

Part B – Your Council

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Westland District Mayor, Councillors, & Rūnanga Representatives

Mayor Bruce Smith



Northern Ward

Cr Anna Hart



Cr Jane Neale



Cr Jenny Keogan



Hokitika Ward

Deputy Mayor David Carruthers



Cr Latham Martin



Cr Paul Davidson



Southern Ward

Cr Ian Hartshorne



Cr Ryan Kennedy



Rūnanga Representatives

Francois Tumahai (*Ngāti Waewae*)



Paul Madgwick (*Ngāti Makaki*)



Council's Executive Team

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Executive Assistant

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Council Committees and Appointments

Council Committees and Subcommittees

Audit and Risk Committee	Rachael Dean (Independent Chair), His Worship the Mayor, Deputy Mayor David Carruthers, Cr Anna Hart, Cr Ryan Kennedy, Cr Jane Neale, Francois Tumahai (Chair of Te Rūnanga o Ngāti Waewae), Paul Madgwick (Chair of Te Rūnanga o Makaawhio)
Capital Projects and Tenders Committee	Deputy Mayor David Carruthers (Chair), His Worship the Mayor (Chair), Cr Paul Davidson, Cr Anna Hart, Cr Ian Hartshorne, Francois Tumahai (Chair of Te Rūnanga o Ngāti Waewae), Paul Madgwick (Chair of Te Rūnanga o Makaawhio)
Community Development Committee	Cr Latham Martin (Chair), His Worship the Mayor, Cr Paul Davidson, Cr Ryan Kennedy, Cr Jenny Keogan, Cr Jane Neale, Francois Tumahai (Chair of Te Rūnanga o Ngāti Waewae), Paul Madgwick (Chair of Te Rūnanga o Makaawhio)
Planning Committee	Cr Latham Martin (Chair), His Worship the Mayor, Cr Paul Davidson, Cr Ian Hartshorne, Cr Ryan Kennedy, Cr Jenny Keogan, Cr Jane Neale, Francois Tumahai (Chair of Te Rūnanga o Ngāti Waewae), Paul Madgwick (Chair of Te Rūnanga o Makaawhio)
Chief Executive's Review Committee	His Worship the Mayor (Chair), Deputy Mayor David Carruthers, Cr Jenny Keogan, Cr Latham Martin
West Coast Wilderness Trail Subcommittee <i>(Subcommittee of the Capital Projects and Tenders Committee)</i>	Cr Paul Davidson (Chair), His Worship the Mayor, Francois Tumahai (Chair of Te Rūnanga o Ngāti Waewae), Paul Madgwick (Chair of Te Rūnanga o Makaawhio), Tim Brownlee (Trustpower), John wood (WCWT Chair), Jackie Gurden (WCWT), Cr Peter Haddock (Grey District Council),.
Hokitika Waste Water Treatment Plant Oversight Subcommittee <i>(Subcommittee of the Capital Projects and Tenders Committee)</i>	Deputy Mayor David Carruthers (Chair), His Worship the Mayor (Chair), Cr Paul Davidson, Cr Latham Martin, Ema Weepu (Representative of Te Rūnanga o Ngāti Waewae), James Russell (Representative of Te Rūnanga o Ngāti Waewae), Jackie Douglas (Representative of Te Rūnanga o Makaawhio), Barry Wilson Te Rūnanga o Makaawhio)

Other Council Organisations

	<p>Francois Tumahai (Chair of Te Rūnanga o Ngāti Waewae), Paul Madgwick (Chair of Te Rūnanga o Makaawhio), invited members of the public.</p>
<p>Westland Wilderness Trust</p> <p><i>(This is a Council Organisation and is the governance body for the West Coast Wilderness Trail. As required in the constitution two Council representatives are required).</i></p>	<p>Deputy Mayor David Carruthers, Cr Paul Davidson, Cr Jane Neale, Paul Madgwick (Chair of Te Rūnanga o Makaawhio)</p>
<p>Hokitika Seawall Joint Committee</p> <p><i>(This is a Joint Committee with the West Coast Regional Council established to oversee the management of the Hokitika Seawall).</i></p>	<p>Deputy Mayor David Carruthers, Cr Paul Davidson, Cr Jane Neale, Cr Jenny Keogan</p>
<p>West Coast Regional Transport Committee</p> <p><i>(This Joint Committee is a Committee of Council that is required under section 105 of the Land Transport Management Act. Council is required to appoint one elected member as representative on this Committee.)</i></p>	<p>Cr Hartshorne.</p>
<p>Membership of Civil Defence Emergency Management Groups - West Coast Emergency Management Group</p> <p><i>(Section 13 of the Civil Defence and Emergency Management Act 2002 states that “Each local authority that is a member of a Group with other local authorities must be represented on the Group by 1, and only 1, person, being the mayor or chairperson of that local authority or an elected person from that local authority who has delegated authority to act for the mayor or chairperson.”)</i></p>	<p>His Worship the Mayor</p>

Elected Member Liaison Roles with Community Associations

Organisation	Appointment
Destination Hokitika	Cr Jenny Keogan, Cr Latham Martin
Fox Glacier Community Association	Cr Ian Hartshorne, Cr Ryan Kennedy
Franz Inc	Cr Ian Hartshorne, Cr Ryan Kennedy
Franz Josef / Waiau Community Forum	Cr Ian Hartshorne, Cr Ryan Kennedy
Glacier Country Tourism Group	Cr Ian Hartshorne, Cr Ryan Kennedy
Haast Promotions Group	Cr Ian Hartshorne, Cr Ryan Kennedy
Hari Hari Community Association	Cr Ian Hartshorne, Cr Ryan Kennedy
Heritage Hokitika	Deputy Mayor David Carruthers
Heritage West Coast	Deputy Mayor David Carruthers
Kumara Residents Association	Cr Anna Hart, Cr Jenny Keogan
Ōkārito Community Association	Cr Ian Hartshorne, Cr Ryan Kennedy
Ross Community Society	Cr Jenny Keogan and Cr Jane Neale
Safe Community Coalition	Cr Ryan Kennedy, Cr Jane Neale, Cr Paul Davidson
Whataroa Community Association	Cr Ian Hartshorne, Cr Ryan Kennedy

Other Appointments

Group	Appointment
Creative Communities Local Assessment Committee	Cr Martin, Cr Neale
Development West Coast – Appointment Panel	His Worship the Mayor
District Licensing Committee Appointment of Deputy Chair	Deputy Mayor Carruthers
Sport NZ Rural Travel Fund – Allocation Committee	Cr Neale
Future Franz <i>(The purpose of the Working Group is to work in a collaborative manner to plan for the future of the Franz Josef/Waiiau area in regards to the challenges it faces.)</i>	His Worship the Mayor (Chair), Cr Ian Hartshorne, Cr Ryan Kennedy

Council Controlled Organisations



Westland Holdings Limited	Joanne Conroy (Chair), Chris Gourley, Chris Rea
Destination Westland Limited	Joanne Conroy – Chair (appointed 25 May 2020), Christopher Gourley (appointed 2 June 2020), Christopher Rea (appointed 22 May 2020)
Westroads Limited	Peter Cuff (Chair), Ross Pickworth, Bryce Thomson, Mark Rogers

Vision and Community Outcomes

Westland District Council Vision

We work with the people of Westland to grow and protect our communities, our economy and our unique natural environment.

COMMITMENT TO WORKING WITH MANA WHENUA

Westland District Council is committed to Maori contribution to decision-making processes with special regard to the views of mana whenua of the Westland District; namely Poutini Ngāi Tahu (Te Rūnanga o Makaawhio and Te Rūnanga o Ngāti Waewae). This is set out in our Long Term Plan.

Council’s Staff Values



Community Outcomes

In early 2020, we consulted with the Westland community on proposed Community Outcomes to support our Vision Statement and strategies within the 2021 – 31 LTP. Starting with the four well-beings from the Local Government Act 2002 as the basis of the outcomes, Councillors workshopped ideas that would work for our communities. At the workshop, Councillors developed a list of ideas of what the main outcomes would be, what they mean and how they are measured. We talked to residents from all around the district about the ideas, face-to-face and through online surveys. Council workshopped the results of the community’s feedback and adopted the resulting Community Outcomes (overleaf) in May 2020.

When we reviewed the performance measures for each activity group, we took into account which Community Outcome they support.

	Diverse Economy	Sustainably Managed Environment	Resilient Communities
Number of performance measures supporting each outcome	8	18	37

Westland District has...

A Diverse Economy

This means that...

- We work to find sustainable, diverse and resilient options for encouraging economic growth.
- We work to find sustainable, diverse and resilient options for encouraging economic growth.
- We collaborate with other stakeholders to achieve common outcomes.
- Economic growth has a minor / reduced impact on the natural environment.

A Sustainably Managed Environment

This means that...

- The district is involved in sustainable waste management practices.
- We support sustainable environmental practices.
- We support strategies to enhance and protect the district's ecosystems.
- Development is sustainable, meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Resilient Communities

This means that...

- All areas of the district have access to quality recreational and cultural facilities.
- A community that cares for all members at all life stages to reduce isolation and promote inclusion.
- Communities less vulnerable to natural hazards and climate change.
- All voices are enabled and heard, power is more evenly distributed and the community can share its strengths.

This is measured by

- Retention of residents in the district.
- Housing and employment for all life stages.
- Growth in small businesses.
- Growth in businesses outside of traditional Westland industries, i.e. technology based.
- Fewer tourists who stay longer for high value activities.

This is measured by

- Recycling increases and waste to landfill decreases.
- Council meets central government environmental targets including 3 waters and carbon.
- Zero tolerance for unsustainable and polluting practices.
- Proactive planning around climate change.
- Communities prepared for severe weather events and natural disasters.

This is measured by

- More opportunities for walking and cycling, connecting our communities safely and healthily.
- Community participates in engagement and consultation opportunities.
- Reduced social isolation.
- Reduced crime and harm.
- Community sees definitive action from local and central government after participating in engagement and consultation opportunities.
- Engagement with iwi, participation, partnership and protection.

Strategic Priorities

- Elderly Housing Strategy
- West Coast Wilderness Trail
- Waste Minimisation and Management Plan

In conjunction with Grey, Buller and the West Coast Regional Council we are creating the 'Te Tai o Poutini One District Plan'. This document will replace each Council's individual District Plan and will be the first to use the new national guidelines.

We will ensure that our strategy for Resource Management aligns with the outcomes of the Resource Management Act review.

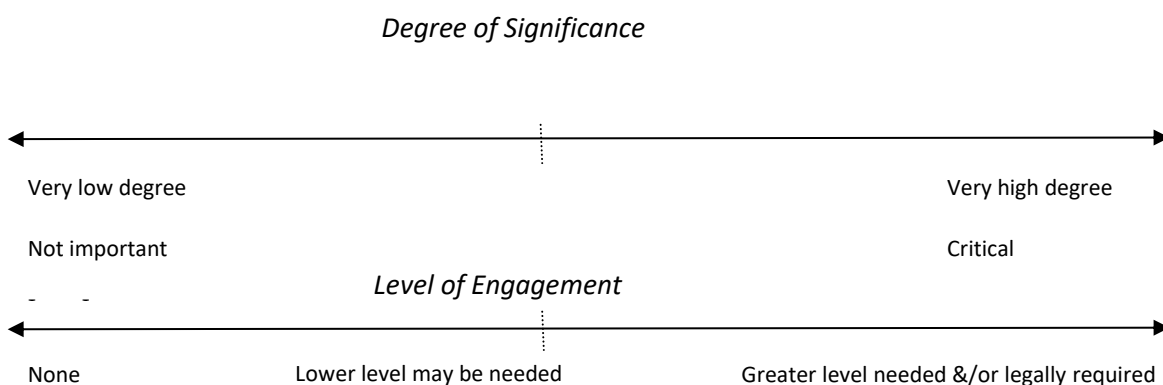
Significance and Engagement Policy

Part I

1. PURPOSE [LGA S76AA (2)]

- 1.1. The purpose of the Westland District Council's Significance and Engagement Policy (SEP) is —
- To enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities.
- To provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters.
- To articulate the relationship between the significance of a matter and the corresponding level of engagement of parties that is required.
- 1.2. The Council believes in the importance of having a (SEP) as it provides a useful and accountable decision making framework for both the Council and the community.

Figure 1.2 determining significance and engagement



- 1.3. **Significance**, in respect to this policy, is the degree of importance of an issue, proposal or decision as assessed by the local authority, in terms of its likely impact on and likely consequences for —
- The current and future social, economic, environmental, or cultural well-being of the district or region.
 - Any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter.
 - The capacity of the local authority to perform its role, and the financial and other costs of doing so.
- A matter will be determined "Significant" if it has a "high degree of significance". This is in accordance with the Local Government Act 2002 (LGA), section 5.
- 1.4. Engagement, in respect to this policy, is a process that can be undertaken at the outset, throughout, or at points during a decision-making process in order to inform the Council and to allow potentially affected parties to identify options for addressing the matter.

The LGA definition and/or use of the terms “significant”, “significance” and “engagement” apply in regard to this policy. Unless otherwise stated, common dictionary definitions apply for other terms in this policy.

- 1.5. The Council has a Consultation Policy in place (adopted in 2005 and reviewed in 2012). Consultation is a process that generally occurs after a proposal has been formed i.e. the Council shares the formed proposal with parties and receives final feedback. A decision can then be made. Consultation is an additional requirement under legislation, including the Local Government Act, Resource Management Act, Reserves Act, Rating Act and Land Transport Management Act. This SEP does not replace the Council’s legal responsibility to consult.

2. GENERAL APPROACH [LGA s76AA (1)(a)]

- 2.1 Council’s decision-making about the degree of significance of an issue, proposal or decision will be guided by Part II of this Policy.
- 2.2 Council’s engagement practices will be guided by Part III of this Policy.
- 2.3 The Council will use the Special Consultative Procedure (SCP) whenever it is specifically required to by the LGA or other legislation.
- 2.4 Whenever a matter is identified by the Council as being of high significance, it will use the SCP procedure as a minimum procedure for consultation. It will undertake what it considers to be a corresponding high level of engagement about the proposal.
- 2.5 The Council will apply the principles of LGA section 82 in other instances of consultation.
- 2.6 The Council may choose to undertake engagement and/or consultation on occasions other than when a matter has been determined to be of high significance. In this instance it will justify why it is choosing to do so.

Part II

1. DETERMINING SIGNIFICANCE [LGA s76AA (1)(b)]

- 1.1 As per the LGA, section 5; a matter is “significant” if it has been determined to have a high degree of significance. The following list provides key questions that will help assess the overall degree of significance of a matter:
 - a. Does it involve a Council strategic asset? The LGA states that it is a significant decision to transfer ownership or control, or to construct, replace or abandon a strategic asset.
[The Council’s *Strategic Assets* are listed below].
 - b. What is the impact on Council’s levels of service, rates and/or Council debt?
 - c. How will the action or decision promote the Council’s Vision or other priorities of Council, and to what degree?
 - d. What is the degree of impact on the community, individuals or groups?
 - e. Is there a likely impact on Maori cultural values and their relationship to land and water?
 - f. Is there a high degree of public interest?
 - g. Could the action or decision have significant consequences? The action itself may be minor but what will the outcome be.

- h. Is it a reversible decision? The more difficult an action or decision is to reverse, generally the higher the significance is.

2. COUNCIL'S STRATEGIC ASSETS [LGA s76AA (3)]

2.1 The LGA, section 76 AA (3) requires that the SEP must list the assets considered by the local authority to be Strategic Assets. These assets must be considered to be of high significance and as such corresponding engagement and consultation practices followed by the Council if transfer ownership or control of a strategic asset, or a decision to construct, replace or abandon a strategic asset is proposed.

2.2 The LGA, section 5, defines Strategic Assets as being the asset or group of assets held (owned) by the Council that it needs to retain if it is to maintain the capacity to achieve or promote an outcome that it determines to be important to the current or future well-being of the community.

- Westland Holdings Limited
- Hokitika Airport
- Urban roads, rural roads, bridges, footpaths
- Water, treatment, storage and reticulation network
- Wastewater reticulation and treatment facilities
- Stormwater reticulation
- Elderly person housing units
- Cass Square
- Community Reserves
- Community Halls
- Community Domains
- Hokitika Cemetery
- Kumara Cemetery
- Ross Cemetery
- Hokitika Museum/Carnegie Building
- Public Toilets
- Jackson Bay Wharf
- Westland District Library
- Council Headquarters
- Hokitika Swimming Pool
- Ross Swimming Pool
- West Coast Wilderness Trail

Part III

1. ENGAGEMENT EXPECTATIONS [LGA s82 (3) & (4)]

1.1 The Council will engage with parties *unless* it is unnecessary, inappropriate or impossible to do so. That is; a case must be proven in order to decide to not engage and it may be because of one or more of the following factors:

- a. The Council can demonstrate that it already has a sound understanding of the views and preferences of the persons likely to be affected by or interested in the matter
- b. There is a need for confidentiality or commercial sensitivity
- c. The costs of engagement or consultation outweigh the benefits of it
- d. The matter has clearly already been addressed by the Council's policies or plans, which have previously been consulted on
- e. An immediate or urgent response or decision is needed so that it is not reasonably practicable to engage

- f. Works are required unexpectedly, or following further investigations, on projects that have already been approved by the Council
 - g. It is business as usual i.e. the works required are related to the operation and maintenance of a Council asset and responsible management requires the works to take place.
- 1.2 In instances where active engagement with parties is not going to occur, Council officers still must give consideration to the views and preferences of persons likely to be affected by, or to have an interest in the matter.

2. APPROPRIATE FORMS OF ENGAGEMENT [LGA s76AA (1)(c)]

- 2.1 The Westland District encompasses a large geographic area; townships can be several hours drive from one another and there are many dispersed rural communities. This impacts on how the Council can effectively hold conversations with its citizens.
- 2.2 Poutini Ngai Tahu, in their capacity as a Treaty Partner, are an important identity to engage with over many matters. Council's relationship with Poutini Ngāi Tahu and their associated Runanga, Te Runanga o Ngati Waewae and Te Runanga o Makaawhio should remain fluid and evolve in accordance with these organisations' preferences. Although all of the SEP processes do include the engagement of Iwi and Runanga, a separate and more specific policy or agreement could also be developed with Iwi and Runanga about different kinds of Council decision-making.
- 2.3 The Council must also be mindful of tangata whenua in the District and whether an issue could be of importance to Maori people.
- 2.4 The Council believes it is important that it has a presence across the District and in particular that elected representatives and staff are active in all of its communities. Successful engagement exercises have been achieved when they were structured around having the conversations in the community that the issue affected, rather than expecting the community to come to Hokitika. If it is a District wide issue then careful consideration is required about how best to distribute messages and be positioned to receive feedback.
- 2.5 Some communities in the Westland district do not have broadband internet coverage so this limits electronic communications.

3. IN DETERMINING APPROPRIATE FORMS OF ENGAGEMENT, THE COUNCIL WILL: [LGA s76AA (1)(d)]

- 3.1 Recognise the relationship between determining the significance of an issue and the level and type of engagement that will be required.
- 3.2 Select engagement processes and methods that are appropriate to the stakeholders that will be involved (including the public's time commitment and travel requirements, location of information and/or meetings).
- 3.3 Ask potentially interested parties if they consider themselves to be stakeholders and/or how they would like to provide input into the development of the proposal.
- 3.4 Be responsive to new methods identified by stakeholders for better engagement.
- 3.5 Bear in mind Council and other agency engagement initiatives that are underway, planned or likely to occur soon in the District. Combined initiatives will be utilised where appropriate so as to achieve efficiencies and avoid the public experiencing engagement / consultation fatigue.
- 3.6 Determine whether the Council already holds relevant information from the public or key stakeholders about the matter (from previous engagement or consultation efforts) and can utilise it instead of initiating another round of conversations.

- 3.7 Recognise the possible role of stakeholders and contacts Council already has a relationship with, including the Iwi, Runanga, resident and community associations, business and industry representative groups.
- 3.8 Provide reasonable access to free information and reasonable methods for the public and key stakeholders to be able to respond (timeframes and suitable forms of submission).
- 3.9 Consider the best use of Council money and other resources to achieve the chosen engagement plan.

Part IV

1. PROCEDURE [LGA 76AA (2)(b) & (c)]

- 1.1 The procedure for determining the level of significance and the corresponding engagement required:
 - 1.1.1 In the first instance Council Officers will be responsible for assessing a matter to determine its level of significance, in accordance with Part II of this Policy.

[To facilitate this operational process, the Council may choose to provide staff with a template, separate to but based upon Part II of this policy].
 - 1.1.2 Council Officers will then consider the corresponding extent and type of engagement that should occur, in accordance with Part III of this Policy. In general, the more significant an issue, the greater the need for community or stakeholder engagement.
 - 1.1.3 Any matter will be reported to the Council if it requires a Council decision to be made. The report will include –
 - a. An assessment of significance.
 - b. An assessment about the extent and type of community or stakeholder engagement that should occur.

2. THIS POLICY MAY BE AMENDED FROM TIME TO TIME [LGA s76AA, 4&5]

- 2.1 If the Council wants to amend this policy, it will consult in accordance with the Local Government Act, section 82, unless a decision is recorded that it “considers on reasonable grounds that it has sufficient information about community interests and preferences to enable the purpose of the policy to be achieved.”

3. DEVIATION FROM THIS POLICY [LGA s76AA, 6]

- 3.1 If the Council wishes to deviate from this policy it will follow the requirements of the Local Government Act, section 80, clearly identifying the inconsistency and the reasons for not following this policy, and stating any intention to amend the policy to accommodate the decision.

Commitment to Consultation and Engagement with Māori, particularly Mana Whenua

Council welcomes and encourages Māori contribution to its decision-making processes. In doing so, it has special regard to the views of mana whenua of the Westland District; that is, with Poutini Ngāi Tahu (Te Rūnanga o Makaawhio and Te Rūnanga o Ngāti Waewae).

At the 26 July 2018 Ordinary Council Meeting, an invitation was extended to the Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio to attend and participate in Council Meetings and the Business of Council, in acknowledgement of, and to further strengthen, Council's partnership with Mana Whenua of Westland. The Chairs of Te Rūnanga o Ngāti Waewae and Te Rūnanga o Makaawhio are full members of Council Committees and participate without voting rights in Council Meetings.

On the 22 November 2018, Council approved the Manatu Whakaaetanga Partnership Agreement with Te Rūnanga O Ngāti Waewae and Te Rūnanga O Makaawhio. The agreement was signed by Mayor Bruce Smith on behalf of Council and Francois Tumahai on behalf of Te Rūnanga O Ngāti Waewae on 22 August 2019, and by Paul Madgwick on behalf of Te Rūnanga o Makaawhio on 28 May 2020.

We will strive to both welcome and actively seek Poutini Ngāi Tahu involvement in our consultation processes. Council is committed to maintaining communication and its good working relationship with Poutini Ngāi Tahu, so that the relationship remains fluid and evolves in accordance with these organisations' preferences.

The Resource Management Act 1991

Council currently has an ongoing commitment to consultation with respect to all of its planning processes, including those under the Resource Management Act and its community planning. It is important to the Council that its processes of consultation are appropriate to the needs of mana whenua in the Westland District. The consultation carried out under the Resource Management Act recognises the specific interests within the Westland District area of Poutini Ngāi Tahu: Te Rūnanga o Makaawhio; Te Rūnanga o Ngāti Waewae. In respect of the Resource Management Act, Council also gives regard to the Statutory Acknowledgements in accordance with the Ngāi Tahu Claims Settlement Act 1988. Council recognises the role and importance of the Makaawhio Marae, Te Tauraka Waka a Māui, at Mahitahi/Bruce Bay, and the Ngāti Waewae Marae, at Arahura.

Te Rūnanga o Ngāti Waewae:

Arahura Marae

Postal Address: PO Box 37, Hokitika.

Phone: 03 755 6451 and 03 755 6452

Email: admin@ngatiwaewae.org.nz

Te Rūnanga o Makaawhio:

Makaawhio (Bruce Bay) Marae

Postal address: PO Box 225,

56 Brittan Street, Hokitika

Phone: 03 755 7885

Email: lynda.pehi@ngaitahu.iwi.nz or

kara.edwards@ngaitahu.iwi.nz