



Project Manager Update

21 April 2020 – 20 May 2020

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Date Prepared: **15 May 2020**

Accomplishments this Period

- The Planning team has been working at 100% under the COVID-19 restrictions, and two Committee meetings have been held via Zoom in this period.
- Having run a tender process for work to update SNA information, including improved GIS mapping of potential sites, the planning team has informed respondents of the Committee's decision to postpone this work.
- The planning team continue to work on the non-residential activities in residential areas, infrastructure, heritage, transport, designations, mineral extraction, open space, natural heritage 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 have been reassessed due to the lockdown. We had a programme of workshops planned throughout this year, some of which have had to be postponed.
- The team has developed a number of questionnaires which have been sent to identified interests, as well as being posted on the TTPP website. These are targeted questions to help keep policy development moving.
Our website developer was recently re-engaged to undertake work enabling the questionnaires to be answered directly on the website and to capture responses in a spreadsheet. This is working very successfully.
- Latest questionnaires on Historic Heritage, Ecosystems and Indigenous Biodiversity, and Earthworks, Quarrying and Mining can be found on our Website at www.ttpp.westcoast.govt.nz under "Have Your Say". Questionnaires developed for the roadshow on Natural Hazards and Settlement Patterns and Zones can also be found there.
- The planning team ran a remote workshop with council staff on mineral extraction in mid-May. Interaction with staff was excellent, and their feedback will be used to inform a paper being presented to the Committee this month.
- WCRC has asked for a revised TTPP budget for 2020/21. Last month I offered to reduce our budget request by \$81,000. The amount of this reduction could increase now we have postponed SNA research planned for this financial year. However, reducing the budget does make it extremely tight, and may delay some research, which in turn could delay final delivery of the Plan. The WCRC Chief Executive will deliver a paper to the Committee's 28 May

meeting on the new budget proposal. Please find attached the original three year budget proposal, and a paper on Research Needs and Timing which will form part of our discussion.

- A draft contract has been drawn up to secure the services of Lois Easton as Principal Planner for the 2020/21 year. This will go to the CE WCRC for approval before 30 June 2020.
- Policy work has begun on the Designations section in the Plan. A designation is a form of 'spot zoning' over a site, area or route in a district plan. The 'spot zoning' authorises the requiring authority's work and activity on the site, area or route without the need for land use consent from the relevant territorial authority. A letter seeking updated information on designations has been sent out to requiring authorities.
- We are planning to commission Brown Ltd to review and refine the technical assessment of natural character and landscape they undertook for the four Councils in 2013. The Brown NZ Landscape study was used to inform the Regional Coastal Plan, and the Outstanding Coastal Landscapes identified have been included in the 2016 Proposed Plan. Because of the age of the information, and some queries by Council staff, the reports need to be reviewed and updated before they can be considered for use in Te Tai o Poutini Plan. Landscape and natural character are key matters which the Plan is required to address, and a report on the proposed approach will be brought to the Committee later in the year.
- During the roadshow a number of people commented that they are confused about the name Te Tai o Poutini Plan. The planning team suggest we add the following by-line to clarify the extent of the plan – *a combined district plan for the West Coast*. We would appreciate your input on this at the 28 May meeting.
- As the planning team has worked through the 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. We anticipate resuming face-to-face meetings from 30 July. These meetings currently run between three and four hours. To meet project timelines the Committee should consider whether to run full day meetings, or have two meetings per month beginning September or October 2020 until the draft plan is released. Another alternative is to establish sub-committees with responsibilities for each Plan chapter or topic. These options will be discussed at the 28 May meeting.

Plans for Next Period

- Policy work on topics mentioned above will continue
- Stakeholder engagement using a variety of channels
- TAT meeting via Zoom on 27 May
- Meeting with Poutini Ngāi Tahu to plan the Cultural Chapter
- TTPPC meeting 28 May 9.00 – 11.30am 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 TTPC 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 TTPC | Project Manager Planning Team | Ongoing |

| Item | Action/Resolution | Responsible | Completion Date |
|--|---|-----------------------------------|-----------------|
| Staff safety at public consultation | Committee members to proactively address & redirect aggressive behavior towards staff | TTPC 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 TTPC Committee | Ongoing |
| Committee delay or reduce scope of required research | Committee ensure timely research is enabled | TTPC Committee | Ongoing |

Status

| | |
|----------------|---|
| Overall | Project on time and to budget. Budget set for 2019/20 and recommendation made for 2020/21. Planning team making good progress with TAT and TTPC input. |
| Schedule | Work programme set and achieving on schedule. Lockdown may have an ongoing effect as delayed stakeholder engagement, and research, and shorter meetings impact schedule |
| Resources | We have seen a big improvement in input from the TAT. Funding required for research projects using external parties. Awaiting outcome of 2020/21 budget bid. |
| 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.

Schedule

| Stage | Target Completion | Revised Completion | Comments |
|---|-------------------|---------------------------------|--|
| Complete project initiation documentation | 30-Apr-19 | 19-July-2019 | TTPC 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 TTPC 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 TTPC 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 TTPC meeting |
| Workshop discussion with environmental interests re biodiversity provisions | 30-Jul-20 | 31-Aug-20 | Delayed due to Covid-19 Lockdown |
| Draft Provisions (Issues, | 31 – Aug-20 | | For presentation to August TTPC meeting |

| Stage | Target Completion | Revised Completion | Comments |
|--|-------------------|--------------------|--|
| Objectives, Policy and Rules) for Rural Zones and Settlement Zones developed | | | |
| 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 |
| 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

- Note the change in project status
- Note possible changes to project schedule dependent on timely research
- Read the attached papers
- Consider future meeting options and plan name