

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 8

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Attachments 1 Local Government Commission - Determination – Buller DC to apply from the Oct 2019 Elections

DRAFT PROPOSAL – BULLER DISTRICT COUNCIL REPRESENTATION REVIEW FOR 2025 LOCAL AUTHORITY ELECTIONS

1. REPORT SUMMARY

The Council is required to prepare a draft proposal for the governance of Buller District commencing with the 2025 triennial elections for local government to be undertaken in October 2025.

The draft proposal will be the subject of community engagement before the Council adopts its initial proposal for governance by 31 July 2024.

A timetable outlining the actions from the meeting date until the final proposal for governance is included at the bottom of this report.

2. DRAFT RECOMMENDATION

That Council that the Council adopt a draft proposal for community engagement for Buller District governance arrangement from the October 2025 triennial elections for local government:

- (a) Divided into 3 wards being the**
 - (i) Seddon Ward**
 - (ii) Inangahua Ward**
 - (iii) Westport Ward**

- (b) The Council will comprise the Mayor and 10 Councillors elected as follows:**

- I. 2 Councillors elected by the electors of the Seddon ward.
- II. 2 Councillors elected by the electors of the Inangahua Ward
- III. 6 Councillors elected by the electors of the Westport Ward
 - (c) There will be an Inangahua Community, comprising the area of the Inangahua Ward
 - (d) The Inangahua Community Board will comprise of 4 elected members and two members appointed by the Council representing the Inangahua Ward
 - (e) That the district and ward boundaries will be as those used for the 2019 triennial elections
 - (f) That for clarity, this the same governance structure as has been used by the Council for the 2019 and 2022 triennial elections.

3. ISSUES & DISCUSSION

3.1 BACKGROUND

Council must decide by 31 July what the initial proposal option should be for governance in Buller District.

The Council has undertaken a number of workshops to consider options for the governance of the district from the 2025 triennial elections for local government.

The workshops were held with the public able to attend in person or via zoom meeting.

A reported provided to the Inangahua Community Board in December 2023 stated that the Council did not see the need for any changes to the structure currently used and not feedback was provided to the board by the Council.

The Local Government Commissions decision on the 2019 representation review of the district is included as **Attachment 1**. It is provided as background reading as it documents the issue that the commission considered in forming their view and thus the matters that the Council and the commission should consider for the review that establishes the representation structure from the 2025 triennial election.

3.2 KEY PRINCIPLES TO CONSIDER WHEN UNDERTAKING A REPRESENTATION REVIEW

There are 3 key concepts that need to be considered in a representation review. The Council considered these concepts during workshops but more importantly, during their interactions with the community they serve.

Three key concepts:

- Communities of interest
 - Identify what communities of interest exist across the district
 - No fixed definition – multiple factors to consider
 - Relevant to determining the number and boundaries of wards

- Effective representation of communities of interest
 - What's the best structure to maintain access and representation that recognises these communities of interest
 - Relevant to determining number of members and basis of election (wards/at large)

- Fair representation of electors
 - +/- 10% requirement: Population of each ward, divided by number elected members, must be within +/- 10% of the population of the district, divided by total number of elected members
 - Relevant for ensuring equality of representation per member

And in considering these concepts, the following issues should be reviewed:

- Population growth/decrease
- Changes in settlement patterns
- Changes in transport patterns/links
- New developments, facilities
- Changing demographics

- What data do you already hold:
 - GIS data
 - Planning/strategy
 - Community trends

- Any issues from LGC determination 2018/19?
 - establishment of further community boards in Karamea and/or Punakaiki
 - other mechanisms for ongoing consultation and providing input into council decision-making (Punakaiki-Charleston area)

3.3 COMMUNITIES OF INTEREST

The District of Buller is geographically large and extensive with communities that are connected by transportation links but despite that are isolated from each other to a greater degree than would be found elsewhere in New Zealand.

The definition of communities is broad and can be:

- Geographical aspects such as identified township areas, large and small,
- Rural communities, be they clustered around a key intersection or spread over a larger area,
- Sports, cultural, church, recreation and the various groupings that make a community.

Information flows between these communities is important to their success.

The tradition of communities meeting face to face continues but the ability to obtain information now and into the future from social media linkages makes the task of connecting and informing communities easier.

Arguably the ease of information flow via a digital interaction makes the need for face to face communication more important and for the Council governing the Buller, tried and proven governance structures to engage with the various communities of interest set the benchmark to measure any needed change against.

The Council discussed the methods used to engage with their communities and the majority felt that the face to face approach would still be key to how the various communities of the Buller would engage.

The Council also noted in the last 6 years that:

- Population growth and the demographic split had seen minimal change,
- Settlement patterns, development activity and transportation links had been minimal or nil
- changes had not been extensive, and

thus, the communities of interest across the Buller that needed to be served by governance needs was consistent with 2019.

3.4 EFFECTIVE REPRESENTATION OF COMMUNITIES OF INTEREST

Council considered the merits of a district wide v ward approach.

It noted the spread-out nature of the district and the importance of each community believing that they were represented by an individual who knew their needs.

They took a view that the current ward structure ensured that each geographical area of the district would be best represented by a ward structure.

In forming that view, they considered the current 3 ward approach as appropriate noting that previous considerations for a Punakaiki ward had not been supported by the Council and that nothing had changed in their view to support further consideration. No other ward considerations were identified.

The Council also noted that there were challenges to establish a ward due to the +- 10% population rule that is discussed further below.

Only one community board exists currently in the district being that in the Inangahua ward. Councillors supported its retention as did the board itself. No other community boards were identified as needing to be considered for representation purposes.

3.5 FAIR REPRESENTATION OF ELECTORS

How many elected members are needed to represent a community is always a key discussion point in a representation review.

Legislation provides guidance not with the number of elected members but having a check to ensure that number of elected members is consistent amongst a population.

This check is what is commonly known as the +- 10% rule meaning that the allocation of electors to population in a ward must not exceed +- 10%.

The data used for this calculation in Buller is provided by the Local Government Commission as at June 2023. The relevant information for the district and the Inangahua Community Board are noted below. As the +- 10% thresholds are not breached using the existing ward boundaries and the number of elected members calculation, there is no need for the Council to consider either ward or the number of elected member changes.

2023 STATISTICS NZ POPULATION ESTIMATES						
- as issued by the Local Government Commission 3 November 2023						
Stats NZ have released population estimates as at 30 June 2023 for the following types of area:						
	WARD	Population	Members	Population- member ratio	Difference from quota	% Difference from quota
Buller District	Seddon Ward	1,780	2	890	-78	-8.06
	Inangahua Ward	1,830	2	915	-53	-5.48
	Westport Ward	6,070	6	1,012	44	4.51
	Total	9,680	10	968		

The population used for the Inangahua Community Board is as follows. As there is only one area for the community board, the +/-10% allocation split is not a calculation that is required.

	WARD	Population	Members	Population- member ratio
Buller District	Inangahua Community	1,830	4	458
	Area outside community	7,850		
	Total	9,680		

3.6 PROPOSED GOVERNANCE STRUCTURE FOR BULLER DISTRICT

The governance structure of Buller has been very consistent for many years reflecting a stable population with minimal population change per ward.

This gives the district an aspect of stability in that how they elect their members every 3 years has not changed for many years.

Accordingly, the conclusion of the Council is that the following governance structure should be used for Buller from the 2025 triennial elections:

A Council that is elected:

1. from 3 wards being the:
 - a. Seddon Ward
 - b. Inangahua Ward
 - c. Westport Ward
2. A Council that will comprise the Mayor and 10 Councillors elected as follows:
 - a. 2 Councillors elected by the electors of the Seddon Ward
 - b. 2 Councillors elected by the electors of the Inangahua Ward
 - c. 6 Councillors elected by the electors of the Westport Ward
3. There will be an Inangahua Community Board, comprising the area of the Inangahua Ward
4. The Inangahua Community Board will comprise of 4 elected members and two members appointed by the Council representing the Inangahua Ward
5. That the district and ward boundaries will be as those used for the 2019 triennial elections
6. That for clarity, this the same governance structure as has been used by the Council for the 2019 and 2022 triennial elections.

4. CONSIDERATIONS

4.1 Strategic Impact

The Council governance structure should be offering opportunities to build and promote resilience in the community and facilitate growth where appropriate. Ensuring the Council has appropriate community governance structure that supports such opportunities is important. The Councils existing structure has supported these opportunities well in the past and elected members believe the current structure will continue to do so in the future.

4.2 Significance Assessment

A review of governance representation matters is a significant matter for the Council to consider and should be undertaken in a public forum. The Council has undertaken its workshop and Council considerations in public

sessions meaning that the community have been involved in the current position of the by attending the workshops in person or zoom meetings.

The Council's representation review is following a statutory process.

4.3 Risk Management Implications

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

The Buller District Council is charged with completing the required consultation and decision making.

4.4 Values

The Buller District Values are Community Driven, One Team, Future Focussed, Integrity and We Care.

Buller District Councillors should decide how representation for our community would best be achieved considering the above values.

4.5 Policy / Legal Considerations

Legislation which must be considered, and the Council has undertaken the appropriate steps.

4.6 Tangata Whenua Considerations

The contents of the report are not a matter requiring consultation with Tangata whenua.

The Council already has established a non-elected Māori Portfolio Councillor role (Ngāti Waewae) with voting rights at Buller District Council committee meetings but no voting right in Council meetings.

This Council decided in late 2023 that a Māori ward was not appropriate for Buller District.

The government has recently introduced legislation which will remove Māori wards for those local Council which have decided to have them.

As the Council had decided not to proceed with a Māori ward, this Council does not need to consider this matter any further.

4.7 Views of Those Affected

An initial proposal of the Council will be adopted prior to 31 July 2024.

To allow for engagement with the community on how an initial proposal will be structured, it is proposed that the Council will engage with the community

through print and social media on what the districts governance structure will look like from the October 2025 triennial elections.

This engagement will commence after the Council decision at this meeting and continue until 5 July at 5pm when any comments will be considered and used to amend the initial proposal that the Council needs to adopt by 31 July.

4.8 Costs

There are some minimal costs with advertising in print media and staff time to prepare the various reports.

4.10 Media / Publicity

The timeframe to complete the Council representation review is as follows:

Representation Review	
29 May 2024	Adopt a draft proposal for a governance structure to allow for community engagement
5 July 2024	Comments to be received for consideration in developing the initial proposal for district governance
By 31 July 2024	Last date to resolve Initial Proposal
By 8 August 2024	Notification of Initial Proposal – open consultation (14 days from resolution)
By 8 September 2024	Public submissions on Initial Proposal close (not less than one month after notification)
By 3 November 2024	Last date for notification of Final Proposal (8 weeks after end of submission period)
By 3 December 2024	Last date for public appeals/objections on Final Proposal
By 10 April 2025	If appeals/objections – last date for LGC determination



Local Government Commission
Mana Kāwanatanga ā Rohe

Determination

of representation arrangements to apply for
the election of Buller District Council
to be held on 12 October 2019

Background

1. All territorial authorities are required under sections 19H and 19J of the Local Electoral Act 2001 (the Act) to review their representation arrangements at least every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of those wards. Reviews also include whether there are to be community boards and, if so, membership arrangements for those boards. Representation arrangements are to be determined so as to provide fair and effective representation for individuals and communities.
2. The Buller District Council (the council) last reviewed its representation arrangements prior to the 2013 local authority elections. Therefore, it was required to undertake a review prior to the next elections in October 2019.
3. At the time of the last review, there were no appeals against the council's final proposal. As a result, the representation arrangements determined by the council applied for the 2013 and subsequent 2016 local authority elections. These arrangements are set out in the following table.

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Seddon	1,740	2	870	-139	-13.78
Inangahua	1,980	2	990	-19	-1.88
Westport	6,370	6	1,062	+53	+5.25
Total	10,090	10	1,009		

*Based on Statistics NZ 2011 population estimates

4. There is also one community board, Inangahua, in the district.
5. For its current review, the council, at a meeting on 27 June 2018, considered a report on requirements for a representation review which identified four possible representation options:

- retention of existing arrangements
 - introduction of a separate ward for the Karamea area
 - introduction of a separate ward for the Punakaiki-Charleston area
 - creation of Karamea and Punakaiki community boards.
6. At a meeting on 18 July 2018, the council adopted its initial representation proposal. This was for a council comprising the mayor and ten councillors elected from four wards as set out in the following table.

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Seddon	1,670	2	835	-179	-17.65
Inangahua	1,970	2	985	-29	-2.86
Westport	5,580	5	1,116	+102	+10.06
Paparoa	920	1	920	-94	-9.72
Total	10,140	10	1,014		

*Based on Statistics NZ 2017 population estimate

7. The proposal was also for retention of the Inangahua Community Board with its same membership.
8. The council notified its initial proposal on 31 July 2018 and called for submissions by 31 August 2018.
9. The council received 48 submissions with 20 supporting the proposal and 28 opposing the proposal.
10. At a meeting on 9 October 2018, the council, after considering the submissions, resolved to adopt existing representation arrangements, that is a council comprising the mayor and 10 councillors elected from three wards, as its final representation proposal. The proposal was also for retention of Inangahua Community Board.
11. The proposed ward arrangements are set out in the following table.

Ward	Population*	Number of councillors per ward	Population per councillor	Deviation from district average population per councillor	% deviation from district average population per councillor
Seddon	1,670	2	835	-179	-17.65
Inangahua	1,970	2	985	-29	-2.86
Westport	6,500	6	1,083	+69	+6.84
Total	10,140	10	1,014		

*Based on Statistics NZ 2011 population estimates

12. The final representation proposal was notified on 2 October 2018 and appeals/objections invited by 2 November 2018. One appeal against the council's final proposal was received.

Appeal against the council's final proposal

13. An appeal against the council's final proposal was received from Andrew Beaumont, supported by a petition signed by 51 people, seeking establishment of a revised new Paparoa ward.

Hearing of appeals

14. The Commission met with the council and the appellant Andrew Beaumont supported by Richard Arlidge and Ross Smith at a hearing held in Westport on 20 March 2019.
15. The council was represented by deputy mayor Graeme Neylon and chief executive Sharon Mason.

Matters raised at hearing and in appeals

Buller District Council

16. The deputy mayor referred to the approach the council had received from the Punakaiki community that led to the council proposing a new Paparoa ward in its initial representation proposal. The proposed new ward was for that part of Westport Ward south of the Buller River with the exception of Carters Beach. He said the council was not unanimous in deciding its initial proposal.
17. Mr Neylon said more of the submissions on the council's initial proposal were opposed to the proposal than supported it, with many submitters describing their connections to Westport and their preference to vote for six councillors rather than one. The proposal also excluded some people from Westport Ward who were closer to Westport than people in Carters Beach.
18. After considering the submissions, the council considered the proposed ward would not work and resolved accordingly to retain existing representation arrangements as its final representation proposal.
19. Mr Neylon referred to the revised proposal now being submitted by the appellants which reduced the population of a new Paparoa ward to a third of that proposed by the council. He noted this was a long way outside the fair representation requirements of the Act. He and the chief executive also described other informal initiatives being taken by the council to engage with Punakaiki and other communities of a similar size in the district.
20. In relation to community boards, Mr Neylon outlined his long experience on the Inangahua Community Board and how the board sometimes struggled to get enough candidates to hold an election. The board now held meetings two-monthly and if it wasn't for his chairman's report there would often not be enough business for these meetings. This lack of enthusiasm for community boards had also led the council not to propose any new boards including for Punakaiki.
21. On the boundary between the Seddon and Westport wards, Mr Neylon said while it might be described as arbitrary, the perceptions of people in Seddon Ward relating to their area were different to those in Westport and this was unlikely to change.

Appellants: Andrew Beaumont & Richard Arlidge

22. Mr Arlidge began by playing recorded messages from Marie Elder from Punakaiki and Kerry-Jane Wilson from Charleston in support of the proposed Paparoa ward.

23. The appellants outlined their concerns with present arrangements and the services provided by the council. These covered issues such as the local water supply and on which the appellants questioned the data the council had on numbers of users as the basis for its decisions, also seawalls and resource consent processes. All these issues demonstrated the need for the area to have a local representative to sit at the council table. Mr Arlidge said the Punakaiki-Charleston area also had a different demographic from Westport.
24. Mr Beaumont referred to the level of growth in the area and the range of activities throughout the whole coast road area. Tourism was increasing and the amount of traffic in the peak summer period put real pressure on local services. This highlighted differences between the usually resident population as used by the council for its decision-making, and actual numbers of tourists and other visitors in peak times. He said the area really needed a local representative who knew what was going on 'on the ground'.
25. Mr Smith from Fox River spoke of his experiences with the council and other agencies as local issues seemed to be becoming more intense, while local representation was getting less and less, but was needed more and more.

Matters for determination by the Commission

26. Section 19R of the Act makes it clear that the Commission, in addition to consideration of the appeals and objections against a council's final representation proposal, is required to determine, in the case of a territorial authority, all the matters set out in sections 19H and 19J which relate to the representation arrangements for territorial authorities. This interpretation was reinforced by a 2004 High Court decision which found that the Commission's role is not merely supervisory of a local authority's representation arrangements decision. The Commission is required to form its own view on all the matters which are in scope of the review.
27. Given this requirement, any concerns expressed by appellants/objectors relating to the council's review process are not matters that the Commission needs to address. We may, however, comment on a council's process if we believe it would be of assistance to the council in a future review.
28. The matters in scope of the review are:
 - whether the council is to be elected from wards, the district as a whole, or a mix of the two
 - the number of councillors
 - if there are to be wards, the area, boundaries and names of wards and the number of councillors to be elected from each ward
 - whether there are to be community boards
 - if there are to be community boards, the area, boundaries and names of their communities, and the membership arrangements for each board.

Key considerations

29. Based on legislative requirements, the Commission's *Guidelines for local authorities undertaking representation reviews* identify the following three key factors when considering representation proposals:
 - communities of interest

- effective representation of communities of interest
- fair representation for electors.

Communities of interest

30. The Guidelines identify three dimensions for recognising communities of interest:
- *perceptual*: a sense of identity and belonging to a defined area or locality as a result of factors such as distinctive geographical features, local history, demographics, economic and social activities
 - *functional*: ability of the area to meet the needs of communities for services such as local schools, shopping areas, community and recreational facilities, employment, transport and communication links
 - *political*: ability to represent the interests of local communities which includes non-council structures such as for local iwi and hapū, residents and ratepayer associations and the range of special interest groups.
31. We note that in many cases councils, communities and individuals tend to focus on the perceptual dimension of communities of interest. That is, they focus on what intuitively they 'feel' are existing communities of interest. While this is a legitimate view, more evidence may be required to back this up. It needs to be appreciated that the other dimensions, particularly the functional one, are important and that they can also reinforce the 'sense' of identity with an area. In other words, all three dimensions are important but should not be seen as independent of each other.
32. In addition to evidence demonstrating existing communities of interest, evidence also needs to be provided of *differences* between neighbouring communities i.e. that they may have "few commonalities". This could include the demographic characteristics of an area (e.g. age, ethnicity, deprivation profiles) and how these differ between areas, and evidence of how different communities rely on different services and facilities.
33. In the case of Buller District, the 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. These three groupings have remained in place since 1989.

Effective representation of communities of interest

34. Section 19T of the Act requires the Commission to ensure that:
- the election of members of the council, in one of the ways specified in section 19H (i.e. at large, wards, or a mix of both) will provide effective representation of communities of interest within the city
 - ward boundaries coincide with the boundaries of the current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes
 - so far as is practicable, ward boundaries coincide with community boundaries (where they exist).

35. 'Effective representation' is not defined in the Act, but the Commission sees this as requiring consideration of factors including the appropriate total number of elected members and the appropriate basis of election of members for the district concerned (at large, wards, or a mix of both).
36. Section 19A of the Act provides that a territorial authority shall consist of between 5 and 29 members, excluding the mayor. Buller District Council comprised a mayor and 11 councillors on its constitution in 1989 and until the 2007 elections when this number was reduced to the current ten councillors as a result of a determination by the Local Government Commission. This number is in line with other councils of a similar size.
37. The Commission's Guidelines note the following factors need to be considered when determining effective representation:
 - avoiding arrangements that may create barriers to participation, such as at elections by not recognising residents' familiarity and identity with an area
 - not splitting recognised communities of interest between electoral subdivisions
 - not grouping together two or more communities of interest that share few commonalities of interest
 - accessibility, size and configuration of an area including access to elected members and vice versa.
38. As noted, the current three wards were established when the district was constituted in 1989 and remain in place today. As a result, the wards are familiar to residents who are likely to identify reasonably closely with them.
39. This is particularly the case in respect of Inangahua Ward which reflects a geographically distinct community of interest based on the town of Reefton. This was first recognised by the Local Government Commission when it constituted Buller District in 1989. As part of its constitution, a community board was established covering Inangahua Ward and a service centre was established in Reefton.
40. In 2007, the Commission described this area as "different from the other two areas, being inland and surrounded by mountain ranges with access to the rest of the district only via state highway 6 through the lower Buller Gorge". The Commission also noted that some residents of the ward were more likely to use particular services in Greymouth (in neighbouring Grey District) than in Westport.
41. The other two wards (Seddon and Westport) have some commonalities being more coastal in nature with residents using Westport as the main service town. In 2007 the Commission described the boundary between these two wards as "somewhat arbitrary". This was reflected in the observation that the townships of Hector, Ngakawau and Granity and their surrounding areas (in the southern part of the Seddon Ward) comprised approximately fifty per cent of the ward's population with their residents having easy access and travelling regularly to Westport, within an approximate 35 minutes' drive, for services. This is in contrast with Karamea which is a 90-minute drive from Westport, with residents north of Karamea Bluff likely to use services and facilities in Karamea and with travel to Westport less frequent.
42. While the boundary between the two wards may be "somewhat arbitrary", clearly the further you travel north from Westport the more distinct the northern area becomes.

Given the longevity of these ward arrangements, we assume they are familiar to residents and that residents identify reasonably closely with their ward. The deputy mayor confirmed this to us by saying the perceptions of the residents of Westport and Seddon wards in relation to their own area, are quite different.

43. In summary, we believe the current ward arrangements in the district may be seen to assist achievement of effective representation for the communities of interest concerned. We address the suggestion of a new southern ward next.

Fair representation for electors

44. For the purposes of fair representation for the electors of a district, section 19V(2) of the Act requires that the population of each ward divided by the number of members to be elected by that ward must produce a figure no more than 10 per cent greater or smaller than the population of the district divided by the total number of members (the '+/-10% rule').
45. However, section 19V(3)(a) makes it clear that if a territorial authority or the Commission considers that one or more of the following apply, wards may be defined and membership distributed between them in a way that does not comply with the '+/-10% rule':
- a) non-compliance is required for effective representation of communities of interest within island communities or isolated communities situated within the district of the territorial authority
 - b) compliance would limit effective representation of communities of interest by dividing a community of interest between wards
 - c) compliance would limit effective representation of communities of interest by uniting within a ward, two or more communities with few commonalities of interest.
46. In the council's final proposal two wards (Inangahua and Westport) comply with the rule and one (Seddon) does not. In addition, the revised Paparoa ward being promoted by the appellants would also not comply with the '+/-10% rule'.
47. We believe to extend Seddon Ward southward toward Westport, with a view to it complying with the '+/-10% rule', is likely to result in the boundary between these two wards being seen as even more arbitrary than it has been described at present. This is because it would require the transfer of people with a closer identification and affinity with the Westport urban area to the rurally focussed Seddon Ward.
48. One ground for non-compliance is that it is necessary for effective representation of isolated communities. We heard from the council there is a case that can be argued that the Karamea area in the northern area of Seddon Ward is an isolated community. We note that a further ground for non-compliance is that it is necessary for effective representation so as to avoid either splitting communities of interest between wards or grouping together communities of interest with few commonalities.
49. We believe that latter grounds i.e. not splitting communities of interest, namely the Westport community of interest, and not grouping communities with few commonalities, those of urban Westport with those of the rural Seddon Ward, are the most appropriate grounds for the non-compliance of Seddon Ward with the '+/-10% rule'. We determine accordingly to endorse the council's decision in respect of Seddon Ward.

50. We turn now to the appellants' suggestion of establishing a revised Paparoa ward for an area of Westport Ward south of a line between Mountain Creek and Okari River with an estimated population of 310. This population is based on the usually resident population (2017 population estimates) which we and the council are required to use. It is well short of the average population per councillor used to apply the '+/-10% rule' of 1,014.
51. We acknowledge concerns raised by the appellants and their supporters arising in large part as a result of increased tourism, development and other activities at Punakaiki and its environs. However, we do not consider a ward with an estimated resident population of just 310 people can be supported given the statutory criteria for fair representation including the grounds for non-compliance. While actual numbers of people at any one time may be considerably higher than this, particularly in the peak summer period, we are bound by legislation to use usually resident population figures to calculate fair representation. We therefore must reject the appeal.
52. We encourage the appellants and their supporters to engage further with the council with their concerns with a view to identifying other mechanisms for ongoing consultation and providing input into council decision-making. We note the only such mechanism within the scope of a representation review is the establishment of a community board. However, as noted there was not a lot of enthusiasm from either the appellants or the council for establishment of further community boards in the district including in the Punakaiki-Charleston area. However, we encourage the concerned parties to maintain dialogue with a view to identifying mutually agreed arrangements to address issues of concern.

Communities and community boards


53. Section 19J of the Act requires every territorial authority, as part of its review of representation arrangements, to determine whether there should be community boards in the district and, if so, the nature of those communities and the structure of the community boards. The territorial authority must make this determination in light of the principle in section 4 of the Act relating to fair and effective representation for individuals and communities.
54. The particular matters the territorial authority, and where appropriate the Commission, must determine include the number of boards to be constituted, their names and boundaries, the number of elected and appointed members, and whether the boards are to be subdivided for electoral purposes. Section 19W also requires regard to be given to such of the criteria as apply to reorganisation proposals under the Local Government Act 2002 as is considered appropriate. The Commission sees two of these criteria as particularly relevant for the consideration of proposals relating to community boards as part of a representation review:
- Will a community board have an area that is appropriate for the efficient and effective performance of its role?
 - Will the community contain a sufficiently distinct community or communities of interest?
55. An Inangahua Community Board was established when Buller District was constituted in 1989 and the council is proposing this board remains in place with its current membership. We endorse this aspect of the council's proposal.

56. As noted, the council did identify the options of establishing further community boards in Karamea and/or Punakaiki in the early stages of the review, it did not proceed with either of these options. While there was a lack of enthusiasm expressed at the hearing for community boards, they do remain options for consideration for the council and local communities.

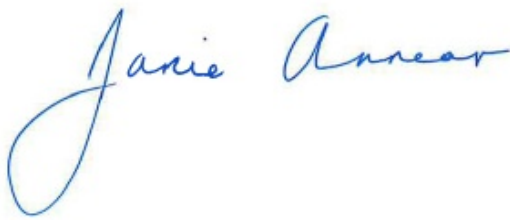
Commission's determination

57. Under section 19R of the Local Electoral Act 2001, the Commission determines that for the general election of Buller District Council to be held on 12 October 2019, the following representation arrangements will 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.
58. As required by sections 19T(b) and 19W(c) of the Local Electoral Act 2001, the boundaries of the above wards and community coincide with the boundaries of current statistical meshblock areas determined by Statistics New Zealand and used for parliamentary electoral purposes.

LOCAL GOVERNMENT COMMISSION

A handwritten signature in black ink, appearing to read 'P. Paraone', with a large, stylized initial 'P'.

Commissioner Pita Paraone (Chairperson)

A handwritten signature in blue ink, appearing to read 'Janie Annear', with a large, stylized initial 'J'.

Commissioner Janie Annear

A handwritten signature in black ink, appearing to read 'B. J. Duffy', with a large, stylized initial 'B'.

Commissioner Brendan Duffy

9 April 2019

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 9

Prepared by Douglas Marshall
Chief Financial Officer

Reviewed by Simon Pickford
Chief Executive Officer

Attachments 1. Buller Holdings Letter Consulting on the Cancellation of Shares

Public Excluded: No

BULLER HOLDINGS CANCELLATION OF SHARES

1. REPORT SUMMARY

Council has received a request from Buller Holdings Limited (BHL) to consult over a share cancellation and debt forgiveness transactions. This request is due to the transaction being one that is captured by the rules included in the BHL/Council charter agreement.

2. DRAFT RECOMMENDATION

That Council advises BHL that in regard to the purchase of land for the proposed yard development that they support the:

- transaction to cancel shares held by BHL in WSL, and
- forgiveness of debt held by WSL in BHL

3. ISSUES & DISCUSSION

3.1 The Council and Buller Holdings have well documented statements about how their governance arrangements are managed.

3.2 Council has been asked (**refer Attachment 1**) for its views as the 100% shareholder of Buller Holdings on the cancellation of shares and

forgiveness of a debt arrangement between WestReef and Buller Holdings.

- 3.3** This request is captured by clause 24.1 of the charter agreement between BHL and the Council. The relevant clause of the charter is included in **Attachment 1**.
- 3.4** The shares and debt, which are the subject of the cancellation and forgiveness, were issued between the two companies as part of organising the funding of land purchased to develop a proposed new yard for WestReef (WSL). That purchase was completed by 2 transaction worth \$1 million each over a 12 month period. \$1 million of the total \$2 million was recognised in the 2 companies financial reports as at 30 June 2023 with the second \$1 million being recognised in the currently financial year ending 30 June 2024.
- 3.5** It is important to note that the transactions of debt and shares issued between WSL and BHL are deemed an intercompany transaction between the 2 Council companies. Although the two transactions stand on their own with respect to each company, when the group/consolidated position of BHL and WSL are considered, the transactions are eliminated in the group accounts for BHL. Therefore, the two transactions are not recognised as debt or shares in the annual consolidated financial statements of the Buller Holdings Group. The transaction that is recorded is the purchase of an asset, land, and the use of cash held by the group for that purchase once the elimination of the intercompany transactions is complete.
- 3.6** The cancellation of the transaction has no financial impact on Council and removes debt/share financial transactions/positions for the specific companies. The initial transaction by using surplus cash in the group of companies was a sensible way to purchase a required asset, land, for future benefit of the BHL group.
- 3.7** The land could have been held within WestReef as an asset from the commencement of the transaction, but the group of companies deemed it most appropriate to hold the land within BHL who will lease the land to WSL as part of the yard development in the future.
- 3.8** It should be noted that the yard development is still the subject of a feasibility study to ensure that the development decision is for the benefit of the companies.
- 3.9** It can be argued that this cancellation is not required but anytime that a company can make decisions to structure its balance sheet with less debt, BHL in this example, then that is an appropriate decision to make as it reduces the cost of debt for the company involved in holding the debt.

3.10 BHL is only required to consult with the Council on this transaction not seek formal approval. Accordingly, Council should advise BHL that they support the:

- transaction to cancel shares held by BHL in WSL, and
- forgiveness of debt held by WSL in BHL

4. CONSIDERATIONS

4.1 Strategic Impact

This is not deemed to have strategic impact on activities of the Council group.

4.2 Significance Assessment

This decision is not deemed to be one that requires is deemed significant. In reality, the transaction could be easily repealed in the future and both parties put back to where they were prior to the cancellation and forgiveness occurring.

4.3 Risk Management Implications

Any risk matters are financial and are deemed to be very low in their impact on the Council.

4.4 Values

This decision supports the Buller District Values, which are: Community Driven, One Team, Future Focussed, Integrity and We Care.

4.5 Policy / Legal Considerations

BHL have considered the policy/legal consideration that might arise by consulting with the Council.

4.6 Tangata Whenua Considerations

There are no issues that are deemed to have any specific impact on Māori.

4.7 Views of Those Affected

This decision does not require consultation with the community or stakeholders.

4.8 Costs

There are no ongoing costs with this transaction. The only cost Council is incurring is staff/contractor time.

4.9 Benefits

The Council and community benefit from the BHL group having a balance sheet that has a reduction in debt and an appropriate use of surplus cash resources used to purchase land.

4.10 Media / Publicity

A media release on this issue is not considered necessary.

BULLER Holdings Ltd

Craig Scanlon

CEO

Buller Holdings Limited

PO Box 246

WESTPORT 7825

10 March 2024

BULLER HOLDINGS SHARE CANCELLATION

Dear Douglas,

This letter is to consult with Council over an internal share transaction associated with the WestReef depot development.

You will be aware that Buller Holdings has purchased the Hamilton block of land for development of a depot for WSL for \$2m as this was previously approved by Council. This was essentially financed by WSL who provided a \$2m loan to BHL to enable BHL to complete the asset purchase.

The next steps for the Group are the forgiveness of WSL debt owed by BHL by cancellation of WSL shares held by BHL for the same value. This would reduce the BHL holding in WSL shares from 2,364,000 shares to 364,000 shares. Obviously, the market value of the equity of WSL is unchanged.

This does not directly affect Council in any way as the Council only has shares in BHL and the overall equity of the Group is maintained.

Looking at the appropriate section of the BHL charter (in Appendix below) which sets out the approved acquisition and divestment policy. We have determined that the transaction does not fall within the first four criteria but is probably covered by the last paragraph, which does not require approval but requires us to consult with Council.

Therefore, BHL seek Council views on the transaction. Given that the transaction is relatively simple and does not affect the shareholding of Council we would anticipate that Council would not have any issues with the proposal.

Yours faithfully



Craig Scanlon
CE Buller Holdings

Appendix

24.1 Acquisition/divestment policy

BHL will adhere to the following shareholder protocol in respect of new equity investments:

1. BHL may not acquire additional equity in an existing Council group company or associated company without the prior approval of the Council;
2. BHL may not acquire new equity investments in entities outside the Council group, or physical assets in excess of \$500,000 in value, without the prior approval of the Council, except where the capital expenditure is signalled in the annual statement of intent. In evaluating such opportunities, the BHL Board will avoid any potential conflicts with the aims and activities of the Council, and will not make investments that the Board considers to be unethical or which may reflect adversely on the Council. Such investments will be expected to add commercial value to BHL;
3. BHL may not dispose of any land and built assets valued in excess of \$250,000, excluding operational assets, without the prior approval of the Council;
4. BHL may take on borrowings under normal commercial terms without the approval of Council provided that the borrowings comply with the BHL Treasury Policy limits as set out in the Treasury Management Policy.

BHL will periodically review its investments to ensure that continued ownership represents the best option for BHL and the Council. It will consult with the Council prior to any divestment or major restructuring of any asset.

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 10

Prepared by Rick Barry
Contract Project Manager

Reviewed by Penny Bicknell
Programme Manager

Attachments

1. SR-203937-343-63-1 Reefton Recreation Reserve Proposal to erect cabins
2. 24.04.22-FVM Email - Reefton Recreation Reserve - Proposal to erect cabins
3. SR-203937-343-88-1 DRAFT Public Notice
4. 24.03.12 - Design - Reefton campground

Public Excluded: No

REEFTON CAMPGROUND ACCOMMODATION PROJECT

1. REPORT SUMMARY

- Council to consider approving that the Project Group can proceed with the proposed public consultation process, as recommended by Fletcher Vautier Moore Lawyers, and as detailed in this report.
- Council to consider approving that the Project Group can progress funding discussions with external funders, with the understanding that any formal funding agreement with external sources will be contingent upon seeking legal advice from the Council Lawyers and confirming formal Council approval.
- Council to consider supporting the making of future formal decisions relating to the legal matters identified by Fletcher Vautier Moore Lawyers, following the proposed public consultation process for the Project.
- Inangahua Community Board (ICB) have endorsed this report to proceed to Full Council

2. DRAFT RECOMMENDATION

That Council...

- 1. Approve the Project Group's proposed public notice and proceed to consultation, as per Lawyers recommendation outlined in this report.**
- 2. Approve the Project Group to advance funding discussions with external funders, subject to any funding agreement approval being contingent upon appropriate legal advice and formal Council approval.**
- 3. Agree to make timely formal decisions on consulted matters, following the public notice consultation process.**

3. ISSUES & DISCUSSION

BACKGROUND

Reefton is experiencing consistent economic growth, driven by various sectors such as, mining, tourism, dairy industry, distillery, and the service sector. However, this growth has also highlighted a shortage of accommodation options for both workers and visitors in the area.

To help ease the shortage of workers and visitor accommodation in Reefton, the Reefton Campground wish to add to the existing cabin style accommodation at the Reefton Campground. The campground currently has 10 cabins, used to accommodate NZ Rail and Ngai Tahu Forestry employees that are working in the Reefton area.

In June 2023, The Buller District Council (BDC) endorsed a funding application of \$300,000 from the Central Government Department of Internal Affairs (DIA) Better Off Funding, to support the Reefton Campground Accommodation project. This initiative aims to alleviate the shortage of worker and visitor accommodation in Reefton, by providing seed funding, to aid in establishing up to 10 new transportable cabins at the Reefton Campground, initially serving as temporary worker accommodation and later repurposed for visitor accommodation. This Reefton Campground development is seen to support economic growth as well as the growing tourism industry in the Reefton area.

The project is currently led by a Reefton Campground Accommodation Project Group (Project Group), comprising an Elected Councillor representing the Reefton Ward and several members of the Reefton Reserve Subcommittee. The Project Group aims to utilise the Better off Funding to support the project's planning stages and early infrastructure development, while the proposed construction costs for the cabins will

necessitate additional external funding. Any funding agreement with external sources will be contingent upon Council approval.

Legal advice received from Fletcher Vautier Moore Lawyers, indicates there are various steps for Council to consider. Copies of the Fletcher Vautier Moore advice relating to this project are attached under the file names: SR-203937-343-63-1 Reefton Recreation Reserve Proposal to erect cabins; 24.04.22-FVM Email - Reefton Recreation Reserve - Proposal to erect cabins, and SR-203937-343-88-1 Public Notice.

Following the proposed public notice consultation, FVM Lawyers recommend Council make formal decisions on the following matters:

- a. Confirm that the Site is part of the Reefton Recreation Reserve set apart as a camping ground under section 53(1)(h) of the Reserves Act 1977;
- b. Declare the Site a relocatable home park: The Council will need to decide that the locality, position, and condition of the Site is suitable for a relocatable home park and, if so, permit the use of the Site for a relocatable home park. The relocatable home park must be separate from that part of the camping ground used for camp sites unless otherwise permitted by the Council. In making that decision the Council will need to be satisfied with the provision of reticulated sewerage, storm water drainage, and a reticulated water supply to the Site. Once that decision is made the camp plan will need to be updated to show the position and boundary of the relocatable home park and the position and boundary of every relocatable home site;
- c. Discuss the terms of any funding agreement, prior to granting approval;
- d. Consent to the installation of the cabins, the construction of the car parks and installation of services (which may be used for the purposes of providing permanent or temporary personal accommodation for workers), in its capacity as administering body of the reserve;
- e. Consent to the placement of the cabins on the Site, in its capacity as a local authority under the Camping Ground Regulations;
- f. Award the contract for construction and transport of the cabins and installation of services, subject to obtaining all necessary building consents and resource consents.

4. CONSIDERATIONS

4.1 Strategic Impact

Referenced from the BDC 2021-2031 Long-Term Plan KPI for Property;

- Page 106 - Ensuring land and property owned, vested, and managed by the Council is rationalised and utilised responsibly, and for the benefit of the Buller community.
- Page 106 - Council provides public, community and commercial buildings that are safe and compliant.
- Page 106 - Council land is managed to support use by non-profit community enterprises and community organisations, and also commercial use when appropriate.

Referenced from BDC Enhanced Annual Plan 2024-2025 Property and Community Facilities;

- Page 75 - Links to Community Outcomes

SOCIAL	<ul style="list-style-type: none"> ✓ By ensuring our parks and reserves are healthy and safe. ✓ By providing areas for people to engage in healthy activities, social interaction, and recreation.
AFFORDABILITY	<ul style="list-style-type: none"> ✓ By contributing to the district's image and attracting businesses, skills, employment, and tourism, and focusing on future growth for the district and community
ENVIRONMENT	<ul style="list-style-type: none"> ✓ By providing green spaces and open areas that contribute to people's enjoyment of our environment.

4.2 Significance Assessment

Legal advice from FVM Lawyers confirmed this proposal is not considered significant in terms of the Council's Significance and Engagement Policy.

FVM Lawyers recommend the level of engagement with the public should involve the giving of public notice and seeking feedback as follows:

- Publish the public notice in a newspaper circulating in the Reefton area, and on the Council's website;
- Give persons the right to object against, or make submissions with respect to, the proposal;
- Require that every objection or submission be in writing and sent to the Council at the place specified in the notice, by the date stated in the notice. It is recommended the 'deadline date' in the public notice is 1 month after the date of publication of the notice;
- Give objectors and submitters the opportunity to speak on this matter at a Council meeting.
- Council considers every objection and submission received before the Council decides to proceed with the proposal.
- FVM Lawyers recommend that a plan of the site, indicating the proposed development area, is made available on the Council's website, and that the public notice refers to this plan.

4.3 Risk Management Implications

This decision is considered not to provide Council with a significant risk

4.4 Values

The Reefton Campground Accommodation Project embodies several core values crucial to Council's character.

The project demonstrates Council's commitment to being 'Community Driven,' by directly addressing the shortage of accommodation options in Reefton, a necessity highlighted by the town's consistent economic growth across various sectors.

Through collaboration with the Central Government DIA and supporting the Reefton Campground Accommodation Project Group, the Council is demonstrating a unified approach, aligning with the principle of 'One Team.'

The initiative is 'Future-Focused,' aiming not only to meet immediate needs for temporary workers, but also to support long-term economic growth and tourism in the region.

Integrity is paramount throughout the project development, with legal advice informing every step of the process, ensuring transparency and compliance.

Lastly, the project reflects Council has a genuine care for the community by prioritising safe and compliant infrastructure at the Reefton Campground, that benefits both residents and visitors alike.

4.5 Policy / Legal Considerations

The legal implications for the Council have been thoroughly examined by Fletcher Vautier Moore Lawyers, and the corresponding legal advice has been clearly outlined in this report and within the accompanying attachments.

4.6 Tangata Whenua Considerations

The Site is subject to Part 9 of the Ngai Tahu Claims Settlement Act 1998. That part requires certain disposals to be offered for purchase or lease to Ngai Tahu in certain circumstances. However, legal advice confirms Part 9 is not triggered by this Proposal. This is because the Proposal does not involve the transfer of ownership of the land (which

remains owned by the Crown) and does not involve the grant of a lease for a term of 50 years or longer.

The report does not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Tangata Whenua, their culture, and traditions.

4.7 Views of Those Affected

Because the Council does not have an active and approved Reserve Management Plan for the Reefton Recreation Reserve, legal advice recommends Council undertake public consultation, via a public notice, as described in the draft example below:

Draft PUBLIC NOTICE:

Buller District Council invites public feedback on a proposed development at the Reefton Motor Camp, on part of the Reefton Recreation Reserve located between Bridge Street and Ross Street, Reefton. A plan showing the site of the proposed development is available on the Council's website.

Proposal:

The Council proposes to install 6 new cabins on the site, comprising 4 double units and 2 single accessible units. Additionally, 10 car parks will be constructed on the site. The cabins may be prefabricated off-site and later transported to the site, where they will be connected to essential services such as power, drainage, and plumbing.

- The purpose of this proposal is to provide long-term or temporary accommodation for workers and/or Reefton visitors.*
- The Council proposes to set aside the site for the purposes of the camping ground, and as a relocatable home park (as defined in the Camping-Grounds Regulations 1985).*

How to submit feedback:

The Buller District Council values community input. You can send your input via (email address or website link). Please submit any submissions or objections by (deadline date). If you wish to be given the opportunity to speak on this matter at a Council meeting, please confirm this in your feedback. Thank you.

4.8 Costs

No financial burden on the Council or Ratepayers is anticipated for this project.

The approved Better Off Funding is capped at \$300,000 + GST. This funding is budgeted to cover the costs of the following services:

- Administrative and Project Management Services
- Design Services - Building, Civil and Site Infrastructure
- Legal Consultancy
- Resource Consent costs
- Building Consent costs
- Initial Civil and Infrastructure upgrades work

Funding for the procurement of the proposed new cabin/cottage buildings and associated construction works is not covered by the Better Off Funding. The Project Group aims to secure additional funding from external sources, by negotiating with potential partners involved in funding new mining operations within the Reefton area.

No construction work will commence until the design phase has been completed and approved by the Project Group and Council, all necessary compliance documentation has been attained and the essential budget has been confirmed.

The operating costs to maintain and operate the proposed new cabin/cottage accommodations are expected to be covered by the ongoing booking fees, paid by the occupants.

4.9 Benefits

The Reefton Campground Accommodation Project presents significant benefits to both the Council and the community.

For the Council:

- The project enhances the land managed by the Council and the Reefton Reserve Subcommittee, aligning with strategic goals outlined in the Council Long-Term Plan.
- Facilitates the provision of safe, compliant, and diversified public, community, and commercial buildings.
- Supports non-profit community enterprises and commercial ventures, promoting economic growth and tourism for the Reefton community and the wider Buller District.
- Upholds transparency and compliance through every stage of the project.

For the Community:

- The project addresses the pressing need for accommodation options for both workers and visitors staying in Reefton
- Utilises funding support from the Central Government - DIA, to establish additional cabins, enhancing accommodation capacity and contributing to the sustainable growth of Reefton.
- Promotes economic growth and tourism by improving infrastructure and services at the Reefton Campground.
- Engages the community through a comprehensive public consultation process, ensuring transparency, accountability, and inclusivity in decision-making.

Overall, the Reefton Campground Accommodation Project demonstrates a collaborative approach by the Council and the community, aimed at fostering economic prosperity, supporting local enterprises, and enhancing the overall quality of life in Reefton.

4.10 Media / Publicity

It is expected there will be significant interest from the media and the public. However, it is anticipated to be a positive story for the Council and Buller Community.

The project has previously been publicly announced with Better Off Funding support, and therefore is known within the Buller community.

Recent improvements at the Reefton Campground were celebrated during an open-day event. The open day included discussions with the attendees about the proposed new cabin development. The response from the public attending the open-day and to date has been encouraging, and it is expected that the upcoming public consultation process will further bolster transparency and support for the project.



FLETCHER VAUTIER MOORE
LAWYERS

Memo

TO: Rick Barry, Buller District Council
 FROM: Stuart Ritchie, Fletcher Vautier Moore
 DATE: 18 December 2023 (updated 26 February 2024)
 RE: **REEFTON RECREATION RESERVE - PROPOSAL TO ERECT CABINS**

INTRODUCTION

1. We refer to Buller District Council's proposal to erect cabins on part of the Reefton Recreation Reserve (**Proposal**).
2. The Council proposes to erect 6 new cabins on part of the Reefton Recreation Reserve situated between Bridge Street and Ross Street, Reefton, as shown on preliminary drawings prepared by Gowans Walters & Associates Limited (**GWA**), dated 25 October 2023 (**Site**).
3. The Council's proposal involves the construction of 4 double units, 2 single units (which are accessible units) and 10 car parks on the Site.
4. The cabins will be constructed off-site and then transported to the Site, where they will be connected to services.
5. We recommend the Council takes into account the following matters, and takes the following steps, as it progresses this project.

LEGAL STATUS OF THE SITE

6. The Site consists of 5 parcels of land, shown as areas G, H, J, L and N on the plan attached to this memo as Schedule 1. The legal descriptions follow:

Properties G and H:
 Parcel ID: 3594778 (Section 49) and 3625873 (Section 50)
 Legal Description: Section 49-50 Town of Reefton
 Record of Title: NL 2D/407
 Owner: Crown

Property J:
 Parcel ID: 3628114
 Legal Description: Section 51 Town of Reefton
 Record of Title: NL 1A/462
 Owner: Crown

Properties L and N:
 Parcel ID: 3625875 (Section 52) and 3594790 (Section 53)
 Legal Description: Sections 52-53 Town of Reefton
 Record of Title: Part NL 2D/397
 Owner: Crown

7. The Site is:
- (a) Part of the Reefton Recreation Reserve, which is owned by the Crown and administered by the Buller District Council; and
 - (b) Subject to the provisions of the Reserves Act 1977; and
 - (c) Subject to a designation, for the purpose of 'recreation reserve' under the Resource Management Act 1991.
8. The Site is subject to Part 9 of the Ngai Tahu Claims Settlement Act 1998. That part requires certain disposals to be offered for purchase or lease to Ngai Tahu in certain circumstances. However, we do not consider that Part 9 is triggered by the Proposal. This is because the Proposal does not involve the transfer of ownership of the fee simple estate (which remains owned by the Crown) and does not involve the grant of a lease for a term of 50 years or longer.

STATUS OF THE SITE AS A CAMPING GROUND

9. The following factors are relevant:
- (a) Parts of the Reefton Recreation Reserve have been used as a camping ground since the 1950s.
 - (b) The Reserve subcommittee confirms that the Site is currently used as part of a camping ground and to their knowledge has 'always' been made available for non-powered camping accommodation. However, the exact time period is unclear. The Site only became part of the public domain administered by the Reefton Domain Board on 23 March 1978.¹
 - (c) Cabins for accommodation have been located on other parts of the Reefton Recreation Reserve since at least the 1950s. There are photographs from the 1950s and 1960s showing the existence of such cabins. The subcommittee understands that 3 of the existing cabins were constructed in the 1950s. 7 of the existing cabins were completed around 1981.
 - (d) Section 44 of the Reserves Act 1977 contains restrictions on the use of reserves, and buildings thereon, for permanent or temporary personal accommodation. Use of a reserve for that purpose requires the consent of the Minister of Conservation unless it is in a camping ground set apart under the Reserves Act 1977 or in an area defined on a reserve management plan prepared under section 41 of the Reserves Act.
 - (e) The Council has been unable to find any record of a decision by the Council, in its capacity as administering body, to set apart parts of the Reefton Recreation Reserve as a campground under section 53 (1)(h) Reserves Act 1977. The Council only became the administering body of the reserve on 1

¹ Gazette 1978, p 725.

November 1989, so any decision by Council to set apart the Site or any other part of the reserve for a camping ground could only have been made since November 1989. It is unknown whether a former Domain Board or Reserve Board, in the period between 1978 and 1989, obtained ministerial consent to set apart an area for camping ground. There is no management plan for the Reefton Recreation Reserve. There is also no existing camp plan showing the position and boundaries of the camping ground and each camp site.

- (f) To avoid any doubt about compliance with section 44 of the Reserves Act and use of the Site for both permanent and temporary accommodation, we recommend the Council passes a resolution that, for the avoidance of doubt, the Site is part of the Reefton Recreation Reserve set apart for a camping ground under section 53(1)(h) of the Reserves Act 1977. We recommend the Council seeks community views on this proposed resolution at the same time as it seeks views from the community on the Proposal to erect the cabins on the Site.
- (g) Because the Council is the administering body of the reserve it is not necessary for the Council to obtain the prior consent of the Minister of Conservation to set apart any part of the Reefton Recreation Reserve for a camping ground.²

DESIGN / COMPLIANCE WITH CAMPING GROUND REGULATIONS

10. The proposed cabins will fall within the definition of a **relocatable home** for the purposes of the Camping Ground Regulations 1985. The Regulations define 'relocatable home' as:

*a structure comprising a group of rooms occupied or intended to be occupied either permanently or temporarily as the living quarters of a single housekeeping unit (whether consisting of 1 or more persons), which is completely self-contained in respect of domestic equipment and facilities and which is designed to be relocatable and is located in a camping ground; but does not include a tent.*³

The preliminary drawings prepared by GWA show that each cabin will comprise more than one room. They will be occupied permanently or temporarily as the living quarters of a single housekeeping unit (which may consist of 1 or more persons). They are completely self-contained by including a kitchen area and separate bathroom. They are also designed to be relocatable and to be located in a camping ground.

- 11. This means the cabins will be subject to the provisions of the Camping Ground Regulations that relate to relocatable homes.
- 12. The Site will be subject to the provisions of the Regulations that apply to a relocatable home park.
- 13. **Check compliance with floor area requirement:** The floor area of each cabin must be not less than 7.5 square metres, plus an additional 3.5 square metres for each additional person in excess of 2 that the cabin is designed to accommodate.⁴

² Section 53(2) of the Reserves Act 1977

³ Section 2 of the Camping-Grounds Regulations 1985

⁴ Clause 7 of the Regulations

14. **Check compliance with access requirement:** All-weather access from the entrance of the camping ground to each Cabin must be provided to the satisfaction of Council.⁵
15. **Check compliance with standards for camping grounds:** The cabins, and services to the cabins, should be designed to comply with the Schedule to the Camping Ground Regulations 1985, noting that each cabin is a relocatable home for the purposes of that Schedule.
16. **Check that the cabins, as relocatable homes, will comply with the Building Code.**⁶ The Council as the owner of a relocatable home situated in a relocatable home park will need to ensure that it complies with the requirements of the Building Regulations 1992.
17. **Check location of existing services:** Check that the cabins, car parks and services to the cabins will not be constructed over any existing services, such as the Council's water main, and that the placement of the cabins does not interfere with the Council's ability to access and maintain existing services.
18. **Check that no person currently occupies the Site,** and that the Council or the Subcommittee has not granted any person a licence to occupy or use any part of the Site.
19. **Check that the Council holds a current certificate of registration,** issued under the Health (Registration of Premises) Regulations 1966. This makes the Council the operator of the camping ground.
20. **Check that there is an existing camp plan,** showing the position and boundaries of every camp site.

SERVICES AND EASEMENTS

21. **Check with Westpower** about its capacity to supply power to the cabins and whether it will require an electricity easement before lines are laid under the Site to the cabins.
22. **Check if any other utility operator** (including the Council) will need an easement over the reserve in order to provide services to the cabins.
23. Note that water must be reticulated to every relocatable home site.⁷
24. If an easement is required for electricity, telecommunications or other services then the Council will need to obtain a concession from the Department of Conservation. The Council can only grant easements under section 48 of the Reserves Act if it is the owner of the reserve, which is not the case here.

CUTTING OF TREES OR BUSH

25. **Check whether the placement of the cabins will require the cutting or destruction of trees or bush:** If so, no trees or bush can be cut or destroyed unless the Council as administering body of the reserve, is satisfied *'that the cutting or destruction is necessary for the proper management or maintenance of the reserve, or for the management or preservation of other trees or bush, or in the interests of the safety of*

⁵ Clause 12 of the Regulations

⁶ Clause 13 of the Regulations

⁷ Part 2 of the Schedule to the Regulations

persons on or near the reserve or of the safety of property adjoining the reserve, or that the cutting is necessary to harvest trees planted for revenue producing purposes'.⁸

FUNDING AGREEMENT

26. We understand that the Council has received some funding for the construction of the cabins and installation of services, but may require additional funding from a third party funder before it can proceed to purchase the cabins.
27. Any funding agreement may need to be conditional on;
 - (a) Council approving the terms of the funding agreement;
 - (b) Council deciding to set aside part of the camping ground as a relocatable home park and to erect the cabins, after undertaking consultation;
 - (c) Council obtaining all consents, approvals and permits necessary to erect the cabins on the Site, and to install services to the Cabins, on terms and conditions satisfactory to the Council;
 - (d) Council obtaining any other funding the Council requires to construct, transport and erect the cabins, to construct the car parks and install services.
28. The Council cannot agree to lease the Site or the cabins to the funder. This is because the Council does not own the Site.
29. The funding agreement may provide for a standing booking for the funder. For example if the funder may wish to contribute to the cost of the cabins on the basis that they have a standing booking for the cabins to be occupied by the funder or their employees.
30. The funding agreement will need to record the ownership of the cabins. We understand the cabins will be owned by the Council.

CONTRACT TO CONSTRUCT AND TRANSPORT CABINS, AND TO LAY SERVICES

31. The Council will need to comply with its procurement processes before entering into any contract for the construction and transport of the cabins and the installation of the services.
32. Any request for proposals or tender issued by the Council will need to be conditional on the Council deciding to proceed with the project, approving the price, and obtaining all necessary resource consents and building consents.

CONSULTATION

33. Because the Council does not have a management plan for the reserve, we recommend that the Council undertakes public consultation on the proposal to:
 - (a) record, for the avoidance of doubt, that the Site is part of the Reefton Recreation Reserve set apart as a camping ground; and

⁸ Section 42 of the Reserves Act 1977
SR-203937-343-20-V1

- (b) set apart the Site as a relocatable home park; and
 - (c) place cabins, car parks and associated services on the Site, which may be used for the purposes of providing permanent or temporary personal accommodation for workers.
34. The Council will need to consult with the Subcommittee.
35. The Council will also need to turn its mind to whether there are any persons that are likely to be affected by, or to have an interest in, the proposal, and approach those people to seek their views.
36. Allow at least one month for submissions and give submitters the opportunity to be speak at a Council meeting.

BUILDING CONSENTS, RESOURCE CONSENTS AND DESIGNATION

37. Apply for all necessary resource consents and building consents for the construction and placement of the cabins on the Site.
38. The Reefton Recreation Reserve, including the Site, is subject to a designation (number 72) in the Buller District Plan. The purpose of the designation is for *Recreation Reserve*. The history of the designation, and when it was inserted in the Plan, is unknown but it has been confirmed by Council that the designation was in the District Plan when it became operative on 28 January 2000.
39. A designation allows a land use, which would otherwise require resource consent, to proceed. This is because section 176(1)(a) Resource Management Act 1991 provides that section 9(3), which otherwise prohibits the use of land in a matter that contravenes a district rule, does not apply to the activity undertaken by the requiring authority (in this case the Council) under the designation.
40. The purpose of the designation listed in the District Plan is brief (i.e. recreation reserve) and there are no conditions. Further, BDC does not appear to hold any information as to the history of the designation. We have therefore undertaken an interpretation of the purpose of the designation to determine whether it contemplates the proposed cabins or whether the land will be used for a purpose other than the designated purpose, in which case the provisions of the district plan apply and resource consent may be required.
41. Designations are interpreted according to what an ordinary, reasonable person, examining the district plan, would understand the designation to mean. The words 'recreation reserve' are not defined in the Plan.
42. If the Council is satisfied that parts of the Reefton Recreation Reserve have been continuously used as a camping ground since the 1950s, and that use has always included the provision of cabins for personal accommodation, then we consider it is arguable that such use was contemplated by the words 'recreation reserve' when the designation was inserted into the District Plan. In that case the risk is low that the designation applicable to the Site does not contemplate the use of the land for cabins.
43. **Outline Plan:** An outline plan of works to be constructed on designated land by a territorial authority must be submitted to the territorial authority (in its regulatory capacity) prior to the construction of the works, in accordance with section 176A of the Resource Management Act 1991. The requirement for an outline plan can be waived

by the territorial authority. We recommend you contact the Council's planning team to ask whether the requirement for an outline plan can be waived in this case.

DECISION

44. After the public consultation process is concluded, we consider a meeting of the full Council will need to make decisions on the following matters:
- (a) To confirm that the Site is part of the Reefton Recreation Reserve set apart as a camping ground under section 53(1)(h) of the Reserves Act 1977;
 - (b) To declare the Site a relocatable home park: The Council will need to make a decision that the locality, position and condition of the Site is suitable for a relocatable home park and ,if so, permit the use of the Site for a relocatable home park. The relocatable home park must be separate from that part of the camping ground used for camp sites unless otherwise permitted by the Council. In making that decision the Council will need to be satisfied with the provision of reticulated sewerage, storm water drainage, and a reticulated water supply to the Site. Once that decision is made the camp plan will need to be updated to show the position and boundary of the relocatable home park and the position and boundary of every relocatable home site;
 - (c) To approve the terms of any funding agreement;
 - (d) To consent to the erection of the cabins, the construction of the car parks and installation of services (which may be used for the purposes of providing permanent or temporary personal accommodation for workers), in its capacity as administering body of the reserve;
 - (e) To consent to the placement of the cabins on the Site, in its capacity as a local authority under the Camping Ground Regulations; and
 - (f) To award the contract for construction and transport of the cabins and installation of services, subject to obtaining all necessary building consents and resource consents.



From: Stuart Ritchie <SRitchie@fvm.co.nz>
Sent: Monday, 22 April 2024 2:07 pm
To: Rick Barry
Cc: Penny Bicknell
Subject: Reefton Recreation Reserve - Proposal to erect cabins
Attachments: SR-203937-343-88-1 Public Notice.docx

Hi Rick

Thank you for your email on 12 April. I hope you enjoyed your break away.

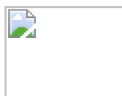
We have reviewed the draft public notice that you sent us and attach an updated version, which shows our recommended changes.

We recommend the Project Group obtains the approval of the Council to proceed with giving public notice of the proposal, so that the Council can consider and approve the level of engagement with the public, and so that the Councillors are prepared for community feedback. We do not consider the proposal is significant in terms of the Council's Significance and Engagement Policy. We therefore recommend the level of engagement with the public involves the giving of public notice and seeking feedback as follows:

1. Publish the public notice in a newspaper circulating in the Reefton area, and on the Council's website;
2. Give persons the right to object against, or make submissions with respect to, the proposal;
3. Require that every objection or submission is in writing and sent to the Council at the place specified in the notice, by the date stated in the notice. We recommend the 'deadline date' in your draft notice is 1 month after the date of publication of the notice;
4. Give objectors and submitters the opportunity to speak on this matter at a Council meeting.
5. Council considers every objection and submission received, before the Council decides to proceed with the proposal.

We recommend that a plan of the site of the proposed development is made available on the Council's website, and that the public notice refers to the plan.

Regards
Stuart



Stuart Ritchie | Partner | **Fletcher Vautier Moore, Lawyers** | 265A Queen Street, Richmond, Nelson 7020 | PO Box 3029, Nelson 7050 | DX WC 71017 | Fax 03 543 8302 | Phone 03 543 8301 Mobile 027 443 1852 | Email sritchie@fvm.co.nz | Website www.fvm.co.nz

From: Rick Barry <rick@avant.nz>
Sent: Friday, April 12, 2024 10:22 AM
To: Stuart Ritchie <SRitchie@fvm.co.nz>

Cc: Penny Bicknell <Penny.Bicknell@bdc.govt.nz>

Subject: RE: 23184 reefton camp Ground

CAUTION: This email originated outside of Fletcher Vautier Moore. It is not safe to open attachments or click links unless you recognise the sender and know the content is safe.

Hi Stuart

I hope this email finds you well.

To facilitate the advancement of the Reefton Campground cabin accommodation project, I look forward to guidance on which elements of the project require Council approval, before we can proceed with advertising a public notice.

Alternatively, are there aspects of the project that we could begin seeking public feedback on? Specifically:

- Allocating a portion of the camping ground area for use as a relocatable home park, in line with the Camping Ground Regulations 1985.
- Clarifying that the proposed site falls within the Reefton Recreation Reserve, designated for use as a camping ground.
- Outlining the purpose of the proposal, which is to provide long-term or temporary accommodation for workers and/or visitors to Reefton.

I understand the importance of timing and wording in drafting a public notice and preparing the Council for potential responses from the community, especially considering that the total project funding is still pending confirmation. However, I am eager to ensure that the Project Group can move forward with the necessary steps.

I look forward to your response, thanks Stuart.

Kind Regards

Rick Barry
Avant Build Cost Solutions Ltd
M: 021 2020150
rick@avant.nz

From: Stuart Ritchie <SRitchie@fvm.co.nz>

Sent: Wednesday, March 13, 2024 5:39 PM

To: Rick Barry <rick@avant.nz>

Cc: Penny Bicknell <Penny.Bicknell@bdc.govt.nz>

Subject: RE: 23184 reefton camp Ground

Hi Rick

Thank you for your email and phone call this afternoon.

In your draft notice below please use the correct names, 'Buller District Council' and 'Reefton Reserve Subcommittee'. Otherwise, we are satisfied with the wording of the notice.

As discussed, we recommend that the wording of the public notice is progressed when you get back from leave in a few weeks. We will have our comments on the notice ready for your return. We recommend the Council does not rush to seeking the views of the public at the end of March, in circumstances where the Council has not yet commenced discussions with prospective external funders, and resource / building consents have not yet been obtained. We are concerned that if the Council goes out too early to seek public views, and there is subsequently a change in the scope or the cost of the project, the Council may have to re-consult on its proposal, which is not ideal. Also, we suggest the Council does not get caught up with seeking public views over Easter, when people can be away.

We hope you enjoy your holiday, and we look forward to progressing this matter on your return.

Regards
Stuart



Stuart Ritchie | Partner | **Fletcher Vautier Moore, Lawyers** | 265A Queen Street,
Richmond, Nelson 7020 | PO Box 3029, Nelson 7050 | DX WC 71017 | Fax 03 543
8302 | Phone 03 543 8301 Mobile 027 443 1852 | Email sritchie@fvm.co.nz |
Website www.fvm.co.nz

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PUBLIC NOTICE:

Buller District Council invites public feedback on a proposed development at the Reefton Motor Camp, on part of the Reefton Recreation Reserve located between Bridge Street and Ross Street, Reefton. A plan showing the site of the proposed development is available on the Council's website.

Proposal:

The Council proposes to install 6 new cabins on the site, comprising 4 double units and 2 single accessible units. Additionally, 10 car parks will be constructed on the site. The cabins may be prefabricated off-site and later transported to the site, where they will be connected to essential services such as power, drainage, and plumbing.

- The purpose of this proposal is to provide long-term or temporary accommodation for workers and/or Reefton visitors.
- The Council proposes to set aside the site for the purposes of the camping ground, and as a relocatable home park (as defined in the Camping-Grounds Regulations 1985).

How to submit feedback:

The Buller District Council values community input. You can send your input via (email address or website link). Please submit any submissions or objections by (deadline date). If you wish to be given the opportunity to be speak on this matter at a Council meeting, please confirm this in your feedback. Thank you.



Gowans Walters & Associates Ltd

tel: 03-544-9499
 fax: 03-544-9488
 enquiries@gowanswalters.co.nz

building designers

PROJECT

ACCOMODATION UNITS
at: REEFTON CAMP GROUND
for: BULLER DISTRICT COUNCIL



REV	DATE	DESCRIPTION

scale(s) at A3

sheet title
3D PERSPECTIVE

sheet	01 of 04
drawn	J.L
date	12.03.2024
job no.	23184 (C04)

DRAWN



Gowans Walters & Associates Ltd

building designers

tel: 03-544-9499
 fax: 03-544-9489
 enquiries@gowanswalters.co.nz

PROJECT

ACCOMODATION UNITS
at: REEFTON CAMP GROUND
for: BULLER DISTRICT COUNCIL



REV	DATE	DESCRIPTION	DRAWN
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scale(s) at A3	sheet 02 of 04
sheet title 3D PERSPECTIVE	drawn J.L.
	date 12.03.2024
	job no. 23184 (C04)



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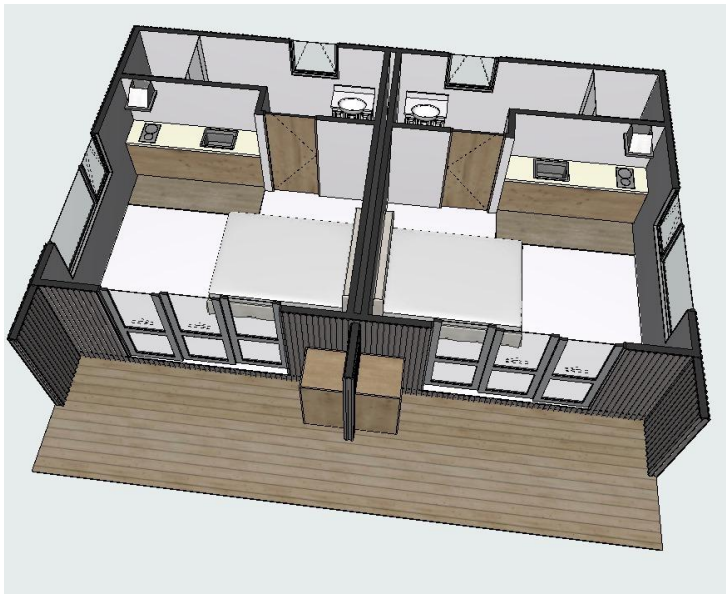
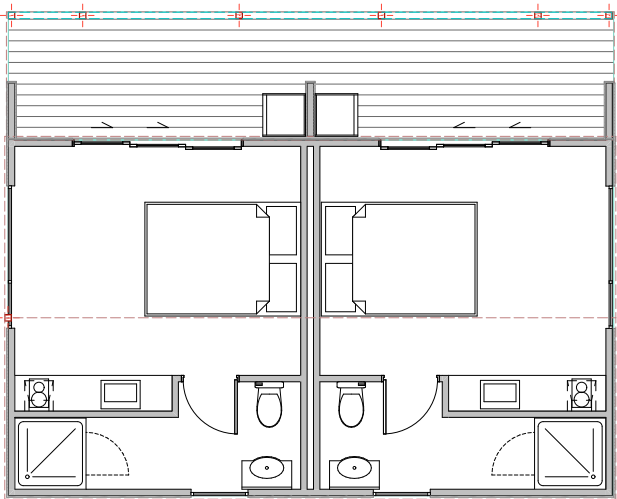
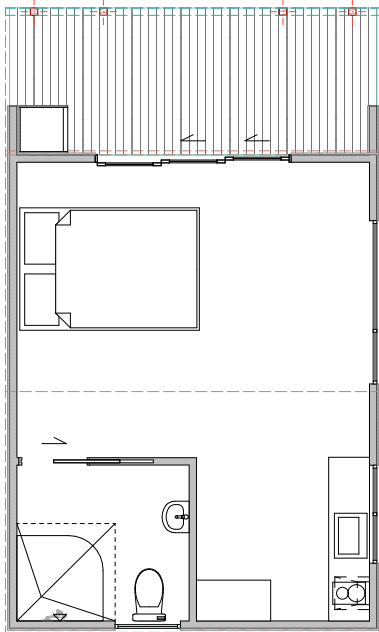
PROJECT

ACCOMODATION UNITS
at: REEFTON CAMP GROUND
for: BULLER DISTRICT COUNCIL



REV	DATE	DESCRIPTION

scale(s) at A3	sheet 03 of 04
sheet title 3D PERSPECTIVE	drawn J.L.
	date 12.03.2024
	job no. 23184 (C04)



Gowans Walters & Associates Ltd

building designers

tel: 03-544-9499
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 enquiries@gowanswalters.co.nz

PROJECT

ACCOMODATION UNITS

at: REEFTON CAMP GROUND

for: BULLER DISTRICT COUNCIL



REV	DATE	DESCRIPTION	DRAWN
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scale(s) at A3

sheet title
3D FLOOR PLAN

sheet **04** of **04**

drawn J.L.
 date 12.03.2024
 job no. 23184 (C04)

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 11

Prepared by Jamie Cleine
Buller District Mayor

Attachment 1. WCEM Agenda Reports 8 May 2024
2. Mayors Correspondence

MAYOR'S REPORT

1. REPORT SUMMARY

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

2. DRAFT RECOMMENDATION

That Council:

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

3. COUNCIL

3.1 Mayors Taskforce For Jobs (MTFJ)

MTFJ Buller Coordinator Julie Moore & Pastoral Support Ruby Erickson comments:

We have booked an ITS Barista course to be held in Westport early May. Ruby and I are attending the Mana Taiohi and Code of Ethics training in Greymouth this week.

We are confirming dates with Vertical Horizons for a Chainsaw course. 42 have registered for the Employment Expo mid-May which is really pleasing. At the end of April, we had achieved 26 sustainable outcomes and 10 placements made.

The downturn in the local building industry is now very evident with little opportunities for new apprenticeships. A business specialising in transportable homes has just given nine workers four weeks' notice.

MTFJ are funding job seekers in a Defensive Driving course in May.

We are currently working alongside the Council staff in using the Public Library to facilitate courses that are needed in the community.

A good news story to share:

Emily returned to Westport after briefly living away and contacted us looking for a career in painting/plastering something that she had gained some experience in. We contacted two local painters and Emily was able to secure a permanent job with a Reefton based painter- plasterer. We were able to support her with tools and footwear which was greatly appreciated.

Quote from Emily: *"I really enjoy working for PPS as everyone is super friendly and nice. I get to travel all over the West Coast for jobs which is a bonus as I love travelling!"*

Mayors Comment:

The National downturn in residential construction has finally arrived in Buller with this sector looking to reduce staff. The cost-of-living increases are affecting household budgets, and this is showing locally with anecdotal examples of a sluggish retail and hospitality sector. Traditionally the visitor market turns noticeably quieter post Easter as the domestic tourism season winds back toward autumn and winter. Overall, the above are having a cooling effect on the local jobs market in the near term.

On a brighter note, the medium-term opportunity in extractive industries and those supporting this sector looks set to exponentially build momentum. This is based on recent Government policy signals and investor activity that is far more positive in mining. Federation Mining's Snowy River Gold project in Reefton, Stockton open cast coal, Westland Mineral Sands and TiGA Minerals projects all will add significantly to job opportunities and economic confidence to Buller communities.

4. EXTERNAL MEETINGS

4.1 West Coast Emergency Management Joint Committee

The joint committee met at Westland District Council chambers on 8 May. The agenda pack is included as attachment 1. Key points to note:

- Westland DC CEO Simon Bastion has resumed as chairperson of the Chief executive group until the end of calendar year 2024. This is due to resignation of Grey District CEO Paul Morris.
- 10 – 12 April 2024. Orange Rain Warning Westland (between 600 to 800mm) over 57 hours, focused on South Westland but also affecting Hokitika and potentially into the Grey district. There was significant planning and coordination of resources across agencies. Support from other South Island Groups, with a focus on support into and across the Westland District. Various debriefs have occurred. There were improvements in the EOC setup, community liaison, working with WCRC teams in south Westland deployments, and coordination with agencies regarding possible road closures and state of emergency discussions.

- Significant training available with 117 attendees enrolled on various courses.
- Exercise Rū Whenua – National Exercise, 12 June 2024 lead by NEMA to evaluate the nationwide processes and procedures for the rupture of the alpine fault causing an earthquake of an 8+ magnitude. WCEM intends activating the ECC and three EOC's with a maximum of two people in each function and two shifts from 0800 – 1330 and 1300 – 1900. specific roles in an activation. Support from all four Councils is required for staff to participate in the pretraining, and on the day of the national exercise.
- NEMA has commenced work to aggregate views and collate themes through the reviews on the response to the 2023 and other significant events. This This work will be a snapshot of reports finalised by the end of April/early May. NEMA intends to engage with agencies in early to mid-May with the next steps in mind.
- WCEM will workshop the NEMA recommendations to ensure that any improvements to our local preparedness are actioned.
- On-going discussion with FENZ on potential co-location of EOC.
- Resilient Westport work, Phase one of three has commenced. Recruitment has completed. Phase One (three months) – Initiate, includes:
 - Understand and establish links and mechanisms to remain strongly connected to the wider work programme.
 - Detailed project planning to achieve the following:
 - enhanced evacuation arrangements
 - improved digital systems and tools for displaying and sharing data through GIS emergency response platform.
 - how to strengthen coordinated planning across critical infrastructure agencies and emergency services
 - how to ensure community engagement and communications are addressed throughout
 - As a critical stakeholder understand and help implement support evacuation arrangements.
 - Establish a clear and regular reporting mechanism through to the Steering Group.

4.2 Te Tai Poutini Plan (TTPP)

I attended a Te Tai Poutini Plan (TTPP) meeting on 29 April via zoom. The key topic on the agenda was to debate the latest more accurate coastal hazard overlay maps to be included as a variation to TTPP. The committee has been consistent in the approach that we should use the best information available to inform the plan. In the case of coastal hazard mapping, the previous versions using less accurate methodology incorrectly identified some properties as being at risk from the hazard when they weren't and vice versa. The West Coast Regional Council is the holder of hazard information which once confirmed and adopted is included in TTPP and formally discharged to Buller District Council who has legal obligations to include this on property files as public information.

The full agenda is available at <https://tpp.nz/about-the-plan/agendas-minutes/>

4.3 Mayors, Chairs, and Iwi Forum

The forum was hosted by Westland District Mayor Helen Lash in Hokitika on 8 May. Key topics discussed:

- Update on Regional Infrastructure Fund applications from the WC. Noting next key step will be understanding the criteria of the fund which is not yet available from Government.
- Shared services opportunities, the next project to be explored is GIS services. This is a highly technical area to standardise the use of GIS across all four Councils, policy to support this etc.
- Planning Managers Forum, this is a BDC led initiative to develop a forum of WC planning management to ensure consistency and maximum benefit is achieved from the TTPP plan once finalised.
- The forum members consider that there is a number of efficiencies that can be achieved by adding additional shared services opportunities that make sense to be applied regionally.
- Three Waters, it was agreed to work on a high-level report on any potential regional water services provision. This is in response to the Local Water Done Well direction of Government. It is hoped this report will inform the potential next steps either as a region or as individual districts.

5. LOCAL EVENTS AND RELATIONSHIP MEETINGS

I have attended various local events and relationship meetings over the period.

Some highlights included:

- Westport Returned Services Association, ANZAC day ceremony. This event is always very well supported by locals as a time to honour war veterans, reflect on the impacts that conflict continues to have on people and appreciate the value of being citizens of Aotearoa New Zealand.
- Karamea where I joined Cr Rosalie Sampson and local community engagement specialist Jessie Creedmore for one of the drop-in information sessions hosted at the Karamea Village Hotel.
- Reefton to host an annual plan and solid waste consultation information session followed by the Inangahua Community Board meeting.

- I hosted a large group of year 12 geography students on a field trip from Neyland College in Nelson. The class were keen to understand the effects of our major floods in 2021 and 2022 and how communities and decision makers responded and then planned a meaningful recovery. We discussed the importance of understanding all the hazards present and the options to mitigate these as well as residual risk of any flood protection. The BDC led master planning of less hazard prone areas for future growth and how this works alongside current interventions to ensure communities better understand their options and to encourage future growth in the right places.
- MTFJ Buller jobs expo held at the clocktower building. Over forty exhibitors who spent four hours talking to hundreds of local students and jobseekers. It was easily the largest event hosted at the clocktower for many years.

6. CORRESPONDENCE

For Council consideration – see **Attachment 2**

Incoming Correspondence 2024	From	Subject
8 April 2024	Mayor Mauger	Letter of Response Regional CCO - LWDW
18 April 2024	Min. Simeon Brown	Rates Rebate Scheme Adjustment
18 April 2024	Min. Simeon Brown	Resilient Westport Funding – Approval of Drawdown
22 April 2024	Hon. Mark Mitchell	Enquiry into North Island Severe Weather Event Response
29 April 2024	Mayor Black – Hurunui District Council	Letter of Response Regional CCO – LWDW
1 May 2024	Paul Thomas	Reefton Community Hub Proposal
21 May 2024	C Churchill - MSD	Shared Regional Employment & Housing Targets
8 April 2024	Mayor Mauger	Letter of Response Regional CCO - LWDW
Outgoing Correspondence 2024	To	Subject
29 April 2024	Rachel Fifield	Public Forum Response - Reefton Community Hub
29 April 2024	Kevin Smith	Public Forum Response
30 April 2024	Ron Lymburn	Response Letter – Adderley St Footpaths
1 May 2024	Maara Kai Gardens	Letter of Support
7 May 2024	Paul Thomas	Letter of Response – Reefton Community Hub

Joint Committee West Coast Emergency Management

Meeting Time: 9.30am – 11am Wednesday, 8 May 2024
 Location: Westland District Council Chambers, Hokitika
 ZOOM Details: 826 7644 6604
 Passcode: 956235

Agenda

Joint Committee Chair – Mayor Jamie Cleine

1. Welcome and apologies.
2. Confirmation of the Minutes of last meeting held on Wednesday, 7 February 2024 **Pg. 2-4**
Matters arising.
3. Group Manager Report – CINDY FLEMING **Pg. 5-10**
4. Reviews of the North Island Severe Weather Events – CINDY FLEMING **Pg. 11**
5. Emergency Coordination Centre Facilities – CINDY FLEMING **Pg. 12-17**
6. ‘Resilient Westport’ Programme Update – CINDY FLEMING **Pg. 18**
7. National Emergency Management Agency (NEMA) Update – PAT WATERS **Pg.19-21**
8. General Business
9. Meeting Close
Next Meeting:
 Wednesday 8 August 2024, Grey District Council Chambers

DRAFT MINUTES OF THE WEST COAST EMERGENCY MANAGEMENT JOINT COMMITTEE

Joint Committee West Coast Emergency Management 7 February 2024

<p>Joint Committee Chair – Mayor Jamie Cleine and Steve Gibling (BDC), Mayor Tania Gibson and Paul Morris (GDC), Mayor Helen Lash, Francois Tumahai, Chair Peter Haddock and Darryl Lew (WCRC), Claire Brown (WCEM), Oliver Varley (NEMA), Te Aroha Cook, Paul Madgwick</p>		
<p>1. Welcome and apologies.</p> <p>a. Mayor Jamie welcomed everyone to the meeting.</p> <p>b. Apologies from Simon Bastion</p> <p>2. Confirmation of the Minutes of last meeting held on Friday, 1 September 2023.</p> <p>a. No matters arising from the previous meeting.</p>		
Moved	Mayor Lash	Carried
<p>3. Group Manager Report - Claire Brown - Report taken as read.</p> <ul style="list-style-type: none"> • Westland EOC activated in January after Metservice issued a rain warning of 600-800mm. Westland EOC did significant preparation for the event and were well supported by other regions. The new Minister Mark Mitchell visited the EOC during the activation. An agency to take place at the end of the week. • Two applications for NEMA Resilience Funding to be put in. The first is for flood evacuation plans for Grey, Hokitika & Franz Josef. The second is an application for Caches across region to be resubmitted from last year. • Group plan review has commenced & plan to have this to the Minister later this year. • Partnership Agreement included in the agenda to remind councils of their role in CDEM structure. • Planning exercise next week leading into the National Exercise in June & July. IAP training exercise on the Coast next week. • Wahio Future Management Strategy meeting on the 25 of January with local group, and have agreed to engage in a piece of work around enhanced evacuation planning. • Group controller we currently only have one on the West Coast which is Te Aroha Cook. Looking at other local controllers to be group Controller this would include C Brown, Group Manager. <p>Chair Haddock attended meetings for weather the event in January commented favorably on the operations. Mayor Lash thanked the WCEM for the response in Westland and supported the decision to close the road.</p> <p>Mayor Lash asked if a Group Controller would it impact the Group Manager role in an event. C Brown replied it would not and noted there were a number of Group Managers whom also had Group Controller titles. T Cook agreed and advised this would give joint committee approval & gives us greater flexibility. Have a mandate to carry out duties.</p> <p>Mayor Cleine commented about the Westport events and the role of the Group Manager in addition to the Controller. He also asked who would fill the Group Manager role if she is Group Controller. T.Cook commented Trevor Watts is a local controller not an alternate Group controller, and that Group Controllers need to be formally approved.</p> <p>D. Lew suggested when recruiting that the right skills are sought to fill Controller positions from second tier management roles. He suggested this should be added to the Partnership agreement.</p> <p>Mayor Cleine agreed and noted this aspect included in position descriptions for managerial roles.</p> <p>P. Morris agreed. C Brown confirmed this would be added to the Controller Policy.</p> <p>Mayor Cleine asked about what agencies WCRC used for forecast and how potentially conflicting</p>		

weather reports were managed. D.Lew responded that traditionally MetService has been the sole provider of weather forecasts to WCRC but added that over last 5-7 years NIWA has increased its operational forecast capability.

He also noted that the new government appeared to endorse a review of national forecasting capability. He also noted the increasing availability of flood modelling from NIWA that was being utilised more. Going forward will look at both forecasts and compare.

T Cook noted the need to hold media to account for using old footage and worrying the public needlessly in this last event.

Mayor Lash voiced her concerns about the impact on the tourist industry with these weather warnings, stated people cancel bookings based on MetService forecasts. Suggested DWC should talk to operators about weather warning impacts.

	Agreed to receive the report.	
Motion:	Agreed additional Group Controllers were required, and that second management be considered in recruitment for Controller roles.	
Moved by:		Carried
Seconded by:	Mayor Gibson	

4. Emergency Coordination Centre Facilities - Claire Brown

- Each district has its own EOC set up, Buller own building, Westland chambers. Grey in EOC/ECC is currently combined. FENZ have offered the ECC space in its renovated building when complete.
- CEG understands several aspects need to be worked through; all costs need to be kept within current funding.
- Joint committee agreed in 2022 that the ECC remain in the Greymouth. Activity room used by both the Grey EOC & ECC depending on nature and impact of event.
- Discussion came last year about co-locating with FENZ as they are expanding their current facility.

Mayor Gibson – GDC was not notified of potential ECC relocation to FENZ, Mayor Gibson read it in the media. She has concerns about the cost to rate payers, lack of space, car parking issues with the proposed FENZ site when this facility is already available.

Claire Brown – ECC relocation discussion came through CEG but main conversations have been with Claire & FENZ. Any move would be operating within the current budget. Nationally co-locating works well with other agencies ie CDEM & FENZ are located in the same building in Blenheim.

Mayor Lash asked whether the proposal to co-locate was nationally driven. C. Brown advised this was not the case, and advised this was an opportunity for a purpose-built facility offered to CDEM by FENZ. She noted the current EOC/ECC was not intended as a long-term option and was established quickly at the onset of the Covid Pandemic national response.

Chair Haddock stated that Emergency Management & FENZ are quite different roles and had concerns about the clarity of roles. The current building has a good earthquake rating compared with the building FENZ have purchased. WCRC under a lot of pressure in relation to rates concerns.

T. Cook stated this was discussed at CEG separation of services have been discussed.

The Hastings ECC is the same size as current EOC/ECC and didn't cope with up to 160 people compacted into a small space. Welfare & EOC/ECC need to be separated.

Mayor Gibson – stated that existing facilities are available including the High School, chambers that could be set up if required. Concerned about onwards cost to ratepayers. FENZ building lacks space.

Darryl Lew – stated from last CEG meeting, that FENZ are covering consulting costs. Need to look at pros and cons of the move. No final decision has been made to move to FENZ.

Paul Morris – joint EOC/ECC has worked to date but luckily, we've not had an event that requires the separation of the ECC & EOC. Lines are burred with EOC/ECC. Hawker report recommends that it be separated. Noted a lack of IL4 buildings in the Grey District.

Claire Brown – further discussion is required. What does it look like? FENZ going ahead with renovation there cost no council. This building may be required for other uses ie welfare.

Peter Haddock – stated the Grey District Council chambers are IL4. This could revert to EOC if required.

The gym above ECC has extra space if required for EOC or ECC. FENZ becoming a cost for insurers.

Darryl Lew – EOC needs to be captured in discussions.

Recommendation: Internal discussions to continue. Capture concerns & look at both EOC & ECC options.

Motion:

Moved by:

Carried

Seconded by:

5. “Resilient Westport Programme Update” – Claire Brown

- Position has been sized & it is going out to market. \$40,000 has been drawn down in order to commence the project planning for Evacuation planning for Westport.

Moved: Mayor Gibson/Chair Haddock

6. National Emergency Management Update Oliver Varley – Report taken as read.

- Minister Mark Mitchell in Westland for the last event.
- National Controller now Wendy Wright after Roger Ball resigned.
- National exercise Ru Whenua going ahead this year.
- CATPLAN – first draft handbook completed for National Controller. Resources actions etc. Rapid relief, logistics, intel, and international capabilities. Next step multi-agency input.
- CDEM bill lapsed late last year. Reinstated at the select committee stage.
- Inquiry to North Island 2023 severe weather events due by 26th of March.

D. Lew noted the importance of the Reviews and the need to workshop how they apply to us.

7. General Business

D.Lew– Hawkes Bay WC invited a delegation to visit and discuss Cyclone Gabrielle. T. Cook agreed the value in having feet on the ground to observe the impact and recovery. Mayor Lash noted her willingness to attend. Mayor Cleine suggested we wait for the release and review of the Inquiry first. report first.

8. Meeting Closed by Mayor Cleine

Meeting closed 10.12am

AGENDA ITEM THREE

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Group Manager
Meeting Date: 8 May 2024
Subject: Group Manager Report

PURPOSE

To update the West Coast Emergency Management (WCEM) Joint Committee on work progress, key projects, and highlights since the last meeting on 7 February 2024.

CONFIRMATION OF NEW CHAIR OF THE COORDINATING EXECUTIVE GROUP (CEG)

With this committee's endorsement (by exception via email on 3 April 2024) Simon Bastion has returned as CEG Chair for the remainder of this calendar year.

EMERGENCY RESPONSE MONITORING AND ACTIVATION

This following activity occurred since the Joint Committee last met on 7 February 2024:

- **10 – 12 April 2024.** Orange Rain Warning Westland (between 600 to 800mm) over 57 hours, focussed mainly on South Westland but also affecting Hokitika and potentially into the Grey district. Similar to January's red warning, there was significant planning and coordination of resources across agencies. Again we received support from other South Island Groups, with a focus on support into and across the Westland District. Various debriefs have occurred. There were improvements in the EOC setup, community liaison, working with WCRC teams in south Westland deployments, and coordination with agencies regarding possible road closures and state of emergency discussions.

WORK PROGRAMME UPDATES

Updated comments are included in the work programme at Appendix One.

NEMA RESILIENCE FUND APPLICATION

Resilience applications were made for emergency cache and evacuation planning (Grey, Hokitika and Franz). We understand the fund is under consideration to be included in NEMA budget reductions, however we are awaiting confirmation of these by June 2024.

CAPABILITY BUILDING – TRAINING, REGIONAL AND NATIONAL EXERCISES2024 Training Summary

Council staff and volunteers are offered six CIMS4 and eleven function courses that are planned throughout the year across region.

Currently there are 117 attendees enrolled in the various courses on offer. All Controllers and Response Managers are encouraged to attend the Controllers course on 7 June. This is the first time this course has been offered on the West Coast and will support streamlining our processes across all the functions and West Coast region. Refer to **Appendix Two** for a list of courses across the year.

2024 Exercises*Exercise Pounamu – Initial Action Plan (IAP)*

Held across all three districts from 14 to 16 February 2024.

Exercise Pounamu (IAP) is the second of a three-phase exercise developed for the West Coast. Phase one was held at the end of 2023 which introduced D4H (the new emergency management software platform) and practiced declaration decisions and working with the media. Phase three will focus on

recovery and will occur later this year or early 2025. D4H is now embedded in ongoing training. Over 120 people have so far attending training in the new response system.

The Initial Action Planning exercise was made up of two sessions. Session one focused on the Planning function within an EOC/ECC. It showed how use the Planning P and GOSA processes (please refer to **slides two and three** of the attached presentation for a description of these processes). The second session gave the participants the opportunity to work together on a Alpine Fault scenario to develop initial action plans with appropriate objectives and strategies for their relevant district. These plans will be used to form earthquake IAP templates in D4H, so in an earthquake event the plans can be quickly adapted and tasks created for a more efficient response.

Exercise Rū Whenua – National Exercise, 12 June 2024

Rū Whenua is a national exercise lead by NEMA to test the nationwide processes and procedures for the rupture of the alpine fault causing an earthquake of an 8+ magnitude.

WCEM intends activating the ECC and three EOC's with a maximum of two people in each function and two shifts from 0800 – 1330 and 1300 – 1900. It will be fast paced and give us the opportunity to escalate issues to the NCC to test their procedures. Please refer to **slide four** of the attached presentation for the programme for the day.

There is interest from agencies locally, nationally and internationally to participate. Local agencies will be invited in the preplanning and during the exercise. Prior to the exercise we will be working with function teams to extend D4H training, identifying function leads and concentrating on function specific roles in an activation.

Support from all four councils is required for staff to participate in the pretraining, and on the day of the national exercise. West Coast participation is important. In the event of the alpine earthquake, West Coast communities will be cut off and severely affected. Testing our processes will identify gaps in our planning, while also creating opportunities for improvement in our procedures and building confidence in our teams.

CRITICAL INFRASTRUCTURE ROLE UNDERWAY

At the 2023 October CEG meeting it was agreed regular updates be provided to CEG relating to critical infrastructure entities (formerly referred to as Lifelines and Utilities group). In February the Partnerships Emergency Management Officer (EMO) position was filled. This role focuses on the critical infrastructure work programme. Good progress has been made since February in the following areas:

- Building local, regional and national networks. *1:1 meetings with CIE representatives; Region wide CIE Hui scheduled for 19 June; attended two national quarterly CIE meetings and Canterbury CIE Coordinator training.*
- Fuel Station Generator Ready. *Assessment of service stations completed with assistance from Electronet; wiring of stations underway and due to be complete by mid-July.*
- South Island Priority Routes Project. *Assisted project team to workshop and build priority routes mapping across West Coast that aligns to neighboring regions.*
- Investigate and develop stronger linkages with Mining Sector. *Meetings with Mining sector representative underway.*

RECOMMENDATION

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



Cindy Fleming
Group

Manager

(Acting)



APPENDIX ONE

Updated version for Joint Committee, 8 May 2024

Updates in RED.

WORK PRIORITIES SEPTEMBER 2023 – JULY 2024

CATEGORY		ACTIVITY	Next Step
1.0 OPERATIONAL READINESS	1.1	DIGITAL PLATFORMS <ul style="list-style-type: none"> Digital Road Map Implemented: D4H roll out commenced with go live early 2024, with stand-alone TEAMS and email. 	<ul style="list-style-type: none"> Roll out commenced and training underway by end 2023. Include in induction and 2024 training programme <p>is embedded into induction and training and is now incorporated into our activation response, with further additions and improvements occurring with each response.</p> <p>gress on Stand-alone teams and email has is contingent on the availability of IT support. A new timeframe will be requested.</p>
	1.2	RESOURCES AND ASSETS <ul style="list-style-type: none"> 'Better Off Funding' projects supported through tranche one and two for BDC and WDC Year Two NEMA Resilience Fuel Storage project completed Resource register, maintenance and replacement schedule in place 	<ul style="list-style-type: none"> EMOs Confirm dates with each council and draft project plans to complete by Feb 2024 Final use of funding has been agreed with councils. Ongoing – final report due to NEMA August 2024 On track Draft by June 2024 On track
	1.3	REVIEW OF GROUP PLAN	<ul style="list-style-type: none"> Met with potential contractor 3 November to progress. Awaiting proposal to approve and present to OSC on 30 November. Proposed completion in September 2024 <p>Underway and on track</p>
2.0	2.1	PARTNERSHIPS	Propose meeting to discuss with Poutini Ngāi Tahu by end



IWI / MĀORI		Work with Poutini Ngāi Tahu to develop areas such as: <ul style="list-style-type: none"> • Marae Activation Guidelines • EOC / ECC Liaison team • Review Iwi / Māori representation at all levels 	2023 Needs attention. To schedule meeting for June 2024.
	2.2	UNDERSTANDING AND CAPABILITY <ul style="list-style-type: none"> • Improve and maintain WCEM and wider emergency network cultural competency. 	- Include into annual training programme Advice on training providers received. Seeking advice from Poutini Ngāi Tahu on options.
3.0 AF8 COLLABORATION	3.1	INTERAGENCY PLANNING <ul style="list-style-type: none"> • Buller Planning Group • Est Grey and Westland Planning Groups • Rebuild Critical Infrastructure, Welfare, Farming and Recovery networks 	- Ongoing – Six weekly Buller Planning Group - Welfare Meeting proposed to take place twice yearly linking into Cross Sector meetings lead by Public Service Lead agency, MSD. Missed meeting in April due to activation. - CIE re-start meeting 6 November 2023. Regionwide CIE Hui on 18 June with Grey and Hokitika combined CIE planning meetings to take place twice yearly. - Farming Network meeting with MPI by end December 2023. No progress. Need to address with MPI as lead agency.
	3.2	OSC INITIATIVES <ul style="list-style-type: none"> • Resource Register • Alternate Coms Register 	Working versions of: <ul style="list-style-type: none"> - OSC Resource Register by end 2023. Needs attention. Next OSC scheduled for end June 2024. - OSC Alternate Communications Plan by end June 2024. On Track - Project work underway.
	3.3	PROJECT AF8 SOUTH ISLAND INITIATIVES <ul style="list-style-type: none"> • Priority Routes 	- South Island Collaboration Projects Identified end 2023 (next meeting Dec)



		<ul style="list-style-type: none"> • Coordination Areas Project • Welfare – Habitation Modelling 	<p>TRACK, updates presented to April CEG</p> <p>Scope and resourcing implications by April 2024. Awaiting outcome of LTP to double AF8 funding from \$6k to \$15.</p>
4.0 COMMUNITY RESILIENCE	4.1	<p>COMMUNITY RESPONSE GROUPS AND PLAN</p> <ul style="list-style-type: none"> • Community Resilience Matrix monitored and progressed 	<ul style="list-style-type: none"> - Grey Matrix underway – reviewed at each GDC Resilience Committee meeting. On Track - Buller and Westland draft matrix to OSC by April 2024. Needs attention.
5.0 CAPABILITY	5.1	TRAINING PROGRAMME PLANNED AND DELIVERED	<p>Ongoing. Reported back at each OSC and CEG.</p> <ul style="list-style-type: none"> - 2024 Programme (including local and regional exercises) drafted and costed by Jan 2024 On track
	5.2	CONTROLLER NETWORK ENGAGED	<p>Ongoing. Six weekly workshops and invites to OSC meetings. Regular meetings on track. Next meeting 23 June.</p>
	5.3	VOLUNTEER EMERGENCY SUPPORT TEAM IMPLEMENTED	<p>Next steps on draft proposal to present back to OSC by end March 2024. This work has not been progressed due to additional resource directed to regional and national exercise planning and delivery. To reassess priority in next annual work plan.</p>
6.0 RESILIENT WESTPORT	6.1	TWO YEAR PROJECT DELIVERY AND SUCCESSION (with additional resource \$500k over two years)	<p>Phase One: Recruit project planner before end 2023 Recruitment completed – phase one of project underway.</p>
7.0 FRANZ JOSEF	7.1	EVACUATION PLANNING (standalone project lead resource \$60k over two years tbc)	<ul style="list-style-type: none"> - Met with Franz CD Group 2 November 2023 - Agree Enhanced Franz Emergency Response proposal to present to Franz CD by end Dec 2023. Needs attention. Included in WDC EMO work programme.



Date	Course	Location	Signed up
9 & 10 April	CIMS4	Greymouth	9 Final
11 April	Welfare	Greymouth	11 Final
22 & 23 April	CIMS4	Hokitika	15
28 & 29 May	CIMS4	Westport	15
30 May	Welfare	Westport	6
5 & 6 June	CIMS4	Greymouth	9
7 June	Controller	Greymouth	15
27 August	Intelligence	Westport	5
28 August	Planning	Westport	4
29 August	Intelligence	Greymouth	7
30 August	Planning	Greymouth	4
24 & 25 September	CIMS4	Westport	1
26 September	Operations	Westport	2
27 September	Logistics	Westport	2
21 & 22 October	CIMS4	Hokitika	2
23 October	Operations	Greymouth	5
24 October	Logistics	Greymouth	5
		TOTAL	117

AGENDA ITEM FOUR

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Group Manager
Meeting Date: 8 May 2024
Subject: North Island Severe Weather Event Reviews

PURPOSE

To update Joint Committee on the CEG discussions and intention to a June workshop on the common themes from various Reviews relating to the 2023 North Island Severe Weather Events, before reporting back to Joint Committee.

REVIEW OF REVIEWS

Given the number and scope of emergency management reviews undertaken due to the 2023 North Island Severe Weather Event and Cyclone Gabrielle there is significant interest from all EM Groups to have a consolidated review of this work to enable groups to reflect on their own performance measures, work priorities and programmes.

NEMA has commenced work to aggregate views and collate themes through the reviews on the response to the 2023 and other significant events. This This work will be a snapshot of reports finalised by the end of April/early May. NEMA intends to engage with agencies in early to mid-May with the next steps in mind.

The Government Inquiry into the North Island Severe Weather Events was released on 23 April 2024. This inquiry has fourteen recommendations (pg.22-26). The link to the full report is: <https://www.dia.govt.nz/Government-Inquiry-into-the-Response-to-the-North-Island-Severe-Weather-Events>

The underlying issues listed in the report (p.13) are as follows:

- *a lack of focus on and investment in readiness planning, activities, equipment, and supplies*
- *limited emergency management experience, capacity, and capability, including experience managing large-scale events*
- *councils not prioritising emergency management as a core function*
- *a lack of shared situational awareness across councils, National Emergency Management Agency (NEMA), and emergency responders*
- *communities and key organisations not being involved in planning activities*
- *an ad-hoc approach to bringing in expertise from around the country, and*
- *a significant mismatch between community expectations about what the emergency management response should offer and what it is able to deliver.*

WEST COAST WORKSHOP

CEG has agreed the importance to utilise the aggregated report to carefully consider the West Coast Emergency Management priorities and work programme, as well as the relation to other key stakeholders including district and regional council responsibilities in preparing for, managing, and recovering from emergency events. CEG has asked this workshop occur prior to their next meeting in July, and that a report is presented back to Joint Committee for consideration.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

Receive the report and note the expected report back from the Coordinating Executive Group in August 2024.

Cindy Fleming, **Group Manager (Acting)**

AGENDA ITEM FIVE

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Group Manager
Meeting Date: 8 May 2024
Subject: Emergency Coordination Facilities

PURPOSE

This report provides further detail on the proposal to co-locate the WCEM group office, and Emergency Coordination Centre (ECC) with Fire Emergency New Zealand (FENZ) at their expanding premises on High Street, Greymouth. This paper responds to concerns and questions raised at Joint Committee in February.

BACKGROUND

Discussions began last year between WCEM and FENZ around the possibility of co-locating as work began on proposals to expand the current Greymouth FENZ facility.

PROPOSED MOVE TO CO-LOCATE WITH FENZ

FENZ invited WCEM to consider co-locating to their expanded Greymouth facility once renovated and extended at the corner of High and Brunner streets.

Office space

The proposal is to incorporate WCEM team (four permanent and two hot-desk spaces) into the new corner premises. This includes shared access to the general office facilities including tea-room, meeting rooms, printing / stationary areas, bathrooms and staff and visitor parking. Refer Figure 1. at Appendix One.

ECC Space

The proposal also involved renovating the north end office space of the existing station into an open work-space as the Emergency Coordination Centre (ECC). Refer Figure 2. at Appendix One.

WCEM would lease the space from FENZ at a cost no more than what is funded for leasing the activity room space from Grey District Council. The lease would therefore cover costs such as utilities and cleaning services.

A full assessment of costs is yet to be completed, however currently the understanding is that the cost must fall within that which is currently funded by WCEM (WCRC) for the existing facility at the Recreation Centre.

KEY CONSIDERATIONS, BENEFITS AND CONCERNS

ITEM	IMPLICATIONS AND / OR BENEFITS COMPARED TO CURRENT LOCATION
FINANCIAL IMPLICATIONS	<p>This proposal is not expected to require any additional funding.</p> <p>This is a fiscally neutral for WCEM budget.</p> <p>The lease currently paid to Grey District Council would instead be transferred to FENZ as the property owner of the new facility.</p> <p>No additional funding will be sought. It has been indicated that the proposal will only go ahead if the budget remains within the current limits.</p>

SYNERGIES AND EFFICIENCIES WORKING CLOSER WITH FENZ	<p>The increased collaboration opportunities with FENZ through co-locating is a real benefit for both agencies, and strong signal to the sector and the public around teaming-up.</p> <p>There are benefits from consolidating operational and response costs for greater efficiencies, for example in a FENZ lead event WCEM can provide onsite support and vice versa.</p> <p>Working at the same location also provides cross fertilisation of resources, staff and experiences.</p>
SEPARATE EOC AND ECC SPACES	<p>The activity room as been utilised as either a EOC for Grey District, or a ECC for the region, depending on the nature and impact of the event. It is clearly understood that if both a EOC and ECC is required, these need to operate independent of each other in different locations.</p> <p>At present there are resources to stand-up a second centre if need be, but the location would need to be agreed on at the time of the event.</p> <p>The benefit of co-locating means there is a standalone ECC, and the EOC is able to be set up quickly from the Activity Room utilising existing resources.</p>
DEDICATED OFFICE SPACE SPACE COMPARISON	<p>The benefit of co-locating would see WCEM have a dedicated office space that could readily be scaled up into a ECC facility as required. For example, the office area could be utilised as a Controller base, or for another CIMS function such as Planning.</p> <p>This proposal includes an additional footprint for ECC space, in additional to office space for WCEM staff.</p> <p>The proposed ECC is a similar size as the Activity Room (172m2 versus 166m2).</p> <p>The benefit is we WCEM gains a office space, as well as a facility to stand up the ECC.</p>
SEPARATE RESPONSE AREA, SEPARATED FROM THE PUBLIC.	<p>Currently the Activity Room is located in a public use facility with public access between 5am and 9pm on weekdays.</p> <p>In a response there is a risk the proximity of the response to the public may provide challenges and require additional security or access protocols. This may impact on the use of the facility where public access may be reduced.</p> <p>The benefit of the co-locating is that the public face for the response of at the Recreation Centre will be well separated from the operational space at the FENZ facility. However, the two remain close enough to walk between which is a benefit rather than the need to drive.</p>
BREAK-OUT SPACE AND MEETING ROOMS (IN	<p>Currently there are no break-out or meeting spaces available at the Activity Room. Conversations and meetings requiring privacy need to</p>

PERSON AND ONLINE)	<p>occur off site and require staff to make calls in the corridor from their vehicles from time to time.</p> <p>The benefit from co-locating provides adequate breakout, meeting and privacy when required.</p>
DISTRACTION AND DISTURBANCE FROM RECREATION CENTRE ACTIVITIES.	<p>Currently the busy day-to-day activities do provide some distractions, particularly the proximity and location the gym above the activity room. Loud banging from weights being dropped above is disruptive and disconcerting, as well as loud music from the regular exercise classes.</p> <p>Parking can be difficult in a response when there no allocated response or staff car parking.</p> <p>The benefit of co-locating removes the distractions at the Recreation Centre and the disruption from the Gym activities in the rooms above.</p>
SAFETY AND SECURITY FOR OPERATIONS AND STAFF	<p>Currently at the Activity Room the bathrooms are shared, which at times see large groups of tournament or school groups using the bathrooms that can be inconvenient.</p> <p>The benefit of co-locating provides office sign-in /sign-out for staff and visitors, as well as secured access for staff in and out of office hours.</p> <p>The proposal also includes 'staff only' bathroom facilities.</p>
PARKING AND SPACE FOR MHU – LARGE RESPONSE EQUIPMENT	<p>Currently the car parking spaces are public. Areas would need to be cordoned off to provide space to erect Multi-Habitation Units or park command or response vehicles required in large scale response.</p> <p>The proposal would see the use of the large parking space at the rear of the station, combined with additional parking at the corner premises, with the ability to turn the grassed area into a response space.</p>
COLLABORATION AND COORDINATION	<p>A number of groups across the country have or are investigating co-locating. Larger areas such as the 'Precinct' in Christchurch experience of the benefits of co-locating, as well as smaller towns such as Blenheim.</p> <p>Co-locating would see the West Coast pre-positioning resources and facilities to be better placed to respond to large events, similar to steps taken by other groups across the country.</p>
PUBLIC FACILITY IN RESPONSE: COMMUNITY HUB, INFORMATION CENTRE.	<p>The proposal would allow the Recreation Centre and Activity Room to be a standalone public response hub, in one of the few IL4 facilities.</p> <p>It can be used for a multitude of purposes such as registration, needs assessments, triage to government services and public briefings. As a last resort it could be used for emergency shelter or accommodation.</p> <p>It may also be utilised in collaboration with other services such as health or St John for triage or primary care.</p>
GREY DISTRICT EOC FACILITY	<p>WCCEM is discussing with Grey District Council on options for their EOC, whether some foot-print remain at the activity centre. This would mean a EOC could be stood up quickly but allows the room to also be utilised by agencies as an office space (as it currently is by Police) or the community</p>

	for recreational use. It may be a space with some revenue gathering ability.
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SUMMARY

In summary, at no additional cost the proposal provides a better fit for purpose accommodation for the ECC facility and WCEM staff. The ECC can readily be scaled up in a more operational and secure nature, that is better separated from the public.

The proposal also allows the current space at the Recreation Centre to be utilised as the Emergency Operation Centre for the Grey District or be the central hub for the public. It effectively expands the potential response space for the public, rather than being taken up as a ECC with the presence of multiple agencies.

The proposal enables a more fit for purpose facility to ensure better coordination and operational response in an emergency for the reasons set out in the table above.

RECOMMENDATION

That the West Coast Emergency Management Joint Committee:

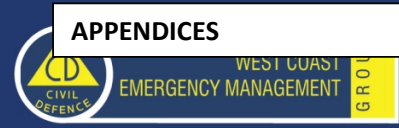
Receive the Report

Note that the costs relating to this proposal fall within the existing WCEM budget for its current lease arrangement, and

Approve the proposal to locate the WCEM offices and ECC with FENZ Greymouth.

Cindy Fleming

Group Manager (Acting)



Concept Drawings



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

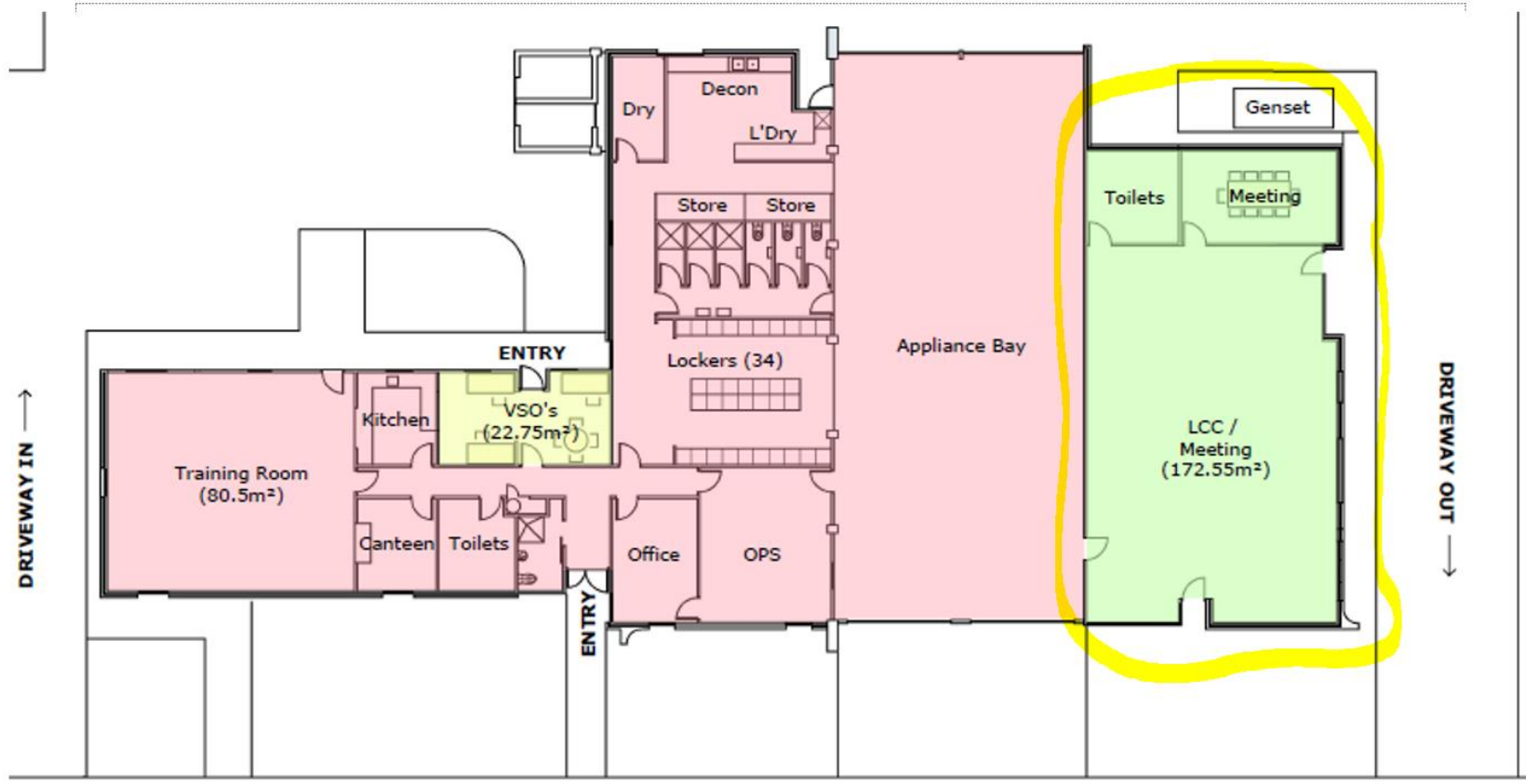


Figure 2 The proposed primary ECC dedicated space in a renovated space at the north end of the current Greymouth FENZ station.



APPENDICES

AGENDA ITEM SIX

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Claire Brown, Group Manager
Meeting Date: 8 May 2024
Subject: 'Resilient Westport' Programme Update

UPDATES

Phase one of three has commenced. Recruitment has completed with the first phase of the project now underway.

Phase One (three months) - Initiate

- Understand and establish links and mechanisms to remain strongly connected to the wider work programme.
- Detailed project planning to achieve the following:
 - enhanced evacuation arrangements
 - improved digital systems and tools for displaying and sharing data through GIS emergency response platform
 - how to strengthen coordinated planning across critical infrastructure agencies and emergency services, and
 - how to ensure community engagement and communications are addressed throughout
 - As a critical stakeholder understand and help implement support evacuation arrangements.
- Establish a clear and regular reporting mechanism through to the Steering Group.

Phase One:	Primary Activity:	Estimated Cost
Initiate	Project Planning	\$40k

Phase Two and Three

As a reminder the outline of phases two and three are below for your information.

Phase Two - Deliver

- Delivery of the project plan listed in phase one, with the aim to develop new and/or enhance existing evacuation arrangements that build in:
 - Digital systems and advanced warning tools
 - Critical infrastructure and other key stakeholder engagement/input
 - Community engagement, prioritising the role of our communities in the implementation.

Phase Three - Sustain

- Identify tools and mechanisms to maintain arrangements going forward and a potential best-practice template for other parts of the region.
- Develop Long Term Planning proposals, in addition to a review of central government funding options.

RECOMMENDATION

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

Cindy Fleming
Group Manager (Acting)

AGENDA ITEM SEVEN

Prepared for: West Coast Emergency Management Joint Committee
Prepared by: Pat Waters
Meeting Date: 8 May 2024
Subject: National Emergency Management Agency (NEMA) Update

[Report to the West Coast Emergency Management Joint Committee Meeting – 8 May 2024](#)

Emergency Management Bill update

- The Minister for Emergency Management and Recovery has written to the Chair of the Governance and Administration Committee to inform her that the Government does not intend to progress the Bill through its remaining legislative stages.
- The Minister is of the view that the existing Bill would not deliver the integrated, fit-for-purpose emergency management framework that New Zealand needs.
- Submissions on the Bill and reviews into last year's severe weather events have highlighted significant system issues, including matters such as how information is collected and shared during responses and how the system partners with communities.
- The Government is going to consider these reviews, including the Government Inquiry into the Response to the North Island Severe Weather Events, and work through exactly what improvements need to be made and how these will be delivered.
- The Minister intends to introduce a new Bill this term, alongside making system improvements using existing mechanisms in the Civil Defence Emergency Management Act and non-legislative levers.

Inquiry and Review updates

- The Government Inquiry into the Response to the North Island Severe Weather Events provided its interim recommendations to the Minister on 26 March 2024. The Minister will decide when he wants to release it publicly.
- Review of reviews - NEMA Chief Executive has commissioned the NEMA Continuous Improvement Unit to conduct a review across reports into the emergency management response to the 2023 North Island Severe Weather Events. This project is expected to deliver an aggregated view of how frequently the same themes have been raised, how many agencies are working to address the same or similar recommendations and enable a comparison with reports on responses to other significant events. We also know there are agencies who are wanting to consider learnings from others that may apply to them. Having an aggregated view of these reports will make it easier. This work will be a snapshot of reports finalised by the end of April/early May. NEMA intends to engage with agencies in early to mid-May with the next steps in mind.
- The NEMA After Action Review Steering Group has endorsed the draft NEMA After Action Review (AAR) report and next steps. The Continuous Improvement Team is now working with Dave Gawn to obtain his approval and comfort with the approach to finalise the report and share with relevant stakeholders.

Catastrophic Planning Update

- The first draft of the All-of-Government Catastrophic Handbook is currently being shared with partner agencies for feedback to NEMA.
- The key aspects and next steps are:
 - Beginning external collaboration with the draft Handbook;

- Establishment of the priority Working Groups which had their first meetings in late March, for Intelligence, Rapid Relief and Logistics;
- CDEM representation is still through:
 - Two Group Managers within Governance (Steering Group), and
 - Participation on the Intelligence, Rapid Relief and Logistics working groups is underway and the first workshops will be conducted in mid to late April 2024.
- Advancing scientific and research sector input to the programme is progressing well;
- Establishing the CatPlan AOG forum to advance the development of the Handbook itself,
- Ensure effective communication across the system regarding the progression and milestones of the Catastrophic planning programme; and
- Utilise the Tier 4 National Exercise (Rū Whenua) to test draft aspects of the Handbook (focussed on the four priority areas).
- While the handbook is for a catastrophic event, the arrangements developed may be scaled down and utilised during smaller events which require national coordination and support.

Exercise Rū Whenua 2024

- Planning for Exercise Rū Whenua 2024 is now well underway. External participants and agencies can get up to date with information about the exercise through NEMA's regular newsletters.
- Exercise Rū Whenua Coordinating Instruction emailed to CDEM Groups on 10 April.

CDEM Resilience Fund

- Internal assessment of applications is complete, however, NEMA is not in a position to announce outcomes by 31 March 2024. The decision about whether funding for the 2024/25 Resilience Fund will be available is yet to be confirmed, and NEMA does not have a date for this decision.
- Once the funding decision is known, NEMA will advise applicants of outcomes as soon as practicable.

New Zealand Fuel station database:

- A list of fuel stations went out to all CDEM Groups late last year with the aim of identifying priority fuel stations for restoration in response.
- MBIE, as the Fuel Sector Coordinating Entity, have made good progress on developing the GIS application to host this information. The application is not finalised, but if there was an emergency tomorrow, MBIE would be able to stand up an early working version within a day. Thank you all for your contribution on this.

Disaster waste and Debris Management Plan

- NEMA's Infrastructure Resilience Team is currently scoping what will be included and excluded in a Disaster Waste and Debris Management Plan with Ministry for the Environment. More details on the plan will be available in the next few months.

Operational Systems update

- NEMA / Amateur Radio Emergency Communications (AREC) partnership. NEMA are looking to partner with AREC to help support CDEM Groups with the provision of services for alternative communications workstreams during an emergency. This will look to evolve to the management of products and services that can be delivered in the event of an emergency at any scale and any location.

- NEMA is now an authorised reseller of the Starlink Space Service. As such, NEMA has the ability to provide any of the Starlink plans and can apply them to any of the hardware. For example, a commercial plan can be provided to a residential dish. We will be looking to provide this service to CDEM as well as any Government Agency who would like to participate. More details on the service and costings will be provided in due course. We would like to note that the provision of such a service will be provided at cost.

RECOMMENDATION

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

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

Office of The Mayor



8 April 2024

Mayor Jamie Cleine
Buller District Council
By email: jamie.cleine@bdc.govt.nz

Dear Jamie

Thank you for your letter of 5 April 2024.

Three Water reforms are certainly a big challenge for all of us, but I welcome the new government's approach which allows regional discussions.

At this stage we are looking at potential structures for Christchurch that deliver the best outcome for our residents. Our Chief Executive is working with her counterparts across Canterbury to identify options and report back.

I have provided her with your letter for consideration, although at this stage our thinking does not extend beyond the Canterbury Region. If this changes, we can look to have a discussion further.

Thank you again for your letter.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Phil Mauer".

Phil Mauer
Mayor of Christchurch

Cc: Mary Richardson, CE Christchurch City Council

Hon Simeon Brown

Minister for Energy
Minister of Local Government
Minister of Transport
Minister for Auckland
Deputy Leader of the House



By email

Dear Mayors and Chairs

I am writing to inform you of my recent decision to make an adjustment to the Rates Rebate Scheme (the Scheme). This Government is committed to helping low-income earners. The adjustment represents part of this commitment.

From 1 July 2024, the maximum rebate and income abatement threshold of the Scheme will be adjusted by increasing:

- the maximum annual rebate from \$750 to \$790; and
- the income abatement threshold from \$30,100 to \$31,510.

These changes reflect the 4.7 percent movement of the Consumer Price Index All Groups Index for the 2023 calendar year.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Simeon Brown'.

Hon Simeon Brown
Minister of Local Government

Hon Simeon Brown

Minister for Energy
 Minister of Local Government
 Minister of Transport
 Minister for Auckland
 Deputy Leader of the House



Peter Haddock
 Chair, West Coast Regional Council
peter.haddock@wrc.govt.nz

Jamie Cleine
 Mayor, Buller District Council
jamie.cleine@bdc.govt.nz

Francois Tumahai
 Chief Executive, Ngāti Waewae Arahura
francois@ngatiwaewae.org.nz

Dear Peter, Jamie and Francois,

RE: Approval of drawdown of \$19.918m Resilient Westport funding to Vote: Internal Affairs

We are pleased to hear that initial construction work on the stop banks around Westport township will start this year. This will provide reassurance for the Westport community that this critical work is progressing.

We have approved a drawdown of the remaining \$19.918 million from the Westport Flood Resilience tagged operating contingency. The funding will be available from 1 July 2024 through to 30 June 2026.

You can access the funding, following endorsement from the Resilient Westport Steering Group, by invoicing the Department of Internal Affairs as set out in funding agreements which are in place with both councils.

As previously advised, the Crown contribution to the Resilient Westport package is capped at \$22.9 million and is available for the following elements of the package:

Element of package	Amount requested
Structural protection (flood banks and walls)	\$15.6 million
Adaptation Fund	\$2 million
Organ's Island	\$1.5 million (note that funding not required for land transfer will need to be transferred to the remaining contingency)
Remaining Contingency	\$0.818 million
Total	\$19.918 million

We understand that Buller District Council has commissioned work to identify the key elements of an integrated stormwater design, and that this work is expected to be completed in mid-2024. Completing the scoping of stormwater design options will provide a sound basis for work on identifying funding options.

We expect officials from the Department of Internal Affairs to continue in their role on the Resilient Westport Steering Group and to update the Minister of Local Government on the implementation of the Resilient Westport package as this work progresses.

Yours Sincerely,



Hon Nicola Willis
Minister of Finance

14 / 4 / 24



Hon Simeon Brown
Minister of Local Government

17 / 04 / 24

Hon Mark Mitchell

Minister of Corrections
Minister for Emergency Management and Recovery
Minister of Police



Monday 22 April

Greetings,

I have now received the Report of the Government Inquiry into the Response to the North Island Severe Weather Events (the Report) led by Sir Jerry Mateparae. We remember that 15 people died, one person is still missing and the lives of many more were forever changed by these events. Together, Cyclone Hale, the Auckland Anniversary heavy rainfall and Cyclone Gabrielle caused significant damage to households, businesses, and infrastructure across the North Island.

What the report found

The key finding of this Report is that the current Emergency Management System is not fit for purpose. Similar findings have been identified in previous reviews of the Emergency Management System and responses to natural hazard events, and from submissions on the Emergency Management Bill 2023.

In particular, the Report found there was a major disconnect between communities and response agencies and that key structural shifts were needed to clarify roles and responsibilities, make better use of resources, and build capability and capacity across the system.

The report was clear that this is not about individuals and their communities – who did an incredible job under extremely challenging conditions – but rather about New Zealand's emergency management system.

The way forward

I intend to publicly release the Report on Tuesday 23 April and I have attached an embargoed copy to this letter, for your information. The Report identifies complex issues with interdependencies across government work programmes and I will take time to fully consider the Inquiry's findings and recommendations along with other recent related reports and submissions on the Emergency Management Bill.

You will be aware that the Government is no longer proceeding with the existing Emergency Management Bill. Submissions on the Bill and insights from last year's severe weather events make it clear that the existing Bill would not deliver the integrated, fit-for-purpose emergency management framework that New Zealand needs. I intend to introduce a new bill later this term, alongside progressing improvements that do not require legislative change. The Department of the Prime Minister and Cabinet (DPMC) to establish a work programme led by a cross-government officials' steering group and overseen by the Hazard Risk Board.

We know severe weather events and other emergencies will continue to impact New Zealand. It is imperative that our Emergency Management System is up for the challenge and provides confidence to our communities.

A handwritten signature in blue ink, appearing to read 'M Mitchell', is centered on the page.

Hon. Mark Mitchell
Minister for Emergency Management and Recovery

HURUNUI DISTRICT COUNCIL

P.O. Box 13 | Amberley | 7441 | 66 Carters Road | Amberley | 7410
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Web hurunui.govt.nz | facebook.com/HurunuiDistrictCouncil
Skype [hdc_customer_services](https://www.skype.com/en/customer-services) | twitter.com/hurunuidc



29 April 2024

Mayor Jamie Cleine
Buller District Council

Email: jamie.cleine@bdc.govt.nz

Dear Mayor Jamie

On behalf of the Hurunui District Council, I thank you for your email dated 5 April 2024 seeking the support of Hurunui District Council to collaborate with Buller District Council in regard to the Local Water Done Well process.

The preferred avenue by the government under this new policy direction encourages voluntary formation of CCO's and our council has genuinely explored the option, but at this time consider we are unable to assist in this manner.

We are acutely aware of the importance to support fellow councils especially when you have similar needs in servicing a geographically sparse area and would like you to understand our genuine intent to offer support however we do not see this as a sustainable option.

We wish you all the best in your endeavour to find a solution that enables your district to grow and prosper.

Kind regards

A handwritten signature in black ink that reads "Marie Black".

Marie Black
Mayor
Hurunui District Council

Reefton Globe-Goldfields Trust

01 May 2024

The Reefton Globe-Goldfields Trust

REEFTON 7830

Jamie Cleine
Buller District Mayor
6-8 Brougham Street
WESTPORT 7866

Kia ora Jamie

REEFTON COMMUNITY HUB PROPOSAL

As chair of the Reefton Globe-Goldfields Trust I appreciate your letter of response (29 April) to Rachel Fifield the Reefton / Inangahua District's Socio-Economic Development Officer.

The Hub concept as you are aware proposes to utilise the former Buller District Council Service Centre and Library building. The Trust is a leading proponent of the Hub.

It does seem from my perspective that it's been a bit of a revolving door in terms of Rachel presenting the concept of the hub to both the Inangahua Community Board (meeting 9 April 2024) and the Buller District Council (meeting 24 April 2024) but despite entering doors no position on the Hub concept has been gained.

Some weeks back I believe Krissy Trigg, General Manager Community Services, advised Rachel to have the Hub concept document into the Council by the 19th April so that it could be read by Councillors in preparation for the next Council meeting.

The meeting was scheduled to be held on the 24th April. On the day of the meeting, the Hub agenda item, as I understand, was withdrawn from the agenda paper, which Rachel found very disconcerting. She did not then have the opportunity to formally present the Hub concept. The only option was to speak in the Public Forum.

What Rachel wanted to achieve at the Council meeting was to obtain from the Council an 'agreement in principle' that the Hub had merit and that a business case could be 'developed up' to confirm the sustainability of the Hub. The business case down the track would become the critical document in support of the former Service Centre and Library building being retained for the purposes of the Hub and for the Council's decision making on the options for the building.

It now seems as per your letter that an options report on the surplus Service Centre and Library building will be presented to the next ICB meeting on the 7th May. I would therefore like to request that the Community Hub be one of those options, and that the Reefton / Inangahua Socio- Economic Development Officer has the opportunity to formally present the Hub concept as part of the option report presentation.

I am also aware that selling the building is an option and I believe there maybe local business interest in the building.

It is critical when the options paper is presented that any members interest conflicts by ICB members and councillors is identified as part of the meeting process – I perceive there is interest conflict.

Nga mihi

A handwritten signature in black ink, appearing to read "P.A. Thomas". The signature is written in a cursive, somewhat stylized font.

Paul Thomas

Chair



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

21 May 2024

Mayor Jamie Cleine
Buller District Council
Westport
Sent via EMAIL to: Jamie.Cleine@bdc.govt.nz

Dear Jamie

Thanks again for your time recently and for the opportunity to discuss our shared regional employment and housing targets.

As discussed, we need the support of the whole community in meeting these targets and helping New Zealanders to be safe, strong and independent.

Achieving a national goal of 50,000 fewer people on Jobseeker Support, and a 75% reduction in emergency housing numbers, is ambitious, but achievable by 2029, if we work together.

For the Buller District this means an approximate reduction from 587 Jobseekers receiving Jobseeker Support as at January 2024, to a total of 421 by June 2029, a reduction of 166 total Jobseeker Support recipients.

Therefore, getting people into work will be our first priority and we'll be throwing everything we have at our disposal to achieve this goal.

Our employment and labour market teams will be working with industries and employers to maximise opportunities for jobseekers and to make it as easy as possible to hire New Zealanders and sustain them in employment.

Our case managers will be ensuring jobseekers are preparing for work, referred to training and work-readiness opportunities and supported to take their first steps to independence.

We will be investing in your area with work-readiness programmes, driver licencing, job search skills and supports, job expos, work brokerage services, in-work supports, and our employment products such as Mana in Mahi and Flexi-wage which provide subsidies to employers taking on apprentices and jobseekers who need extra support or training for a role.

The national housing target of 75% fewer households in emergency housing by 2029, means the Nelson, Marlborough and the West Coast Region would see 87 households currently receiving emergency housing drop to just 16 in those five years.



Our housing team will be doing all it can to broker private rentals for clients, to work with community housing providers and support agencies, and to work alongside our partners at Kāinga Ora and the Ministry of Housing and Urban Development, to see the number of households in motels drop.

We can't reach these targets alone, therefore we need a collective whole community approach to creating sustainable employment opportunities, and better community housing solutions, if we're to get there by 2029.

Our team is up for the challenge and we're very excited to be working alongside you. I look forward to catching up with you again soon and to keeping you updated on our progress.

As always, feel free to call me directly if you have any questions.

Kind regards

A handwritten signature in black ink, appearing to read 'Craig Churchill', with a horizontal line underneath.

Craig Churchill
Regional Commissioner for Social Development
Regional Public Service Commissioner



OFFICE OF THE MAYOR
Jamie Cleine

29 April 2024

Rachel Field

Via email: [REDACTED]

Dear Rachel

Public Forum Response 24 April 2024

Thank you for speaking at public forum to provide some background information on your proposed community hub in Reefton.

It is clear you have made a significant effort to consider the options and engaged with some members of the community that share your vision for re-purposing the former BDC service centre.

The fate of the building will ultimately be a decision for Council. However, it is important that the Inangahua Community Board as elected representatives of the Reefton community provide a recommendation to Council.

The ICB next meet on 7 May and it is intended that the relevant options report on the former service centre building will be on the agenda. The feedback or recommendation of the ICB will then be included in Council decision making at our monthly meeting on 29 May 2024.

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

WEST COAST
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OFFICE OF THE MAYOR
Jamie Cleine

29 April 2024

Kevin Smith
Via email: [REDACTED]

Dear Kevin

Public Forum Response 24 April 2024

Thank you for speaking at public forum to raise your concerns at the quality of the Council Chambers audio and visual livestream content.

This issue has been well known for several years with various pieces of equipment either purchased or trialled to improve the quality. Unfortunately, significant improvement also requires significant investment, and this has prevented council stepping into the next generation of AV conferencing equipment. For example, systems such as that referenced by you as used at Gore District Council were costed in the order of \$80,000 when quoted approximately 2 years ago.

The good news is that the IT Team at BDC have persevered, and in recent months have identified better priced options to consider, albeit still at significant cost. We have also made some adjustments to the room layout and meeting protocols to help in the interim. The transparency of Council discussions and decision making has been greatly enhanced by our decision to live-stream almost all meetings and workshops. This is a move that no other council on the West Coast has committed to, to the same degree. This change is relatively recent having been made in December 2023. However, it has exacerbated the urgency for improved quality of audio-visual outputs.

Council has heard your feedback that there is a problem with AV quality and your support of further investment being applied to the AV systems. This will be helpful for staff and councillors in considering the best solution.

Best Regards

Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

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OFFICE OF THE MAYOR
Jamie Cleine

30 April 2024

Ron Lymburn
[REDACTED]

Westport 7825

Dear Ron

Adderly Street footpath Condition – SR # [REDACTED]

Further my letter to you of 17 April 2024, the transport team at BDC have recently concluded a district wide footpath condition assessment. In this recent condition rating, the block pictured in your letter between Rintoul and Mill Streets was found to be in poor condition and is now high on the priority list for remediation work. This has been included in the current transport footpaths bid that BDC have put into the NZTA for the next tri-annual funding round.

Once we have been given an indication of our levels of funding support that we can spend on footpaths, we will then confirm budgets and the work plan can be finalised.

Regarding the footpaths between Bentham and Mill Streets, as this was recently resealed in 2018, the team will need to make a decision taking into account the new health centre on whether this should be redone using the black asphalt concrete.

In the meantime, until resealing can be confirmed, the team have engaged WestReef Services Limited to carry out maintenance on the noted footpaths to try and bring them to a more acceptable standard.

Your service request has been added into Council's maintenance system as SR # [REDACTED] which you can quote to the Customer Services team if you wish to follow up as to the status of the work.

Thank you for bringing this to our attention.

Best Regards,

Jamie Cleine
Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

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OFFICE OF THE MAYOR
Jamie Cleine

1 May 2024

To Whom It May Concern,

Letter of Support - Maara kai gardens

I am writing in support of the Maara kai gardens which is run by volunteers in Brougham Street, Westport.

The gardens are open everyday with wananga held Mondays and Wednesdays for the community to be involved. Such learnings are the benefits of being connected to papatuanuku, learning when and what to grow in season, also maramataka, lunar cycle planting. As well as awareness of Tino Rangatiratanga, self-determination and self-resilience, there is the opportunity for attendees to be able to learn and grow healthy kai for themselves and neighbour's if there is a surplus.

Other important benefits to the community are connecting young and old people who are like minded and the relationships developed through the maara have been life changing.

The maara has provided and implemented over 80 gardens to date and I support this funding application to assist this important community asset.

Best Regards

Jamie Cleine

Buller District Mayor

Phone 027 423 2629| Email jamie.cleine@bdc.govt.nz

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Thank you for your interest in the future use of the former service centre building, there are clearly options for Council to consider.

Best Regards,



Jamie Cleine

Buller District Mayor
Phone 027 423 2629 | Email jamie.cleine@bdc.govt.nz

cc: Cr Graeme Neylon
Krissy Trigg, Group Manager Community Services

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 12

Prepared by Simon Pickford
Chief Executive Officer

CHIEF EXECUTIVE OFFICER'S REPORT

1. REPORT SUMMARY

This report provides an overview of activities across the previous month and a 'horizon-scan' of upcoming strategic focus areas and opportunities.

2. DRAFT RECOMMENDATIONS

- 1. That the Council receive the Chief Executive Officers Report**

3. OVERVIEW OF INFORMATION

This report provides information on activity which has occurred over April/May 2024, and key matters of interest to Council.

3.1 LOCAL GOVERNMENT (ELECTORAL LEGISLATION AND MĀORI WARDS AND MĀORI CONSTITUENCIES) AMENDMENT BILL

The Bill has now been introduced. The Bill will enable local electors to take part in their local elections and decisions about their local electoral arrangements.

The next Parliamentary stage for the Bill is first reading, after which the Bill will be referred to Select Committee for consideration. The Select Committee may then choose to open public submissions on the Bill at which point you will be able to make submissions on the contents of the Bill.

3.2 RESILIENT WESTPORT – MASTER PLANNING

Following the early engagement workshops in April, the Master Planning team will be holding the second round of workshops at Epic Westport later in May. At the time of drafting, these workshops were scheduled for 28 – 29 May 2024, with strong interest from industry, government stakeholders and the community. Further engagement is ear-marked for the coming months, to continue this

important conversation and planning around future options for growth and settlement in our District.

3.3 RESOURCE CONSENTING

The team is continuing to field interest from the development sector regarding subdivisions and new housing, which remains an encouraging sign.

205 planning related enquiries were received via email and phone during April. 32 Resource Consent applications have been received for 2024, with 30 granted to date. These statistics reflect similar figures for this time last year.

3.4 BUILDING

During April 22 Building applications were received, with 20 granted during this time. 52 inspections were carried out during April. This compares with 60 undertaken during March.

April figures have trended down substantially from March, which matches a similar building trend across New Zealand. Notwithstanding, the processing of PIMs and LIMs remains at a steady to high volume.

Council has received 127 LIM applications to date for the year, which is double those received at this time in 2023. LIM applications for Reefton have been trending upwards in recent weeks, following a TV news segment which covered gold mining in the area.

3.5 ANIMAL CONTROL AND ENVIRONMENTAL HEALTH

The team is now underway with initial administration for Dog Registrations. As per recent months, animal control matters and liquor licensing applications remain at a high volume – a consistent trend.

3.6 COMMUNITY OUTREACH DAYS

Our community service team are in the midst of setting up bi-monthly Customer Outreach Days in Karamea and Punakaiki. (Karamea/Northern Buller one month, Punakaiki/Charleston the following month). These days are designed to improve BDC staff visibility, relationships and engagement with our outer lying communities. We will also extend the invitation to our elected members to attend these days.

The outreach days would need a minimum 12-month trial period commitment once established to determine their feasibility and success. In keeping with the 'One Team,' 'Community Driven' and 'We Care' values, these days will need to be

supported by all BDC departments via attendance as needed/rostered, either by a tier 2/3 or a staff member representative.

It was initially considered to begin these days from June 2024, but given the amount of consultation which BDC are undertaking, it is felt that it would now be best to have these days begin from August/September 2024. Advertising and comms around this proposal will be in place with our Comms and Engagement team once all aspects are confirmed.

3.7 NBS THEATRE/REEFTON CINEMA WINTER SPECIAL

A “Winter Special” campaign is being planned from June 2024. We will offer reduced admission charges for a selection of ‘end of life’ movies due to be removed from screening.

This is to encourage a wider attendance to our cinemas, especially given the financial difficulty for some residents to be able to participate in the cinema experience.

Advertising and comms around this proposal will be in place with our Comms and Engagement team once all aspects are confirmed.

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 13

Prepared by Simon Pickford
Chief Executive Officer

PORTFOLIO LEADS VERBAL UPDATE

1. REPORT SUMMARY

A summary of updates is verbally provided by each of the new Portfolio Leads and Council Representatives listed below.

2. DRAFT RECOMMENDATION

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

- a. Inangahua Community Board – Cr L Webb
- b. Regulatory Environment & Planning - Councillors Neylon and Basher
- c. Community Services - Councillors Howard and Pfahlert
- d. Infrastructure - Councillors Grafton and Weston
- e. Corporate Policy and Corporate Planning - Councillors Reidy and Sampson
- f. Smaller and Rural Communities - Councillors O’Keefe and Webb
- g. Iwi Relationships - Ngāti Waewae Representative Ned Tauwhare and Mayor Cleine
- h. Te Tai o Poutini Plan – Mayor J Cleine and Cr G Neylon
- i. Joint Committee Westport Rating District – Mayor J Cleine, Cr J Howard and Cr C Reidy
- j. WC Health Localities Project - Cr G Neylon
- k. Regional Transport Committee – Cr Phil Grafton

BULLER DISTRICT COUNCIL

29 MAY 2024

AGENDA ITEM: 14

Prepared by Simon Pickford
Chief Executive Officer

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
PE 2	Eric de Boer – Acting Group Manager Infrastructure Services	Delivery of Local Public Services	Section 7 A2 (2) (b) ii, (h) and (i) That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to: (b) Protect information where the making available of the information would: (ii) Be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. (h) Enable any council holding the information to carry out, without prejudice or disadvantage, commercial activities; or (i) Enable any council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);