

# Westport 2100 Working Group

## Terms of Reference

### **Purpose and function**

The purpose of the Westport 2100 Working Group is to engage with the Westport community and work together, with Council staff, to identify a pathway forward for the town for the benefit of future generations. This project has a long term focus and will result in recommendations to the Buller District Council and West Coast Regional Council for future work programmes for civil defence, hydrology and operations.

The West Coast Regional Council, while working closely with the Buller District Council, will be the lead organisation for this project.

### **Group objectives**

The Westport 2100 Working Group will engage with the community and work together, with Council staff, to identify:

- the work required to enhance the resilience, and protect, the Westport community
- prioritise the projects within the work programme to deliver on this
- how this work could be funded and resourced.

All recommendations must take into account current statutory requirements including the New Zealand Coastal Policy Statement focus on planning for a 100 year timeframe.

### **Establishment and status**

The Westport 2100 Working Group is established under the Local Government Act 2002. It has the status of an Advisory Committee of the Buller District Council and West Coast Regional Council with no decision-making powers.

### **Council consideration of Westport 2100 Group recommendations**

The Councils will consider the Group's recommendations. If any recommendations are inconsistent with the Council's views or statutory requirements, these elements will be referred back to the Group for further consideration. The recommendations will be built into the respective Council work programmes as appropriate.

### **Group membership**

The Westport 2100 Working Group will be appointed by the Buller District Council and will have the following membership:

- Two members appointed by the Regional Council, who shall be elected members
- Two members appointed by the Buller District Council, who shall be elected members
- One member appointed by Te Rūnanga o Ngāti Waewae
- One member appointed by the Ministry of Health  
One member appointed by the New Zealand Transport Agency
- Up to 6 members from the community with a range of backgrounds to ensure a cross section of values, understanding and perspectives in the community. The Council(s) may approve additional members if it determines their necessity to ensure appropriate representation of the community.

To be eligible for consideration for appointment to the Westport 2100 Working Group, a community applicant must live in, or be able to demonstrate a close connection with, the Westport area.

### **Chairperson**

The Chairperson has additional responsibilities, including ensuring that the Group functions properly, there is full participation during meetings, all relevant matters are discussed and that effective decisions are made and carried out in a timely manner as per the Terms of Reference.

West Coast Regional Council and Buller District Council staff will provide the chairperson and the group with administrative support including direction on civil defence, operations, hydrology and communications. The Chairperson must provide leadership and ensure that the goals and objectives of the Group are met. The Chairperson may need to work between meetings to liaise with technical experts, and represent the Group at external meetings when required.

The Chairperson is to be determined by the full Westport 2100 Group when all members have been appointed. The Group will be chaired by a Councillor from the Buller District Council in the interim.

### **Quorum**

A quorum consists of:

- i. Half of the members if the number of members (including vacancies) is even; or
- ii. A majority of members if the number of members (including vacancies) is odd.

Proxies or alternates are not permitted to vote or provide input into group deliberations on behalf of a group member or organisation. The Group will at all times operate in accordance with the requirements of the Standing Orders of Council adopted by the West Coast Regional Council, under the Local Government Act (2002), and the Local Government Official Information and Meetings Act.

### **Reporting**

The Group will provide updates to the Buller District Council, West Coast Regional Council and the community via the Regional Council website, at least quarterly.

### **Meetings and workshops**

The Group will meet monthly, with additional workshops and meetings as required. Meetings will be held in Westport with meeting times to be set by the Working Group

Some meetings will be open to the public to attend as observers with an allocated time slot for public questions. The public can request a speaking opportunity for any meeting but the meeting may go into committee following the public session.

### **Meeting protocols**

General meeting protocols are to be agreed upon by the Group.

### **Duration of the Westport 2100 Working Group**

The Westport 2100 Working Group shall exist for the duration of the development and implementation of the plan for Westport 2100, and shall cease to exist once this has been completed.

The Working Group may potentially provide a staged series of recommendations back to the Councils for implementation as the work progresses in this space. The final suite of recommendations will be presented to the Councils by December 2019.

### **General operating principles**

The Group is expected to:

1. Work in a collaborative and co-operative manner using its best endeavours to reach solutions that take account of the interests of all sectors of the community
2. Seek consensus in its decision-making where possible
3. Seek assistance and exhaust all avenues to resolve matters where the Group encounters fundamental disagreements
4. Report to the Councils the matters where agreement has been achieved and also matters where disagreement has not been resolved, including whether there is a consensus or majority view on each matter.

**Group support**

The Group will be supported by the Buller District Council and West Coast Regional Council, with the primary contact being Mark Crowe, Director Emergency Management and Natural Hazards.

A minimum of two Council staff (from either Council) will attend each meeting and will provide administrative support, minute taking, technical advice and information. Any additional investigation or data collection requested by the Group will require Council approval. Staff from various council departments will be invited to attend meetings, and provide technical advice and information where appropriate.