



# Project Manager Update

21 April 2020 – 20 May 2020

Prepared By: **Jo Armstrong**  
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## 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](http://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

<b>Overall</b>	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 <a href="http://www.ttpc.westcoast.govt.nz">www.ttpc.westcoast.govt.nz</a>
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