, or any matter of interest or concern to the community board: and

- Maintain an overview of services provided by the Council within the community: and
- Prepare an annual submission to the Council for expenditure within the community: and
- Communicate with community organisations and special interest groups within the community: and
- Undertake any other responsibilities delegated to it by Council.

In addition to the community board's legislative role the community board is responsible for and accountable to the Council for:

- Providing local leadership and developing relationships with Council, the community, and community organisations in developing local solutions within the Community board area.
- Assisting the organisation with consultation with local residents, ratepayers, Iwi, community groups and other key stakeholders on local issues including input into the Long Term Plan and the Annual Plan.
- Making recommendations to Council on leases, licenses or concessions associated with all Council owned property included within the locally funded activities of the community board area, excluding Council administration land and buildings.
- Making recommendations to council on property (including land & buildings) acquisitions and disposals in the local area.

Further details on the above, including their terms of reference, membership and meeting arrangements can be obtained from the Council website [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz).

**Other Committees/Groups:**

The following committees or groups operate under separate legislation and their membership includes both Council and external members

- Regional Transport Committee
- Westport Rating District Joint Committee
- Te Tai o Poutini Plan Committee (One District Plan)
- Civil Defence Emergency Management Group
- District Licensing Committee (Alcohol Licensing)



### **Advisory and Working Groups**

The Council also has representatives on the following external working and advisory groups:

- Dolomite Point Redevelopment Project Steering Group and Social Hub Feasibility Working Group
- West Coast Regional Housing Forum
- West Coast Health Localities Project Governance Group
- West Coast Road Safety Co-Ordinating Committee

Council may also from time to time appoint representatives to other external advisory or working groups. Further information on the above, including the names of Council appointees, is available from Council's Westport office.

### **Delegations Register**

The Council believes that it is essential, in the interests of good management and effective administration, to encourage the delegation of decision making to the lowest competent level. This achieves the best use of the abilities of elected representatives and officers, minimises the cost of material, technical and financial resources, promotes the development of effective managers and minimises bureaucratic interference in the daily affairs of Buller's residents.

Accordingly, the Council has delegated powers to Council committees and officers.

The Delegations Register records all delegations from the Buller District Council to committees, subcommittees, elected members and staff. The delegations have been approved by Council resolution and, unless stated, are deemed to have been made under clause 32, schedule 7 of the LGA 2002.

The purpose of the Delegations Register is to set out the Council's policies, procedures and delegations relating to decision making when giving effect to its statutory duties, responsibilities and powers.

The Delegations Register is a 'living document' and as such will be reviewed, updated and amended from time to time to ensure it remains current as Council resolutions are made.

## **9. MEETING PROCESSES**

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

**Public Attendance at Meetings:**

All Council and committee meetings must be open to the public unless there is reason to consider some items with the public excluded. LGOIMA 1987 contains a list of the circumstances where Councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order. The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

Although meetings are open to the public, members of the public do not generally have speaking rights unless prior arrangements have been made with the Council. Time is set aside for a public forum before each ordinary monthly meeting of the Council. Members of the public have the opportunity to address Council during the public forum. Anyone interested in speaking at the public forum is advised to contact the Governance Assistant, via Council's Westport office, prior to the meeting to register their interest and to be allocated a speaking time.

**Standing Orders:**

Clause 27, schedule 7 of the Local Government Act 2002 requires local authorities to adopt a set of standing orders for the conduct of its meetings and those of its committees, including community boards. During meetings the Mayor and Councillors must follow Standing Orders. The Council may suspend Standing Orders by a vote of 75% of the members present and voting.

The current Standing Orders for the Buller District Council and Inangahua Community Board can be found on the Council's website ([www.bullerdc.govt.nz](http://www.bullerdc.govt.nz))

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders.

**Agendas and Minutes:**

Minutes of meetings must be kept as evidence of the proceedings of the meeting. Minutes are not a verbatim record of the meeting but rather a record of the nature of the topic, motions put, amendments and resolutions adopted. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on three working days notice.

All meeting agendas are public documents, although parts may be withheld if the criteria under LGOIMA apply. Copies of Buller District Council agendas and minutes can be found on the Council website ([www.bullerdc.govt.nz](http://www.bullerdc.govt.nz))

## 10. CONSULTATION POLICIES

Consultation is an integral part of the Council's relationship with the community. In consulting with the community Council is seeking and obtaining of information and feedback from the community to assist the council to make informed decisions. The primary purpose of consultation with the community is to enable effective participation of individuals and communities in the decision making of council.

The Local Government Act 2002 sets out certain consultation principles and also a procedure that local authorities must follow when making important decisions, such as adoption of the Annual Plan or adopting/amending bylaws (Special Consultative Procedure, see below). Council must comply with section 82 of the Local Government Act 2002 principles of consultation in a manner it considers appropriate (for details see [www.legislation.govt.nz](http://www.legislation.govt.nz)).

### **Significance and Engagement Policy:**

The Significance and Engagement Policy forms part of the Long Term Plan 2021-2031. It is available on the Council website ([www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)).

The decisions local authorities make affect their communities on a daily basis. Some have greater significance than others. Council has developed a Significance and Engagement Policy to help explain how Council will determine the significance of matters and, as a result, the level of community engagement it is likely to undertake on a particular matter. The extent of significance and engagement is determined on a case-by-case basis. The higher the significance of a matter (e.g. a policy or a project), the more engagement Council will need to undertake.

Council engages with the community during its everyday business using a range of informal methods. However, some Council decisions require a more structured form of engagement due to the significance that a matter has within the wider community or for groups within communities. The Significance and Engagement Policy provides guidance on Council's engagement processes. The policy does not apply to decision making under the Resource Management Act 1991.

### **Special Consultative Procedure:**

The Special Consultative Procedure (SCP) is a prescribed process for consultation set out in the Local Government Act 2002. When making certain types of decisions, Council must follow the SCP as required by the Local Government Act 2002 (e.g. when it is adopting or amending a Long Term Plan, adopting an Annual Plan, adopting, revoking, reviewing or amending a bylaw). The procedure provides for the minimum consultation requirements required of Council and involves:

- Preparing a description of the proposal (a statement of proposal) and a summary of that description.

- Making the proposal available to the public (at a minimum at Council offices).
- Publicly notifying the proposal and the consultation being carried out on it.
- Inviting submissions for at least one month.
- Hearing submitters who request to be heard at a Council meeting.
- Councillors deliberating at a Council meeting on the submissions received.
- Providing a copy of the Council's decisions as a result of the submissions process and its reasons to those who submitted.

Council may be required to use the special consultative procedure under other legislation, and it may use this procedure in other circumstances if it wishes to do so.

#### **Consultation and Liaison with Māori**

Council recognises the importance of establishing and maintaining processes to provide opportunities to Māori to contribute to its decision-making processes and make information available to Māori for this purpose. The Significance and Engagement Policy includes information about how Council will undertake engagement with Māori.

Ngāti Waewae are legally recognised as mana whenua by Council in regard to meeting its obligations under legislation around consenting. Under the Memorandum of Understanding between Council and Te Rūnanga o Ngāti Waewae (May 2019) Council also acknowledges the mana whenua status of Ngāti Waewae as represented by the Rūnanga. The Memorandum of Understanding also notes that the Rūnanga acknowledges that Council will also consult with Ngāti Apa ki te Rā on matters pertaining to the Buller District and that the input of Māori not associated with Ngāti Waewae may from time to time be considered.

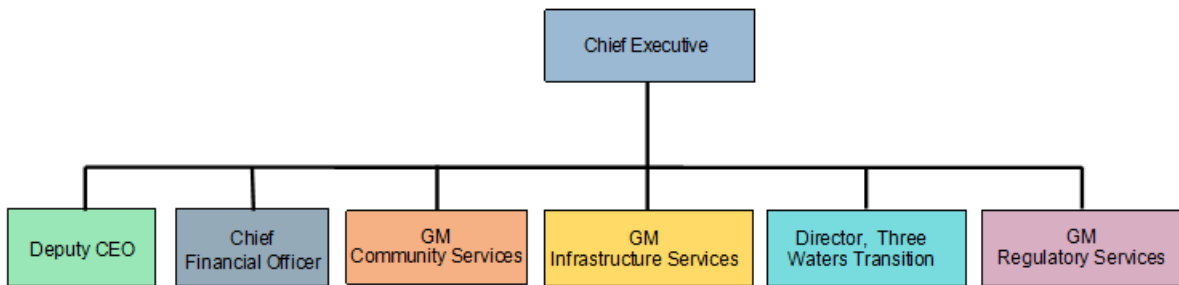
The appointment of the non-elected Māori Portfolio Councillor role into the Buller District Council Governance structure further recognises the importance of the crucial relationship with Te Rūnanga o Ngāti Waewae. The appointment strengthens, develops and extends the Council relationship with Te Rūnanga o Ngāti Waewae especially across Council's wider cultural, social, economic, environmental and legal interests in regard to its district obligations.

## **11. MANAGEMENT STRUCTURES AND RELATIONSHIPS**

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibility it is to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about

individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or councillors.

Council's current management structure is as follows:



## 12. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

Council is firmly committed to the principles and practices of Equal Employment Opportunities (EEO) as a means of ensuring all applicants and employees have equal opportunity to achieve their potential. Council therefore rejects unfair discrimination on any grounds including race, nationality, ethnic origin, sex, religious belief, age, marital status, family or parental status, sexual orientation or disability, thereby drawing from the overall pool of talent which exists in New Zealand society.

Council endeavours to create and maintain a safe and supportive working environment for its employees and customers. We believe that our organisation will benefit from a diverse workforce which is free from discriminatory practices. Council has an *Equal Employment Opportunities Policy* which is available on Council's website [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz) and from Council's Westport office.

## 13. KEY APPROVED PLANNING AND POLICY DOCUMENTS AND THE PROCESS FOR THEIR DEVELOPMENT & REVIEW

The following documents are all available on Council's website [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz) and at Council's Westport office.

### Long Term Plan (LTP) 2021 TO 2031

The LTP outlines the activities and services Council is planning to provide over the coming ten years. It states the proposed vision for the District, the Community Outcomes, the services and activities Council is undertaking to contribute to those Outcomes and the costs of Council providing those services and activities over the next ten years.

Under the Local Government Act 2002 the LTP must be reviewed and re-evaluated every three years. This includes preparing a draft LTP for public consultation with a period for written submissions followed by the hearing of oral submissions before Council adopts the LTP.

Council adopted the current LTP on 30 June 2021.

### **Annual Plan and Annual Report**

Between the three yearly reviews of the LTP Council produces an Annual Plan which outlines what activities and services Council will be undertaking in that year and any changes from the LTP.

Each year, including years when the LTP is reviewed, Council produces an Annual Report which outlines what Council actually did that year compared to what it was planning to do in the LTP or Annual Plan.

### **District Plan/Te Tai o Poutini Plan**

A District Plan is a statutory requirement under section 73 of the Resource Management Act 1991 (RMA). Its purpose is to assist Council to carry out its functions under the RMA in order to promote the sustainable management of Buller's natural and physical resources. It controls the effects of the use and development of land through objectives, policies and rules.

The Buller District Plan was made operative in 2000. Sections of the Plan were reviewed, amended and became operative in 2004, 2009 and 2011.

As a result of the Local Government Commissions review and recommendations in 2019 the West Coast Regional Council now has statutory responsibility for preparing district plans for the three West Coast district councils including Buller District.

The Regional Council is in the process of developing Te Tai o Poutini Plan (one district plan for the West Coast Region). Development of the plan will be overseen by Te Tai o Poutini Plan Committee which is a joint committee made up of the four West Coast councils and local iwi. It is comprised of the Mayor or Chair and one other Councillor from each council and one representative each from Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio. It is chaired by an independent chairperson.

The Committee has full decision-making powers, and the make-up of the Committee ensures each district has equal input and voting rights on what goes in the Plan.

Technical support is provided by the technical advisory team. This team comprises planners with expertise from across the four councils and local iwi ensuring local interests are well understood and represented. There is also a steering group, comprising the four council chief executives and iwi representatives, to ensure the project is supported and progressing as planned.

Information about Te Tai o Poutini Plan progress, what's in the plan and consultations being undertaken can be found on the West Coast Regional Council website at: <https://ttopp.nz/>

#### **14. PUBLIC ACCESS TO COUNCIL AND ITS ELECTED MEMBERS**

Council has two offices where you can conduct your business:

##### **Westport Office**

Address: 6-8 Brougham Street, Westport

Phone: 0800 807 239 or 03 788 9111

Email: [info@bdc.govt.nz](mailto:info@bdc.govt.nz)

Postal address:

Buller District Council

PO Box 21

Westport 7866

Opening hours:

Monday – Friday

8.30am – 4.30pm

##### **Reefton Visitor and Service Centre**

Address: 67-69 Broadway, Reefton

Phone: 03 732 8821 or 03 732 8391

Email: [reeftonsc@bdc.govt.nz](mailto:reeftonsc@bdc.govt.nz)

Postal address:

Buller District Council

PO Box 75

Reefton 7851

Opening hours:

Monday – Friday

9am – 4.30pm

**Council website:** [www.bullerdc.govt.nz](http://www.bullerdc.govt.nz)

**Contact details for Councillors and Community Board members can be found in Appendix B.**

#### **15. PROCESSES FOR REQUESTS FOR OFFICIAL INFORMATION**

The [Local Government Official Information and Meetings Act 1987 \(LGOIMA\)](#) gives everyone the right to request official information held by Council. Council holds a large amount of official information including reports, emails, policies, documents, and databases.

### **How to Make a Request:**

If you want to request official information from Council, you can [complete our online form](#) , or lodge your request in writing. Please email written requests to [LGOIMA@bdc.govt.nz](mailto:LGOIMA@bdc.govt.nz) or send to:

**Attention:** Chief Executive  
Buller District Council  
P O Box 21, Westport 7866

### **How Long Will it Take?**

Council must respond to requests as soon as reasonably practicable and no later than 20 working days from receiving the request. In most instances, staff will try to get the information out to you as soon as possible. Urgent requests can be made, but the reasons for making an urgent request must be specified.

### **How Much Will it Cost?**

The first hour and first 20 pages of information are free.

Council may charge for official information in accordance with the Fees and Charges schedule in Council's Annual Plan. Under clause 13(4) of LGOIMA Council can request the amounts due are paid in advance of the release of information requested. Go to our Annual Plan's [Fees and Charges](#) to find out how much it might cost.

Land Information Memorandums (LIMs) are subject to a separate timeframe and charging regime.

### **What information Can Be Requested?**

The LGOIMA states that any information held by Council is subject to the Act and can be requested.

This is a key principle of LGOIMA and the information you request has to be made available unless there is a good reason for withholding it. This key principle is always kept in mind when Council responds to your request for official information.

The type of information you can request is not limited to documents. The type of information that can be requested includes:

- written documents, reports, memos, letters, notes, and emails
- non-written information, such as material stored on or generated by computers and databases, video and tape recordings, maps and photographs
- information that is known to an agency but which has not yet been recorded in writing or otherwise.



### **Why Would Council Withhold Information?**

There are several reasons for withholding requests for information made under the [Local Government Official Information and Meetings Act 1987](#).

Under the Act, Council may withhold information for specific reasons. If so, Council will explain the reason why in its response to your request.

Key reasons for withholding are:

Administrative reasons:

- Making the information available would be contrary to an enactment or constitute contempt of Court or Parliament.
- The information requested is or will soon be publicly available.
- The information requested does not exist or cannot be found.
- The information requested cannot be made available without substantial collation or research.
- The information requested is not held by the Council and we are not aware of another local authority or government organisation that might hold the information that we could transfer the request to.
- The request is frivolous and vexatious or for trivial information.

Conclusive reasons for refusal – making the information available would be likely to:

- Prejudice the maintenance of the law including the prevention, investigation, and detection of offences and the right to a fair trial; or
- Endanger the safety of any person.

Other reasons:

The Council is required to assess whether each of the following withholding reasons is outweighed by other considerations which render it desirable in the public interest to make the information available.

Withholding the information is necessary to:

- Protect the privacy of natural persons;
- Protect information where the making available would disclose a trade secret or would be likely unreasonably to prejudice the commercial position of a person;

- Avoid serious offence to tikanga Māori or avoid disclosure of the location of a waahi tapu (relates to Resource Management Act 1991 matters);
- Protect information which is subject to an obligation of confidence or which a person has been or could be compelled to provide under the authority of any enactment;
- Avoid prejudice to measures protecting public health and safety;
- Avoid prejudice to measures that prevent or mitigate material loss to members of the public;
- Maintain the effective conduct of public affairs through the free and frank expression of opinions by or between members, officers, or employees of Council or to protect them from improper pressure or harassment;
- Maintain legal professional privilege;
- Enable Council to carry out, without prejudice or disadvantage, commercial activities;
- Enable Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);
- To prevent the disclosure or use of official information for improper gain or improper advantage.

If a non-natural person (such as a company or organisation) makes a request for its personal information, it has a right to access that information (under section 23) unless one of the grounds for refusal in section 26 applies.

If you are unhappy with the information you received, or the decision to withhold information, fees charged, the time frame to process your request, or how Council has dealt with your request, you are able to have the decision reviewed by the [Office of the Ombudsmen](#).

If you are not happy with the outcome of your request made under the Privacy Act you can contact the [Office of the Privacy Commissioner](#).

Information about making a request for Official Information can be found on the Ombudsman's website at:

<https://www.ombudsman.parliament.nz/resources/making-official-information-requests-guide-requesters?1516146924=>

View the Local Government Official Information and Meetings Act 1987 at:

<http://www.legislation.govt.nz/act/public/1987/0174/latest/DLM122242.html>

## APPENDIX 1 – BULLER DISTRICT COUNCIL BYLAWS

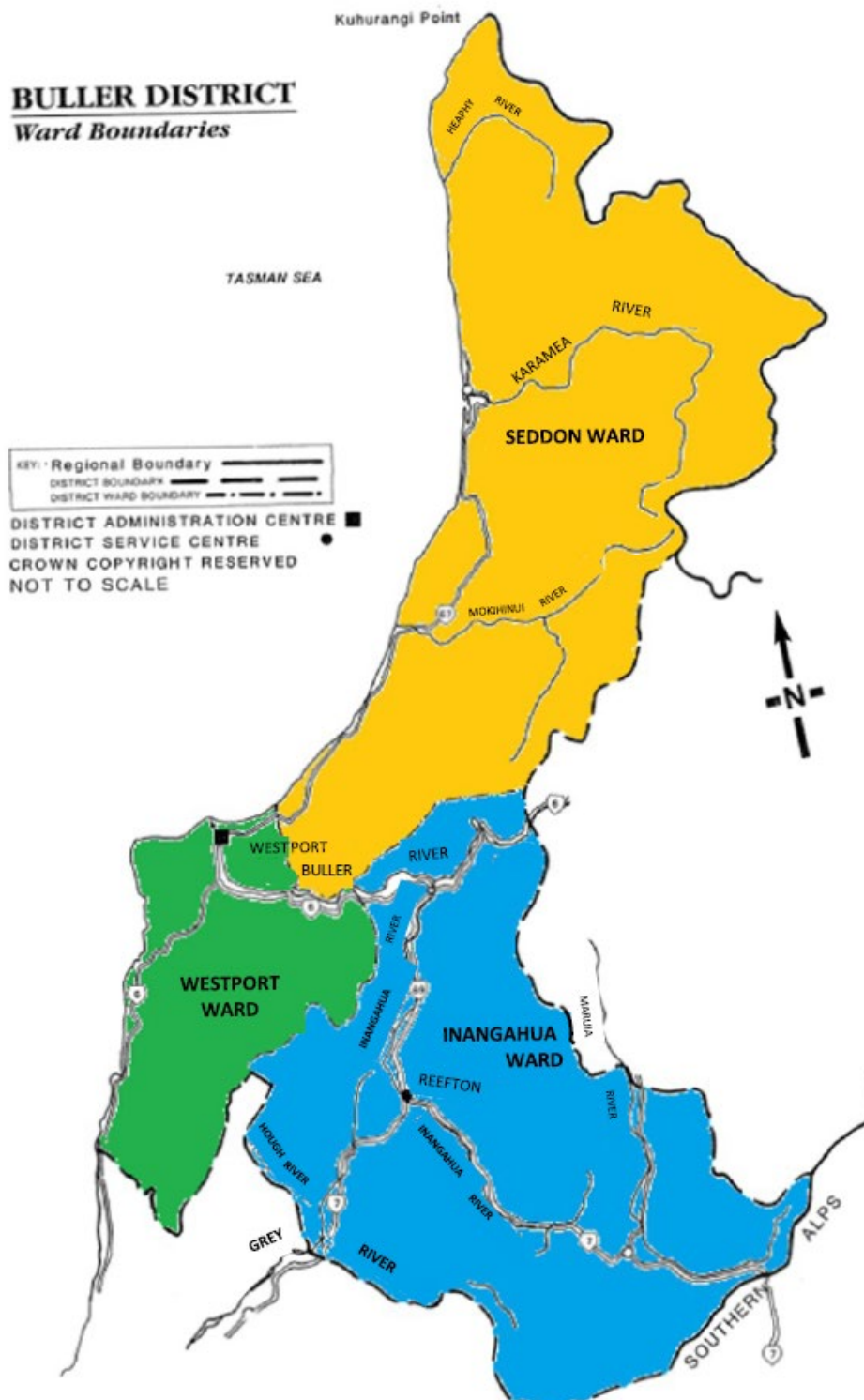
Bylaw	Date adopted	Description
<b>Model General Bylaw NZS9201: Part 1: 2007 - Introductory</b>	Made: 1 September 2002 ( <i>NZS9201:Part 1: 1999 – Introductory</i> ) 10 June 2008 ( <i>NZS9201:Part 1: 1999</i> replaced with <i>NZS9201:Part 1: 2007</i> ) Last reviewed under S158 or S159 LGA: 26 August 2020	Sets out definitions, provision for fees, licenses, dispensations, remedies, breaches, offences and penalties.
<b>Model General Bylaw NZS9201: Part 2: 1999 - Public Places (with local amendments)</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Sets controls for activities within public places, facilities and reserves to ensure that acceptable standards are maintained. Local amendments relate to the setting of traps and the control of skateboards in public places.
<b>Banning of Alcohol in Public Places Bylaw 2018</b>	Made: 12 February 2018	Prohibits the possession and consumption of alcohol on footpaths and other public places in certain areas of Westport and Reefton.
<b>Model General Bylaw NZS9201: Part 3: 1999 - Hostels</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Sets operational and management criteria for defined accommodation premises with regard to safety, ventilation, sanitary conditions and overcrowding.
<b>Model General Bylaw NZS9201: Part 4: 1999 - Trading in Public Places (with local amendments)</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Regulates the conduct of people selling goods in public places. Local amendments relate to itinerant traders

<b>Model General Bylaw NZS9201: Part 6: 1999 - Solid Waste</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Sets standards for the collection and disposal of refuse.
<b>Model General Bylaw NZS9201: Part 7: 2007 - Water Supply (with local amendments)</b>	Made: 1 September 2002 ( <i>NZS9201:Part 7: 1994 - Chapter 7 - Water Supply</i> ) Reviewed: 10 June 2008 ( <i>NZS9201:Part 7: 1994</i> replaced with <i>NZS9201:Part 7: 2007</i> ) Last reviewed under S158 or S159 LGA: 26 August 2020	Sets standards for the management of Council public water supplies.
<b>Model General Bylaw NZS9201: Part 8: 1999 - Control of Advertising Signs</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Controls the placement, size and maintenance of advertising signs to ensure aesthetic standards are maintained and that the signs do not pose a danger to public safety.
<b>Model General Bylaw NZS9201: Part 11: 2000 - Fires in the Open Air</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Enables Council to control burning in the open air in urban areas of the District, and helps prevent the spread of fires involving vegetation.
<b>Model General Bylaw NZS9201: Part 12: 1999 - Control of Dogs (with local amendments)</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Sets standards and controls that must be met by dog owners.
<b>Model General Bylaw NZS9201: Part 13: 1999 - The Keeping of Animals, Poultry and</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Sets requirements for the keeping of animals, poultry and bees.

<b>Bees (with local amendments)</b>		
<b>Fencing Bylaw 1991</b>	Made: 1 September 1991 Last reviewed under S158 or S159 LGA: 26 August 2020	Requires an adequate fence be maintained along road boundaries of any land used to depasture or hold stock.
<b>Livestock Movement Bylaw 2010</b>	Made: 1 July 2010 Last reviewed under S158 or S159 LGA: 28 June 2017	Sets controls for the movement of stock over public roads.
<b>Model General Bylaw NZS9201: Part 14: 1999 - Cemeteries and Crematoria</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Enables Council to control and set standards for the operation of cemeteries and crematoria within the District.
<b>Model General Bylaw NZS9201: Part 22: 1999 - Wastewater Drainage (with local amendments)</b>	Made: 1 September 2002 Last reviewed under S158 or S159 LGA: 26 August 2020	Controls the collection, treatment and disposal of wastewater.
<b>Trade Waste Bylaw 2007</b>	Made: 1 July 2008 Last reviewed under S158 or S159 LGA: 26 August 2020	Regulates the discharge of trade waste to a sewerage system operated by a Wastewater Authority.
<b>Model General Bylaw NZS9201: Part 25: 2007 - Traffic (with local amendments)</b>	Made: 1 September 2002 ( <i>NZS9201:Part 25: 1999 - Traffic</i> ) Amended: 10 June 2008 ( <i>NZS9201:Part 25: 1999</i> replaced with <i>NZS9201:Part 25: 2007</i> )	Sets requirements for parking and control of traffic on roads within the District other than State Highways.
<b>Model General Bylaw NZS9201: Part 28: 2007 - Speed (with local amendments)</b>	Made: 10 June 2008 Last Reviewed under S158 or S159 LGA: June 2015	Sets speed restrictions for roads within the District.

<p><b>Navigation and Safety Bylaws 2008</b></p>	<p>Made: 2002 Amended: 6 October 2008, 22 August 2012 and 26 June 2013 Last reviewed under S158 or S159 LGA: 26 August 2020</p>	<p>Sets safety standards and requirements for the Westport Harbour.</p>
<p><b>Freedom Camping Control Bylaw 2012</b></p>	<p>Made: 30 August 2012 Last reviewed under S158 or S159 LGA: 28 November 2018</p>	<p>Defines the local authority areas in the District where freedom camping is restricted and the restrictions that apply to freedom camping in those areas. Defines the local authority areas in the District where freedom camping is prohibited.</p>

**APPENDIX 2 – BULLER DISTRICT WARD BOUNDARIES**



## APPENDIX B – ELECTED MEMBERS’ CONTACT DETAILS

### Buller District Council Elected Members:

#### Mayor

Jamie Cleine

Mobile: 027 423 2629

Email: [mayor@bdc.govt.nz](mailto:mayor@bdc.govt.nz)

#### Inangahua Ward

Graeme Neylon

Home: 03 732 8382

Email: [graeme.neylon@bdc.govt.nz](mailto:graeme.neylon@bdc.govt.nz)

Linda Webb

Mobile: 027 331 2090

Email: [linda.webb@bdc.govt.nz](mailto:linda.webb@bdc.govt.nz)

#### Seddon Ward

Rosalie Sampson

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