



Project Manager Update

21 May 2020 – 20 June 2020

Prepared By: **Jo Armstrong**
Date Prepared: **15 June 2020**

Accomplishments this Period

- The planning team continue to work on the non-residential activities in residential areas, infrastructure, heritage, transport, designations, mineral extraction, open space, natural heritage, tourism and the natural hazards sections of the plan.
- All papers are discussed with, and modified by, the Technical Advisory Team before coming to the Committee.
- Stakeholder engagement options were refined during the lockdown. The team has developed a number of questionnaires which have been sent to identified interests, as well as being posted on the TTPP website.
- Following Committee discussions last month, we are designing layouts for the questionnaires to be published in The Messenger. There are six questionnaires which can appear over consecutive weeks.
- The district council Communications teams have been contacted, and confirmed they will advertise links to TTPP information sheets and questionnaires in newsletters and on Facebook.
- These avenues will enable people without internet to have contact with the Plan, and answer questionnaires by mail.
- Four stakeholder workshops to get feedback on infrastructure and mining are being planned for late July.
- A contract has been signed with Lois Easton to secure her services as Principal Planner for the 2020/21 year.
- During the roadshow a number of people commented that they are confused about the name Te Tai o Poutini Plan. We have engaged our designer to add the by-line– *a combined district plan for the West Coast*, to our logo.
- I have previously provided you with the attached paper on the format of TTPP Committee meetings. As the planning team has worked through papers with the Committee each month it has become apparent that, in order to complete the draft Plan by September 2022, you will require longer or more frequent meetings. This paper suggests the following three options:
 - full day meetings
 - two meetings per month
 - sub-committees with responsibilities for different Plan chapters or topics.
- Your input on these, or other possible options, will be sought at the June meeting.
- District councils have asked about the process for any plan changes to current district plans,

prior to TTPP becoming operative. We have sought and received a legal opinion on this issue. The main findings are that TTPP Committee is responsible for TTPP only, and that the responsibility for any plan changes to existing district plans has been delegated to WCRC.

- A paper discussing the implications of this will be brought to the July 30 TTPPC meeting.

Plans for Next Period

- Policy work on topics mentioned above will continue
- Stakeholder engagement using a variety of channels, including workshop preparation
- TAT meeting via Zoom on 23 June
- Further discussions with Poutini Ngāi Tahu representatives to plan the Cultural Chapter
- TTPPC meeting 24 June 9.00 – 11.00am via Zoom.

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan a stakeholder workshop and on-going engagement process	Project Manager	28 February 2020
Not producing a notified plan in a timely manner	Set achievable milestones and monitor/report progress. Identify additional expertise/capacity	Project Manager Planning Team	30 June 2024
Decision makers can't agree	Get agreement on pieces of work prior to plan completion	Chairman	Ongoing
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Project Manager TTPP Committee CE WCRC	Annually Jan/Feb
Project extended due to inability to retain unspent 2019/20 research budget	Ensure 2021/22 research budget is sufficient to complete all remaining research required for robust Plan	Project Manager TTPP Committee CE WCRC	Annually Jan/Feb
Changes to national legislation	Planning team keep selves, Committee and Community updated on changes to legislation and the implications for TTPP	Project Manager Planning Team	Ongoing
Staff safety at public consultation	Committee members to proactively address & redirect aggressive behavior towards staff	TTPP Committee	Ongoing
National emergencies such as Covid-19 lock down	Staff and Committee ensure personal safety and continue to work remotely as able	Project Manager TTPP Committee	Ongoing
Committee delay or reduce scope of required research	Committee ensure timely research is enabled	TTPP Committee	Ongoing

Status

Overall	Project timing affected by delay in beginning SNA research. Budget for 2020/21 accepted. Research budget over 3 years reduced and this may delay Plan completion. Planning team making good progress with TAT and TTPPC input.
Schedule	Work programme set and achieving on schedule. Lockdown may have an ongoing effect as delayed stakeholder engagement and research impact schedule.
Resources	We are receiving good input from the TAT. Loss of some 2019/20 research funding makes seeking external party co-funding a priority.
Scope	Deliver efficient, effective and consistent Te Tai o Poutini Plan

Please note that the schedule and scope have been downgraded from green to orange. This is in response to the reduction in budget for 2020/21 and postponement of the SNA research. Both may affect the schedule by extending the project (see Schedule below), and insufficient research will impact the ability to deliver an effective plan. Project may get back on schedule if there is sufficient funding to begin ground-based SNA work in late 2020.

Schedule

Stage	Target Completion	Revised Completion	Comments
Complete project initiation documentation	30-Apr-19	19-July-2019	TTPPC approved
Identify and contact key stakeholders	03-May-19	Ongoing	Connection made with all key stakeholders and started a second round of contact with other interested parties
Contract senior planning consultant	01-Aug-19	29-July-2019	Contract in place 29/7/19 -30/6/20
Recruit permanent senior planner	30-Sep-19	7-Sep-2019	Started at WCRC on 14 October 2019
Set up Te Tai o Poutini Plan website and communications package	30-Sep-19	30 November 2019	Development complete. Available at www.ttpc.westcoast.govt.nz
Set planning milestones	31-Oct-19	30 August 2019	Presented at August TTPPC meeting
Hold key stakeholder workshop for Settlements section	28-Feb-20	23 October and 21 November 2019	Greymouth and Hokitika, then Westport
Hold Community information meetings	31-Mar-20	16-27 March 2020	Roadshow in March 2020 and opportunities to coincide with council-community meetings and local events Outcome of Roadshow to be presented to May TTPPC meeting
Hold key stakeholder workshops for Infrastructure section	30-Apr-20	31-Jul-20	Greymouth and Hokitika, then Westport. Delayed due to Covid-19 Lockdown
Draft Provisions (Issues, Objectives, Policy and Rules) for Urban Areas developed	31-May-20		For presentation to May TTPPC meeting
Workshop discussion with environmental interests re biodiversity provisions	30-Jul-20	31-Aug-20	Delayed due to Covid-19 Lockdown
Draft Provisions (Issues, Objectives, Policy and Rules) for Rural Zones and Settlement Zones developed	31 – Aug-20		For presentation to August TTPPC meeting
Hold key stakeholder workshops for mining and extractive industries	31-Aug-20	31-Jul-20	Due to work programme changes during Covid-19 lockdown
Potential Committee Field Trip	30 –Sep-20		To look at specific matters to help with decisions
Contact with landowners re SNA assessment, landowner meetings	30-Oct-20	30-Oct-21	This will be to seek permission to do field assessments. It is dependent on undertaking the desk top assessment first.
Commence field work for SNA assessments	30- Nov-20	30 Nov 21	It is anticipated that field work will be undertaken over summer 20-21, summer 21-22 and summer 22-23. This will be delayed until desktop study is completed
Zoning changes proposed	31-Dec-21		Specific zone change proposals will come to the Committee through 2021
Targeted stakeholder consultation on draft provisions of Te Tai o Poutini Plan	30-May-22	30 May 2023	Targeted consultation with stakeholders on draft provisions from mid 2021-mid 2022 with the aim of addressing concerns at this more informal stage
Iwi review of draft Te Tai o Poutini Plan	30-July-22	30 July 2023	This is in addition to hui and consultation throughout the development process and is a mandatory step

Stage	Target Completion	Revised Completion	Comments
Full "draft" Te Tai o Poutini Plan to Committee	30-Sep-22	30 Sep 2023	Full draft (so that this term of the Committee has overseen the drafting of the whole plan). A draft Plan will not have legal status, but will show all the cumulative decisions of the Committee
[Local Body Elections]	Oct-22		
Community Consultation on "Draft" Te Tai o Poutini Plan	31-Nov-22	31 Nov 2023	Roadshow in October/November 2022 with a "draft" Plan to discuss with community
Amendment of "Draft" Plan to "Proposed Plan" provisions	30-May-22	31 Nov 2023	Feedback to Committee on results of consultation, any legal opinions on contentious provisions and decisions on final provisions
Notify Te Tai o Poutini Plan	30-Jun-23	30 June 24	Indicative time only – this will be the "Proposed" Plan
Submissions Te Tai o Poutini Plan	30-Aug-23	30 Aug 24	40 working days for submissions is the legal requirement
Further Submissions	30-Oct-23	30 Oct 24	Submissions must be summarised and published and then there is a 20 working day period for further submissions
Hearings Te Tai o Poutini Plan	30-Feb-24	30 Feb 25	Indicative time only
Decisions Te Tai o Poutini Plan	31-August-24	31 Aug 25	Indicative time only
Appeal Period	30-Sep-24	30 Sep 25	Indicative time only
Appeals and Mediation Te Tai o Poutini Plan	31-June-25	31 June 26	Indicative time only. However the aim would be to complete the entire "Proposed – submissions-hearings –appeals-mediation-consent orders to Operative Plan" process within 1 term of the Committee
[Local Body Elections]	Oct-25		

Actions required

- Read the attached paper on the format of TTPP Committee meetings