



WESTLAND
DISTRICT COUNCIL

Local Governance Statement

**Adopted by Council – 21 October 2005
Version 2010.02**

Table of Contents

Section	Page No.
1. Introducing the Local Governance Statement	
1.1 What is the Purpose of the Local Governance Statement.....	1
1.2 What Information Does the Statement Contain.....	1
1.3 The Legal Requirement for Council to have a Local Governance Statement..	1
2. How to Contact Us	
2.1 Initial Contact.....	2
2.2 Council Office and Council Contacts.....	2-3
3. Functions, Responsibilities and Activities of the Council	
3.1 Functions.....	4
3.2 Responsibilities.....	4-5
3.3 General and Local Legislation.....	5
3.4 Activities.....	5-6
4. Electoral Systems and Representation Arrangements	
4.1 Electoral System.....	7
4.2 Wards and Constituencies.....	7-8
4.3 Representation Options.....	8
4.3.1 Maori Wards.....	8
4.3.2 Community Boards.....	8
4.4 Changing Representative Arrangements.....	8-9
5. Reorganisation Processes	
5.1 Changing the District's Boundaries or Functions.....	10
6. Roles and Conduct	
6.1 Mayor and Councillors Role.....	11
6.2 Mayor's Role.....	11
6.3 Deputy Mayor's Role.....	11-12
6.4 Committee Chairpersons Role.....	12
6.5 Chief Executive Officer's Role.....	12
6.6 Code of Conduct.....	13
7. Governance and Management Structure	
7.1 Governance Structure.....	14
7.2 Council Committees.....	15-16
7.3 Management Structure.....	17
7.4 Delegations.....	17
8. Meeting Processes	
8.1 The Rules for Meetings and Standing Orders.....	18
9. Consultation Policies	
9.1 Consultation Policy.....	19
9.2 Special Consultation Procedure under Local Government Act 2002.....	19-20
9.3 Policy on Liaising with Maori.....	20-21
10. Equal Employment Opportunity Policy	
10.1 Equal Employment Opportunity Policy.....	22
11. Key Planning and Policy Documents	
11.1 Long Term Plan (LTP).....	23-24
11.2 The Annual Plan.....	24
11.3 The Policy Manual.....	24
11.4 The Westland District Plan.....	24-25
12. Requests for Official Information	
12.1 Requests for Official Information.....	26

1. Introducing the Local Governance Statement

1.1 What is the Purpose of the Local Governance Statement?

A local governance statement is a collection of information about the processes through which the Council engages with its community, how the Council makes decisions, and how citizens can influence those processes. A local governance statement helps support the purpose of local government by promoting local democracy. The statement does this by providing the public with information on the ways to influence local democratic processes.

1.2 What Information Does the Statement Contain?

To meet the purpose, this Local Governance Statement includes the following broad categories of information or identifies for citizens where this information can be found:

- governance structures and processes,
- functions, responsibilities, and activities of the Westland District Council,
- electoral arrangements, the way elected members make decisions and relate to each other and to the management of the Westland District Council,
- key policies of the Westland District Council.

1.3 The Legal Requirement for Council to have a Local Governance Statement

Section 40 of the Local Government Act 2002 (LGA 2002) requires Council to have a Local Governance Statement.

2. How to Contact Us

2.1 Initial Contact

In the first instance members of the public should contact Council staff if they have an information or service request. Any member of the Council's staff can be contacted by phoning 03 756 9010. Council staff may be emailed either through the website (www.westland.govt.nz) or directly to the staff member.

Staff members email addresses follow this format:

firstname.surname@westlanddc.govt.nz

2.2 Council Office

36 Weld Street,
Hokitika 7810.

Monday to Friday 8.30 am to 5.00 pm
Telephone (03) 756 9010
Fax (03) 756 9045

Any initial contact regarding Council services should be made to the Council Office. Any complaints about the advice given should be directed to the Chief Executive Officer.

Staff Contacts

Name	Telephone	Email
Robin Reeves <i>Chief Executive Officer</i>	03 756 9010	robin.reeves@westlanddc.govt.nz
Richard Simpson <i>Manager Planning and Regulatory</i>	DDI 03 756 9035	richard.simpson@westlanddc.govt.nz
Vivek Goel <i>Manager Operations</i>	DDI 03 756 9034	vivek.goel@westlanddc.govt.nz
Geoff Day <i>Manager Audit and Compliance</i>	DDI 03 756 9030	geoff.day@westlanddc.govt.nz
Quecha Horning <i>Manager Finance</i>	DDI 03 756 9031	quecha.horning@westlanddc.govt.nz

2. How to Contact Us cont.

Council Contacts

MAYOR	POSTAL	PHONE	FAX	EMAIL
M.H. Pugh (Maureen)	Turiwhate, Private Bag 614, Greymouth 7840	03 736 9843	03 736 9843	maureen.pugh@westlanddc.govt.nz mayor@westlanddc.govt.nz
NORTHERN WARD				
A.N. Bradley (Neil)	Three Mile RD 2, Hokitika 7882	755 7279	755 7280	bradleynm@xnet.co.nz
M.D. Montagu (Murray)	1508 Kumara Junction Highway, RD 2, Hokitika 7882	755 6807		murray@snap.net.nz
C.A. van Beek (Kees)	1616 Old Christchurch Road, RD 2, Hokitika 7882	03 736 9844		kawahakastation@kinect.co.nz
HOKITIKA WARD				
J.H. Butzbach (Jim)	c/o PO Box 173, Hokitika 7842	755 7697 a/h	-	jimbutzbach@westlandmed.co.nz jbutzyl@gmail.com
A.M. Hurley (Allen)	12 Fitzherbert Street, Hokitika 7810	755 8098	755 8096	heritage@minidata.co.nz
K.R. Scott (Kyle)	88 Stafford Street, Hokitika 7810	755 6581	-	kylescott@xtra.co.nz
F.I.W. Stapleton (Frances)	112 Stafford Street, Hokitika 7810	755 6205	755 6200	stapleton.frances147@gmail.com
SOUTHERN WARD				
J.G. Birchfield (John)	P O Box 130, Bruce Bay, South Westland 7950	03 751 0095	03 751 0195	johnb@internet.co.nz
K.J. Eggeling (Kerry)	P O Box 8, Haast 7844	03 750 0848	03 750 0713	bigegg.dragon@internet.co.nz
B.O. Thomson (Bryce) (DEPUTY MAYOR)	Petersen Road, Harihari 7844	753 3138	753 3138	bryce.lorraine@xtra.co.nz

3. Functions, Responsibilities and Activities of the Council

3.1 Functions

Under the Local Government Act 2002, the Purpose of Local Government has been defined as being:

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

And the Role of a Local Authority has been defined as being to:

- “Give effect, in relation to its district, to the purpose of local government and;
- Perform the duties, and exercise the rights, conferred on it by or under this Act and any other enactment”.

(Sections 10 and 11 of the Local Government Act 2002).

3.2 Responsibilities

The Westland District Council has interpreted these obligations to mean that it has the overall responsibility and accountability for the proper direction and control of the District’s activities. This responsibility and accountability includes:

- Providing a leadership focus for the District
- Formulating the District’s strategic direction
- Managing the principal risks facing Westland
- Administering various regulations and upholding the law
- Safeguarding the public interest
- Ensuring the integrity of management control systems
- Ensuring the effective succession of elected members
- Promoting economic and social development of the District and acting as an advocate on behalf of community interests
- Planning for a sound and sustainable physical and human environment and enforcing relevant regulations.

3. Functions, Responsibilities and Activities of the Council cont.

- Providing and maintaining infrastructural, physical, and utilities Services
- Providing and maintaining recreational facilities and facilitating the provision of social and community services
- Reporting to ratepayers on the above.

3.3 General and Local Legislation

In fulfilling its purpose, Westland District Council exercises powers and fulfils responsibilities conferred on it by much legislation.

The major enactments are:

- Building Act 2002
- Civil Defence & Emergency Management Act 2002
- Dog Control Act 1996
- Health Act 1956
- Local Electoral Act 2001
- Local Government Act 1974 and 2002
- Local Government Rating Act 2002
- Resource Management Act 1991
- Sale of Liquor Act 1989
- Transit New Zealand Act 1989
- Reserves Act 1977
- And such further legislation and amendments that Government from time to time may impose on local authorities.

There is no local legislation applicable in Westland.

3.4 Activities

The Council groups the work it does under eight Activity Groups. These groups are:

3. Functions, Responsibilities and Activities of the Council cont.

- **Elected Representatives**
Governance, Meetings and Committees, Council Support, Council Consultation and Reporting.
- **Planning & Regulatory**
Animal Control, Building Control, District Plan, Environmental Health, Resource Management Act, Liquor Licensing.
- **Roading**
Bridges, Emergency Repairs, Footpaths, Road Legalisation, Road Maintenance, Capital Developments, Capital Replacements, Civil Defence.
- **Water Supplies**
Kumara, Arahura, Hokitika, Ross, Harihari, Whataroa, Franz Josef, Fox Glacier, Haast, and Hannahs Clearing Township Supplies; and Whataroa Rural Supply.
- **Sewerage and Wastewater**
Hokitika, Kaniere, Franz Josef, Fox Glacier and Haast sewerage systems.
- **Solid Waste Management**
Public Refuse Landfills, Closed Landfills, Urban Refuse Collection, Waste Transfer Station.
- **Community Services**
Museum, Cemeteries, Elderly Housing, Halls, Libraries, Park and Reserves, Swimming Pools, iSite, Events, Community Liaison.
- **Other Operational Activities**
Drainage in Townships, Commercial Buildings, Land Management, Jackson Bay Wharf, Street Furniture, Monuments, Rural Fire, Walkways, Cemeteries, Parks and Reserves, Swimming Pools.

4. Electoral Systems and Representation Arrangements

4.1 Electoral System

Westland District Council currently operates its elections under the first past the post-electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to electorates. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in district health board elections. Further information on STV can be obtained from the Manager Planning & Regulatory, who is the Electoral Officer.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least 5 per cent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. we cannot change our electoral system for one election and then change back for the next election.

The Council's last review of electoral systems was in May 2006 and no change was made to Council's electoral system for the 2007 elections. As no change was made to the electoral system Council could resolve in 2011 to change the system for the 2013 elections or Council could also resolve to conduct a poll or electors could also demand a poll if 5 percent of them made such a demand to Council.

4.2 Wards and Constituencies

Westland District Council has one mayor and ten Councillors. The Mayor is elected at large while Councillors are elected from three wards.

4. Electoral Systems and Representation Arrangements cont.

Ward	Number of Councillors	Usually Resident Population 2006 Census
Northern	3	2857
Hokitika	4	3365
Southern	3	2181
Total	10	8403

4.3 Representation Options

4.3.1 Maori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Maori electors. The Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent of electors can require the Council to conduct a poll.

The Council resolved in 2006 to not introduce separate Maori wards.

4.3.2 Community Boards

Westland District Council has no Community Boards.

4.4 Changing Representative Arrangements

The Council is required to review its representation arrangements at least once every six years. The Council last conducted a review in May 2006. It is not legally required to review representation again until May 2012.

4. Electoral Systems and Representation Arrangements cont.

This review must include the following:

- The number of Elected Members (between six and 30 including the Mayor);
- Whether the Elected Members (other than the Mayor) shall be elected by the entire district, or continue to be elected by their Ward (or a mix of both systems)
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred);
- Whether or not to have separate Maori wards
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

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

Electors also have the right to appeal any decisions to the Local Government Commission, which will make a binding decision on the appeal.

5. Reorganisation Processes

5.1 Changing the District's Boundaries or Functions

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

- Make changes to the boundaries of the District;
- Create one or more new Territorial Local Authorities (City or District Councils);
- Create a Unitary Authority, i.e. transfer the functions of the West Coast Regional Council to Westland District Council;
- Transfer a particular function or functions to another Council.

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

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

6. Roles and Conduct

6.1 Mayor and Councillors Role

The Mayor and the Councillors of the Westland District Council have the following roles:

- Setting the policy direction of Council
- Monitoring the performance of the Council
- Representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the district)
- Employing the Chief Executive Officer (under the Local Government Act the local authority employs the Chief Executive Officer, who in turn employs all other staff on its behalf).

6.2 Mayor's Role

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Council's Standing Orders).
- Advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Ceremonial head of Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

6.3 Deputy Mayor's Role

The Deputy Mayor is elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members. In addition:

- If the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above).

6. Roles and Conduct cont.

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

6.4 Committee Chairpersons Role

The Council has created several committees of Council. A committee chairperson is responsible for:

- Presiding over meetings of the committee.
- Ensuring that the committee acts within the powers delegated by Council, and as set out in the Council's Delegations Manual.
- A committee chairperson may be removed from office by resolution of Council.

6.5 Chief Executive Officer's Role

The Chief Executive Officer is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive Officer implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive Officer are:

- Implementing the decisions of the Council
- Providing advice to the Council and community boards
- Ensuring that all responsibilities, duties and powers delegated to the Chief Executive Officer or to any person employed by the Chief Executive Officer, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- Managing the activities of the Council effective and efficiently
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment for the staff).

The Chief Executive Officer is the only employee of the Council, and the only person who may lawfully give instructions to other staff. Any complaint about individual staff members should therefore be directed to the Chief Executive Officer and not elected members or departmental managers. Any complaints about the CEO should be directed in the first instance to the Review Committee and this can be done through any elected member.

6. Roles and Conduct cont.

6.6 Code of Conduct

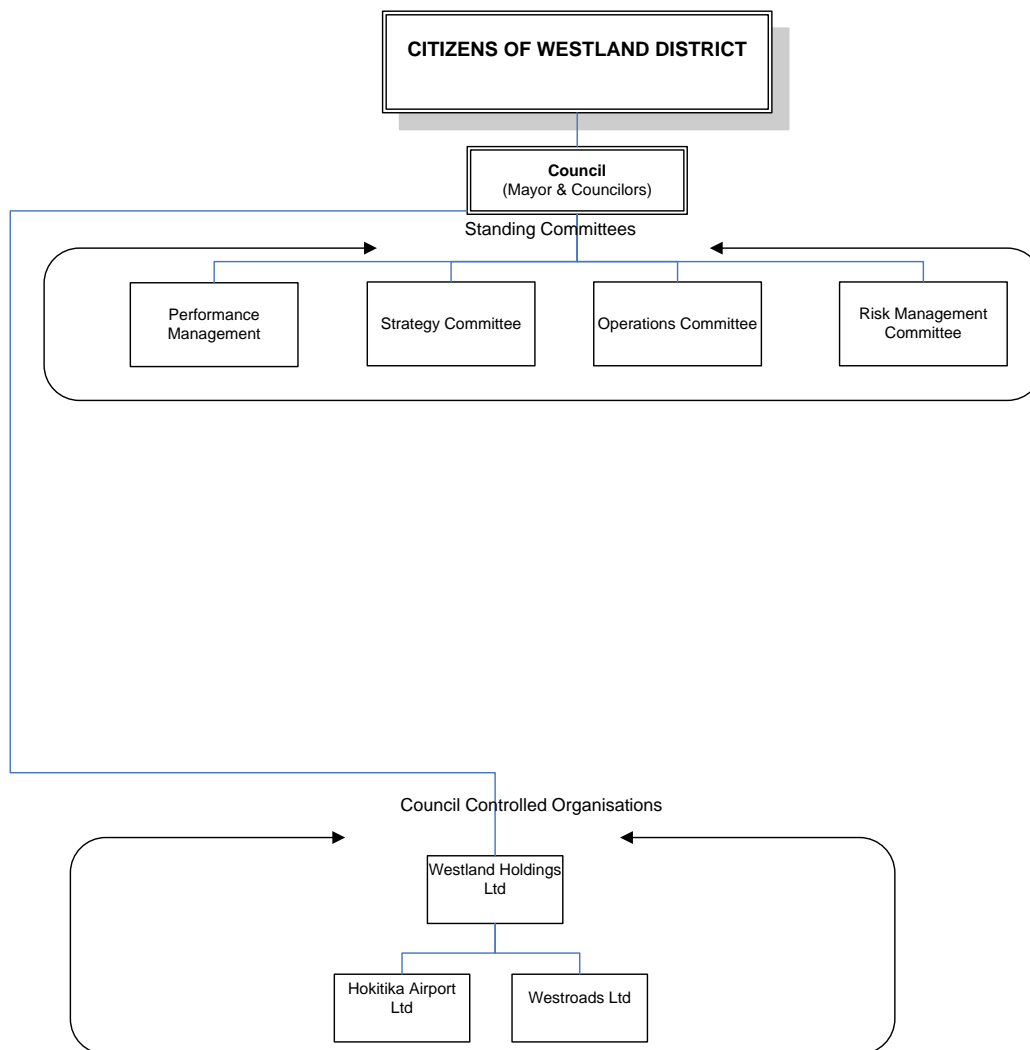
All elected members are required to adhere to Council's Code of Conduct. Council intends to revise its Code of Conduct after the each triennial election. Once adopted the Code of Conduct may only be amended by a 75 per cent or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties.

Copies of the full Code of Conduct may be obtained from Council's Office.

7. Governance and Management Structure

7.1 Governance Structure

The Westland District Council Governance Structure



A key to the efficient running of local government is that there is a clear division between the role of Council and that of management. The Westland District Council elected members concentrate on setting policy, strategy, and determining the level of financial resources. The Council then reviews progress. Management is concerned with implementing Council policy and strategy.

7. Governance and Management Structure cont.

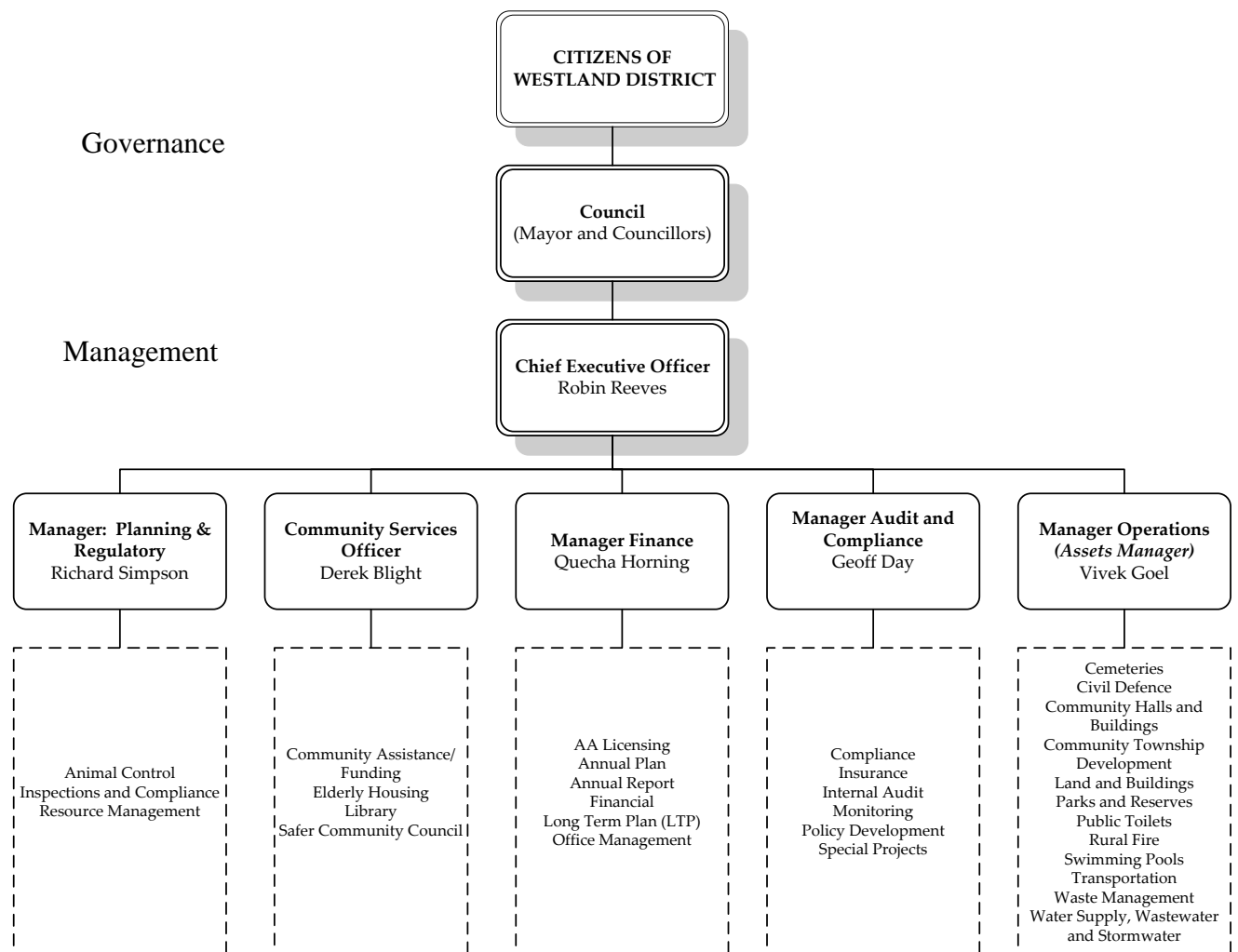
7.2 Council Committees

The Council reviews its committee structures after each triennial election. The Council has established the following committees - the first four are the principal standing committees:

Committee/ Chairperson	Membership Basis	Purpose/Activity
Performance Management Committee	Elected members of Council appointed from time to time by Council. Currently 6 members	Performance management is a process of determining objectives, measuring progress against those objectives, and using the results to improve the Council's delivery of services to the community.
Strategy Committee	Elected members of Council appointed from time to time by Council. Currently 5 members	The Committee will have responsibilities relating to strategy and policy for Council. In undertaking its responsibilities, the committee will at all times ensure relevance to Council's vision, which is <i>Westland will, by 2030, be a world class tourist destination and have industries and businesses leading through innovation and service.</i>
Operations Committee	Elected members of Council appointed from time to time by Council. Currently 5 members	The Committee will have responsibilities relating to all Council owned Infrastructure assets and operations. This includes the following, but is not limited to: 3 waters (Water, Wastewater and Storm water) Solid Waste Management Roading Parks and Reserves and Public Toilets Pools and Cemeteries District Libraries IT Systems for the Council infrastructure Council owned Buildings
Risk Management Committee	Elected members of Council appointed from time to time by Council. Currently 6 members	The Risk Management Committee is responsible for ensuring that management has established a risk management framework that includes policies and procedures to effectively identify, treat and monitor principal business risks. The committee also regularly reviews Council's risk profile.

7. Governance and Management Structure cont.

7.3 Management Structure



7.4 Delegations

Council is assigned powers to act by a wide range of legislation, trust deeds and documents. In order to allow its Committees and the Chief Executive Officer to carry out their functions, Council has to delegate some these powers to act. The Chief Executive Officer has to further delegate a number of these powers to allow Council staff to carry out their functions.

All delegations of power are contained in the Council’s Delegations Manual copies of which may be obtained from Council’s Office.

8. Meeting Processes

8.1 The Rules for Meetings and Standing Orders.

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

All Council and Committee meetings are open to the public unless there is reason to consider some item 'in committee'. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council. The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information and, the maintenance of public health, safety and order.

The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of the Council who does not comply with Standing Orders (a set of procedures for conducting meetings). The Council has adopted the NZS 9202 model standing orders for territorial authorities.

Minutes of meetings are kept and made publicly available, subject to the provisions of the LGOIMA.

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

During meetings of the Council, Committees or Community Boards, all Council participants (the Mayor or chair Councillors or Members) must follow Standing Orders unless Standing Orders are suspended by a vote of 75 per cent (or more) of the members present. Copies of the Standing Orders can be obtained from the Council's Office.

In addition the Council code of conduct sets out some expectations of the behaviour, which elected members expect of one and another at meetings.

9. Consultation Policies

9.1 Consultation Policy

Council adopted its Consultation Policy in August 2005.

9.2 Special Consultation Procedure under Local Government Act 2002

The Local Government Act sets out certain consultation principles and a procedure that local are followed when making certain decisions. This procedure, the special consultative procedure, is regarded as a minimum process.

The Council can and does consult outside of the special consultative procedure. When it is adopting its long-term Council community plan, annual plan or district plan it will hold formal meetings with community groups and other interested parties. At these meetings the Council will seek views on the matters the Council considers to be important and identify issues of concern to the community.

The special consultative procedure consists of the following steps:

- **STEP ONE: Preparation of a statement of proposal and a summary.**

The Council must prepare a description of the proposed decision or course of action. The statement must be available for distribution throughout the community and must be available for inspection at the Council office and may be made available elsewhere. The Council also has to prepare a full and fair summary of the proposal, which must be distributed as widely as the Council considers to be reasonably practicable. That statement must be included on an agenda for a Council meeting.

- **STEP TWO: Public notice.**

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

9. Consultation Policies cont.

- **STEP THREE: Receive submissions.**

The Council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The Council must allow at least one month (from the date of the notice) for submissions.

- **STEP FOUR: Deliberate in public.**

All meetings where the Council deliberates on the proposal or hears submissions must be open to the public (unless there is some reason to exclude the public under the LGOIMA). Submissions must be made available unless there is reason to withhold them under LGOIMA.

- **STEP FIVE: Follow up.**

A copy of the decision and a summary of the reasons must be provided to submitters. There is no prescribed format for such a summary.

By law, the Council must follow the special consultative procedure before it:

- Adopts a Long-Term Council Community Plan (LTP) or Annual Plan
- Amends an LTP
- Adopts, revokes, reviews or amends a bylaw
- Changes the mode of delivery for a significant activity (for example from the Council to a council-controlled organisation or from a Council controlled organisation to a private sector organisation) if that is not provided for in an LTP.

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

9.3 Policy on Liaising with Maori

Council will endeavour to recognise the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Maori to contribute to local government decision making processes. Parts 2 and 6 of the Local Government Act 2002 provides principles and requirements for local authorities that are intended to facilitate participation by Maori in local authority decision making.

9. Consultation Policies cont.

The Council is therefore committed to acknowledging the unique perspectives of Maori as Papatipu Runanga and is further committed to on-going dialogue in developing processes to facilitate such activities.

10. Equal Employment Opportunity Policy

10.1 Equal Employment Opportunity Policy

The Council is committed to the principles of Equal Employment Opportunity for all its employees and accordingly will act in accordance with the following policy:

- People with the best skills and qualifications to do particular jobs are employed regardless of their gender, race, marital status, physical impairment, or sexual preference.
- All employees will have a fair and equitable chance to compete for appointment or promotion and to pursue their careers.
- The recruitment and promotion of employees is based on merit.
- All employees have equitable access to training and skills development.

11. Key Planning and Policy Documents

11.1 Long Term Plan (LTP)

On 31 July 2009, the Council adopted the 2009 - 2019 Long Term Plan (referred to as LTP) in accordance with the Local Government Act. The LTP is the central focus for the Council's future over the next 10 years. The plan will be reviewed in 2012 and every three years after that.

This LTP is the Council's key planning document and contains:

- Community Outcomes. What the Community wants to see happen in the District over the next ten years.
- Groups of Activities. What activities the Council undertakes, the level of service Council will provide for those activities, the assets employed and the total costs (both capital and operating) to Council for providing those services.
- Assessments of water services, sanitary services and waste management within the district.
- How Council will develop Maori capacity to contribute to the decision making process.
- Funding and Financing policies including:
 - Revenue and Financing Policy (how and who pays for services provided).
 - Investment and Liability Policy (what the Council can invest in or borrow).
 - Development and Financial Contributions (what contributions will be required by developers for new subdivisions etc.).
 - Local Authority and Private Sector Partnership Policy (if Council goes into partnership to provide services with a private organisation).
 - Maori Land Rates Remission Policy (If and what Maori land receives a rate remission e.g. Landlocked land in a natural state).
 - Rates Remission Policy (if and what charitable/public good organisations receive rates remissions)
- A summary of the Council's Significance Policy.
- Forecast Financial Statements. Detailed forecasts for three years, and summary forecasts for the seven years after the first three.
- Funding Impact Statement. How the rates are going to be allocated charged to ratepayers.

11. Key Planning and Policy Documents

cont.

- Significant Forecasting assumptions. What the Council has assumed in preparing the LTP. For example levels of service, inflation, etc.

The LTP is adopted through the special consultative procedure set out in sections 83 & 84 of the Local Government Act 2002. It is important to note that Council cannot significantly deviate from the LTP without re-engaging the community through the special consultative procedure. In other words once the plan is adopted it determines the Councils direction for the next three years.

11.2 The Annual Plan

The year in which a Long Term Plan is adopted this document becomes the Annual Budget for that year. For the two years between reviews of the LTP Council will adopt an Annual Plan through the special consultative procedure set out in sections 83 & 85 of the Local Government Act 2002. This Annual Plan will focus on the budgets for the current financial year and the setting of rates. This document will not be able to significantly deviate from the LTP.

11.3 The Policy Manual

All policies adopted by the Westland District Council are promulgated into a policy manual.

11.4 The Westland District Plan

The Westland District plan was adopted on 16 May 2002 and is required to be reviewed by May 2012. This Plan sets out the framework of objectives, policies, and methods to be used to achieve integrated management of the effects of the use, development, and protection of the natural and physical resources of Westland District. Some of the methods to be used include rules in this Plan controlling the effects of land use and land subdivision.

11. Key Planning and Policy Documents cont.

The Plan has been prepared to fulfil the requirement of Part V of the Resource Management Act 1991 that there be, at all times, one district plan for each territorial authority district. Implementation of the Plan's policies and methods is intended to assist the Council to carry out its functions under the Act. The Plan is one of a number of initiatives to be used by the Council to achieve the (sustainable management) purpose of the Act.

The District Plan is available on the Council's Website at www.westland.govt.nz and at Council's Office, 36 Weld Street, Hokitika in hardcopy or CD.

12. Requests for Official Information

12.1 Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. All requests for information are a request made under LGOIMA. You do not have to say you are making a request under LGOIMA. Once a request is made the Council must supply the information unless reason exists for withholding it or the provisions of the Privacy Act 1993 apply. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person
- Prejudice maintenance of the law
- Compromise the privacy of any person
- Reveal confidential or commercially sensitive information
- Cause offence to tikanga Maori or would disclose the location of waahi tapu
- Prejudice public health or safety
- Compromise legal professional privilege
- Disadvantage the local authority while carrying out negotiations or commercial activities
- Allow information to be used for improper gain or advantage.

The Council answers requests within 20 working days (although there are certain circumstances where this time-frame may be extended). A charge shall be made to recover all reasonable costs incurred by Council in providing the information. An estimation of cost prior to providing the information can be made available.

In the first instance you should address requests for official information to the

Information Request, Chief Executive Officer,
Westland District Council, Private Bag 704, Hokitika 7842.