



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Te Tai o Poutini Plan Committee Meeting
Clocktower Chambers, 119 Palmerston Street, Westport
19th June 2024

10.00am

Via zoom

Meeting URL:

<https://wcrc-nz.zoom.us/j/84711894146?pwd=QBGvMZTK2mhTxKKxgdwufuxsyqRVwqL.1&from=addon>

Meeting ID: 847 1189 4146

Passcode: 513930

AGENDA

10.00am	Welcome and Apologies	Chair
10.05am	Confirm previous minutes	Chair
	Matters arising from previous meeting	Chair
10.15am	Report – Amendment to Standing Orders for TTPP Committee	Project Manager
10.30am	Report - Budget for 2024/2025	Project Manager
11.00am	Financial statements to end of April and May 2024	Project Manager
11.15am	Project Manager Update	Project Manager
11.30am	Meeting ends	

Meeting dates for 2024:

- 7 August 2024, 10.00 am at Westland District Council
- 10 October 2024, 9.00 am at Grey District Council



Te Tai o Poutini PLAN

A combined district plan for the West Coast

MINUTES OF MEETING OF TE TAI O POUTINI PLAN COMMITTEE HELD AT WEST COAST REGIONAL COUNCIL CHAMBERS AT 10.00AM ON 29 APRIL 2024

Present

R. Williams (Chairman), Mayor T. Gibson (GDC), Cr A. Gibson (GDC), Mayor J. Cleine (BDC) (online), Cr G. Neylon (BDC) (online), Mayor H. Lash (WDC), Cr B. Cummings (WDC), Cr A. Cassin (WDC), F. Tumahai (Ngāti Waewae) (online), Cr P. Haddock (WCRC)

In attendance

S. Bastion (WDC), P. Pretorius (GDC), D. Lew (WCRC) from 10.15am, Simon Pickford (BDC) (online), M. Conland (WCRC), L. Easton (Kereru Consultant on behalf of WCRC), Chu Zhao (WCRC), C. Boserelle (NIWA), S. Hornblow, Natural Hazards Analyst (WCRC)
Via Zoom- Michael McEnaney (GDC), Olivia Anderson (WDC), G. Walsh

Welcome

Apologies

Kaiwhakahaere P. Madgwick (Makaawhio),

Moved (R. Williams/Mayor Gibson) *That the apologies of Kaiwhakahaere P. Madgwick be accepted.*

Carried

Confirm minutes of the previous meeting held 14 February 2024

The draft minutes were amended to refer to 2021 on page 2 of the minutes instead of 2012.

Moved (Cr Gibson/ Mayor Gibson) *That the minutes of the meeting held 14 February 2024 be confirmed.*

Carried

Draft Coastal Natural Hazards Variation – Further information and recommendation to proceed with variation

L. Easton presented to the Committee on the Draft Coastal Natural Hazards Variation – Further Information and Recommendation to Proceed with Variation. L. Easton noted that the management of the significant risks of natural hazards is a matter of national importance under Section 6 of the Resource Management Act (RMA). The RMA sets out the higher order documents that the TTPP must be consistent with in preparing the plan, including the New Zealand Coastal Policy Statement and West Coast Regional Policy Statement. The definition of ‘natural hazard’ in the RMA is ‘Any atmospheric or earth or water-related occurrence ... the action of which adversely affects or may adversely affect human life, property or other aspects of the environment’.

L. Easton noted section 106 of the RMA which gives guidance of significant risk, and that the assessment of the risk from natural hazards requires a combined assessment of 1. The likelihood of natural hazards occurring; 2. The material damage that would result from natural hazards; 3. Whether the use of the land would accelerate or worsen the damage predicted from a natural hazard. L. Easton



then pointed out hazards with significant risk managed in TTPP; coastal erosion and coastal inundation were identified as priority hazards to address in the Plan because of the longstanding issues with these hazards in a range of locations across the West Coast. Alongside these hazards TTPP also manages significant hazards in relation to river flooding, earthquake, landslide and tsunami.

L. Easton noted that a big driver to develop these overlays was the New Zealand Coastal Policy Statement (NZCPS) Policy 24, which states we must consider coastal hazard risks over at least 100 years; the cumulative effects of sea level rise, storm surge and wave height under storm conditions; and the effects of climate change. L. Easton said that the West Coast Regional Policy Statement also provides some directions on significant hazards, which focusses particularly on new subdivision development, and that further development should be restricted where it is already located in hazardous areas.

L. Easton noted that Coastal Hazard Overlays are the Subject of the Draft Variation:

1. Coastal Hazard Severe: Areas subject to coastal inundation and significant erosion risk - locations based on the WCRC Coastal Hazards Areas – risk based.
2. Coastal Hazard Alert: Areas subject to coastal inundation.
3. Coastal Setback: Areas we did not have information - 100m from the coast.

Cr Haddock asked why we need 100 years, when a lot of councils around the country are based on 50 years. 100 years is a long time when compared with the Alpine Fault which has a 50% chance of moving in the next 75 years. Cr P. Haddock noted that 100 years is a really long time when properties could be easily removed and suggested the timeframe could be 50 years.

L. Easton noted that NZCPS says we must take a 100-year view, and that we don't have the option of looking at a shorter timeframe. In terms of the lifespan of buildings, L. Easton thought it is important to recognize that 100 years event, is a requirement of NZCPS. The Council may use a 50-year timeframe in terms of flood hazards, rather than coastal hazards. We don't need the same direction on timeframe for flood hazards.

Mayor Cleine asked when the Regional Policy Statement was adopted and noted that this was done through a consultation process with the West Coast community by the Regional Council. L. Easton answered that it was drafted through the mid to late 2010s and finalised in 2020.

C. Boserelle spoke about West Coast Region Coastal Hazards mapping methodology. He noted that NIWA is the National Institute for Water and Atmosphere, and that they do a broad range of work, such as forecasting, river and ocean monitoring, and hazard research. In terms of coastal inundation, NIWA uses the bathtub model and a Dynamic Model. Bathtub models are very fast/cheap to apply. It is applied everywhere where the LIDAR exist. Dynamic models take a lot of computer power and time to setup.

L. Easton noted in relation to the Draft Variation:

1. It focused on mapping only of the Coastal Severe, Coastal Alert and Coastal Setback Overlays – there is no proposed changes to the rules;
2. Excludes Greymouth, Westport and Hokitika;
3. Land north of Hector also excluded due to lack of LIDAR;



Te Tai o Poutini PLAN

A combined district plan for the West Coast

4. Updated Greymouth modelling is now available and has been shared with Grey District Council staff but is not proposed as part of the Variation.

Mayor Gibson asked why we didn't have the Greymouth modelling in this agenda. L. Easton explained that she wanted Grey District Council to consider it first.

L. Easton noted that the Variation would identify fewer properties as being subject to coastal hazards in Buller and Grey, but more in Westland.

L. Easton noted that the options going forward are:

1. Do not proceed with the Variation;
2. Proceed with the Variation in the short term;
3. Delay notifying the variation and combine it with a future Greymouth Variation.

L. Easton noted that all options have risks and benefits, but staff consider Option 2 to be the best approach. Option 1 and 3 have significant risks associated with them, in particular, including potential liability issues arising from inaccurate mapping, a confused regulatory environment, and a reduction in confidence from the insurance sector around hazard management on the West Coast.

Cr Neylon asked whether we have got a timeline on the LIDAR information for the north of Hector. S. Hornblow, said yes, they have received the LIDAR data for the whole of the Buller region but is currently being checked. She estimated that it was approximately 6 weeks away. L. Easton noted that once the LIDAR is received, the inundation model would be re-run. R. Williams noted that staff will come back to the Committee in relation to timing for this aspect.

Mayor Cleine asked about the hazard layers at Snodgrass Road. L. Easton answered that Snodgrass Road currently falls within the Westport Hazard Overlay, which is not part of this variation. L. Easton noted that Snodgrass Road will be addressed at the hearings planned for October, as the exact boundaries of the Westport Hazard Overlay will be considered then. L. Easton noted that her understanding is that the new Westport flood control scheme isn't going to protect Snodgrass Road, but all of that will be worked through at the October hearing.

Mayor Cleine asked why Carters Beach would not be treated that way as well. L. Easton noted that Carters Beach is not included in the Westport Hazard Overlay, as the overlay only covers Westport Town.

Mayor Cleine noted that Option 2 is consistent with the TTPP approach of applying the best science or information we have to hand. He noted that currently the plan is capturing properties it should not.

Mayor Gibson noted that there hadn't been time for full engagement with communities, which Cr Gibson agreed with. L. Easton clarified that with Option 2, the work would still be done along with further engagement with the Greymouth community. Any changes for Greymouth would come back to the Committee, within a separate variation. L. Easton noted that the focus of this current variation would be on the coastal mapping that was consulted on last year. In terms of timing for this work, L. Easton noted that until after October, the TTPP team's ability to lead a consultation process with the Grey community is quite limited.



Mayor Cleine suggested an amendment to the substantive motion, as point 5, in relation to the Greymouth and Hector north areas being subject to a further variation to be considered by the Committee at the end of October.

Moved (Mayor Cleine/Mayor Gibson)

1. *That the information be received.*
2. *That the proposed Variation for the mapping of Coastal Hazards in TTPP be adopted by the Te Tai o Poutini Plan Committee for legal public notification as a Variation to the Proposed Te o Poutini Plan by 27 June 2024.*
3. *That the mapping for the Variation be that which is shown at <https://wcrs.maps.arcgis.com/apps/instant/sidebar/index.html?appid=1ac15f600be544e08dc6bd79539019e0> with the exception that there be no amendment to the hazard layers at Snodgrass Road.*
4. *That the submission period for the proposed Coastal Hazard Maps Variation to Te Tai o Poutini Plan be from the date of notification to 5pm, Friday 16 August 2024.*
5. *That the Committee notes that the Greymouth and Hector north areas will be subject to a further variation to be considered by the Committee at the end of October.*

Carried

Recommendation to Limited Notify Activities on the Surface of Water Variation

L. Easton noted that the Committee has already approved the Variation, however, her recommendation is to now notify it on a limited basis. L. Easton noted that the previous motion to publicly notify variation needs to be rescinded, but there are no other changes to proposed to the detail of the variation.

Moved (Cr Cassin/Mayor Gibson)

1. *That the information be received.*
2. *That the resolutions to publicly notify the proposed Variation for Commercial Activities and Port Activities on the Surface of Water in relation to Port of Greymouth and Westport Harbour Port by Thursday 28 March 2024 and in relation to the submission period be rescinded.*
3. *That the proposed Variation for Commercial Activities and Port Activities on the Surface of Water in relation to Port of Greymouth and Westport Harbour Port be adopted by the Te Tai o Poutini Plan Committee for Limited Notification as a Variation to the Proposed Te o Poutini Plan by Tuesday 28 June 2024.*
4. *That following parties be Limited Notified for the Variation:*
 - a. *The port authorities of Westport and Greymouth*



Te Tai o Poutini PLAN

A combined district plan for the West Coast

- b. *The three West Coast District Councils and the West Coast Regional Council*
- c. *Te Rūnanga o Ngāi Tahu*
- d. *Department of Conservation*
- e. *Ministry for the Environment*
- f. *Maritime New Zealand*
- g. *Papahaua Resources and Rocky Mining Limited.*
- h. *TiGa Metals and Minerals*
- i. *WMS Group*
- j. *Tai Poutini Resources*
- k. *Westpower Limited*
- l. *All landowners of Port Zone land*
- m. *All other landowners with property abutting Port Zone land*
- n. *All other landowners with property abutting the Erua Lagoon in Greymouth*
- o. *All other landowners with property abutting the Grey River between the SH7 Bridge and the Coastal Marine Area boundary; and*
- p. *All other landowners with property abutting the Buller River between the S67 Bridge and the Coastal Marine Area boundary.*

5. *That the submission period for the proposed Variation for Commercial Activities and Port Activities on the Surface of Water in relation to Port of Greymouth and Westport Harbour to Te Tai o Poutini Plan be from the date of notification to 5pm Friday 26 July 2024.*

Carried

Notification of an Addendum to the Summary of Submissions for Te Tai o Poutini Plan

L. Easton noted that the Committee's approval to notify a summary of submissions addendum is sought. This addendum relates to the summary of Mr Graeme Walsh's submission which was omitted from the summary of submissions notified in 2022.

Moved (Cr Haddock/Mayor Lash)

Carried

Financial statements to the end of January 2024, February 2024 and March 2024

M. Conland noted that there is an issue with the budget for Poutini Ngāi Tahu input as a budget of only \$15,000 was included for the financial year 2023-24. For previous years, a budget of \$50,000 has been allocated. M. Conland noted that from her investigations the reason for this lower amount is not clear. M. Conland noted that the forecast for consultants and contractors has been reduced by \$100,000, and even with the additional \$35,000 for the Poutini Ngāi Tahu budget, the overall spend on technical input to the TTPP process remains below what was originally budgeted.

R. Williams explained that back in 2019, when the principle of supporting Ngāi Tahu was agreed, it was agreed that the amount be \$50,000.

Moved (Cr Neylon/Cr Gibson)



Te Tai o Poutini PLAN

A combined district plan for the West Coast

1. *The Committee receives the report.*
2. *The Committee approves \$35,000 additional budget for Poutini Ngāi Tahu involvement.*
3. *The Committee approves the budget for the contract with Pokeka Poutini Ngāi Tahu Limited for \$50,000 for this financial year and delegates the Chief Executive Officer, West Coast Regional Council power to sign a contract on the Committee's behalf.*

Carried

Implications of the proposed changes to the National Policy Statement for Indigenous Biodiversity and Te Tai o Poutini Plan

In support of L. Easton's report, L. de Latour from Wynn Williams noted that the signaled changes from central government relate to both the NPS-IB itself and also potentially an amendment to the RMA. She noted that on basis of the documents provided by the Ministry for the Environment to date there is no indication of any substantive change to the requirements to protect areas of significant indigenous vegetation nor change substantively what the TTPP has to do.

L. de Latour noted that the announcement from the government last week was around changes to the Act which will need to be introduced via Bill, which will mean that there will be a submission period. The bill hasn't been introduced, but when it is it will provide an opportunity to seek changes to address any issues.

Cr Gibson asked that if we progress the SNAs through the TTPP hearings and the government changes the rules, how do we make the changes.

L. Easton answered that this is why the government is not proposing retrospective changes, because about 40% of councils in the country have already identified SNAs in their district plans. L. Easton added that what NPS-IB did is brought in a requirement that all councils must use the same criteria. L. Easton's understanding was that the government wants to unwind the new obligation under the NPS-IB but don't want to complicate the situation by changing existing SNAs in district plans.

Cr Haddock added his understanding that Buller and Westland have some years to identify SNAs, and in that time the government legislation may change which will avoid those councils having to undertake that exercise. Is that correct? L. de Latour noted that it would still be a requirement to identify SNAs at some point in the future. It just doesn't need to be done in the next 3 years. The government may change the Act, but that is speculative at this point in time and in the meantime we have to comply with what it says.

Mayor Cleine asked what the process is to change the RPS, as that seems to be the hierarchical document that's informing the TTPP. He asked if that is something that could be revisited if that's what the region wants. L. de Latour noted that you could amend it, but it won't avoid the obligation under Section 6 of the RMA.

Cr B. Cummings asked whether the 'indigenous criteria' mentioned in both West Coast Regional Policy Statement and NPS were the same or not. L. Easton noted that the criteria in the NPS-IB are



exceedingly broad and would probably encapsulate most of the vegetation on West Coast. Staff felt that the criteria in the West Coast Regional Policy Statement were not as broad, and certainly it could be better to use the criteria in West Coast Regional Policy Statement than the NPS-IB.

Mayor Gibson suggested an amendment to the substantive motion in relation to writing to the minister about the requirements under the RPS and the perception that the Government has created in relation to SNAs. Following advice from L. Easton regarding the timing of submissions on any bill in relation to SNAs, a further amendment was proposed to enable a submission of the Committee to be drafted and submitted within time.

Moved (Mayor Gibson/Mayor Lash)

1. *That the Committee receives the report.*
2. *That the Committee writes to Minister Hoggard to say that the Regional Policy Statement is operative and still requires the Councils to continue with the existing Significant Natural Areas which is in direct opposition with the perception created by the Government that Significant Natural Areas are no longer a requirement.*
3. *That, due to there potentially being a short timeframe for submissions on any bill in relation to Significant Natural Areas, a draft submission be circulated between Committee meetings for comment which will then go through as a submission on the bill.*

Carried

Project Manager Update

M. Conland noted the earlier Project Manager's update is the one that was sent by email that discussed the hearing schedule, some of the NPS-IB information, and limited rather than public notification of the Activities on the Surface of Water Variation.

M. Conland said the second Project Manager's update noted that the hearings continue to take less time than originally planned, which is resulting in significant cost savings. We are not quite halfway through topics, with hearing 12 of the 23 topics so far. Of the 73 hearing days that were planned to this point we have only had 32 hearing days, which is almost half the original number of hearing dates proposed.

Moved (R. Williams/Mayor Lash) *That the Committee receives the report.*

Carried

Closing comments



R. Williams pointed out that the next committee meeting date is 19th June at Buller District. The current topics that will be discussed are the budget, and a report on the change to Standing Orders to allow Zoom participation. R. Williams noted he will not be in person at the meeting.

Cr Neylon noted that he had been asked to chair a pre-hearing meeting regarding Alma Road. L. Easton added that the pre-hearing meeting is essentially trying to get find out the issues from submitters about the various submissions on the zoning on the Alma Road. The pre-hearing meeting is trying to see if there is any agreement between the parties that could be reached prior to going to a hearing. L. Easton further noted that pre-hearing meetings are not about decision making.

Meeting ended at 12.45pm.

Prepared for: Te Tai o Poutini Plan Committee

Prepared by: Michelle Conland

Date: 19 June 2024

Subject: Te Tai o Poutini Plan – Amendment to Standing Orders for TTPP Committee

BACKGROUND

1. At the February 2024 meeting of the Committee, a report was sought from the Committee to consider an update to the Standing Orders which were approved on 19 December 2019. Until 30 September this year, attendance via an audio link or audiovisual link meets the requirements for a quorum, regardless of what the Committee Standing Orders say.
2. Schedule 7 of the Local Government Act 2002 (LGA 2002) sets out the requirements for a quorum. This states that attendance via audio link or audiovisual link meets the requirements for a quorum until 30 September 2024. Any members attending the meeting via an audiovisual link such as Zoom currently form part of the quorum of the committee. Clause 25B(3) has the effect of overriding anything to the contrary in the Standing Orders of the Committee in relation to attending a meeting by means of audio link or audiovisual link. In addition, clause 25B(6) states that a member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23 (Quorum of councils and committees).
3. However, clause 25B of the LGA 2002 also states that it is to be repealed on 1 October 2024.

TTPP COMMITTEE ORDER IN COUNCIL

4. The Local Government Reorganisation Scheme (West Coast Region) Order 2019 (the Reorganisation Order) provides that “The Tai Poutini Plan Committee must adopt its own Standing Orders governing matters relating to Tai Poutini Plan Committee meetings and how these are conducted, and clauses 19, 20, 25A, 27 and 28 of Schedule 7 of the Act apply to the Tai Poutini Plan Committee as if it were a local authority” (clause 11(1)).
5. Clause 25A of Schedule 7 of the LGA 2002 is the clause that provides for attendance at a meeting via an audiovisual link. While clause 25A(4) currently states that a member of the local authority who is not physically present is not to be counted as present for the purposes of forming a quorum, clause 25B of Schedule 7 amends clause 25A in relation to audiovisual attendance and voting, so that until the close of 30 September 2024 a member is counted as being present to form a quorum and can attend a meeting by audiovisual link as of right.



6. Clause 25B applies despite anything to the contrary in the relevant Standing Orders, but is due to be repealed on 1 October 2024. While clause 25B is not referred to in the Reorganisation Order as one of the clauses that applies to the TTPP Committee, Wynn Williams has advised that it considers that this clause does still apply to the Committee as clause 11(3) of the Order states that the provisions of Schedule 7 apply more generally.
7. Wynn Williams has also advised that this provision (in relation to a member attending virtually forming part of the quorum) is going to be permanently enshrined when the LGA 2002 is amended by the Local Government Electoral Legislation Act 2023. Section 49(6) of that Act amends clause 25A(4) to state that “A member of the local authority or committee who attends a meeting by means of audio link or audiovisual link, in accordance with this clause, is to be counted as present for the purposes of clause 23” (essentially retaining the provision currently contained in clause 25B). This amendment is due to come into force on 1 October 2024, when clause 25B is repealed.
8. This means that members can continue to participate by remote means if the Committee wishes to enable that. However, the ability to participate as of right and form part of the quorum by audiovisual means (irrespective of what the Standing Orders provide) will expire when clause 25B is repealed on 1 October 2024. Accordingly, the TTPP Committee’s Standing Orders need to be updated to ensure that this is enabled going forward. In particular, the Committee may wish to amend the Standing Orders for consistency with the new provisions of the LGA 2002. Further Wynn Williams does not consider that clause 11(2) of the Reorganisation Order makes it explicit that the quorum can consist of members both present, and participating remotely (as clause 11(2)(b) which refers to voting being by the majority of members in attendance (in person or by audio link or audiovisual link) only refers to voting, rather than the quorum).
9. In relation to clause 11.3 below, the Reorganisation Order states that except as otherwise provided in this order, the provisions of Schedule 7 of the Act will apply (with all necessary changes) to the Committee and its meetings as if the Tai Poutini Plan Committee were a joint committee constituted under that schedule.

RECOMMENDED AMENDMENTS TO THE STANDING ORDERS

10. In relation to attendance by electronic link the following changes to the Standing Orders are recommended:

11.1 Council meetings

The quorum for a meeting of the council is:

- (a) Half of the members ~~physically~~ present (whether in person or via electronic link), where the number of members (including vacancies) is even; and



Te Tai o Poutini PLAN

A combined district plan for the West Coast

- (b) A majority of the members ~~physically~~ present (whether in person or via electronic link), where the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

11.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 11.1. ~~Local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party. The quorum will consist of at least one member of four of the six parties to the Tai Poutini Plan Committee.~~

cl. 30A (6)(c) Schedule 7, LGA 2002.

13.8 Member's status: quorum

Members who attend meetings by electronic link will ~~not~~ be counted as present for the purposes of a quorum.

cl. 25A (4), Schedule 7, LGA 2002.

13.9 Member's status: voting

Where a meeting has a quorum, determined by the number ~~physically~~ present (either in person or by electronic link), the members attending by electronic link can vote on any matters raised at the meeting.

11. Clause 25A(4), Schedule 7, LGA 2002 is being amended from 1 October 2024 to enable members present by electronic link to form part of the quorum. To avoid any timing issues, Wynn Williams considers that any amendments to the Standing Orders should be subject to a resolution that the relevant amendments take effect as of 1 October 2024.

OTHER AMENDMENTS TO THE STANDING ORDERS

12. The Standing Orders for the TTPP Committee were adopted on 19 December 2019. Since that time Local Government New Zealand (LGNZ) has updated the template standing orders, and it is recommended that the Committee adopt the revised wording of the updated template. This amended wording is shown in tracked changes in the separately attached document.
13. The Reorganisation Order also states that at the meetings of the Tai Poutini Plan Committee:
- the quorum consists of at least one member of four of the six parties to the Tai Poutini Plan Committee;
 - voting is to be by majority of the members in attendance (whether in person or by audio link or audiovisual link);



- c. each party to the Tai Poutini Plan Committee may, for a specified meeting or meetings, appoint a deputy member in place of (as appropriate) that district's mayor, the chairperson of West Coast Regional Council or a member they have otherwise appointed who may perform all the functions, responsibilities, duties, and powers of the member for that meeting or meetings. The party must give notice to the other members (or the chairperson) of the appointment of a deputy for a specified member prior to the meeting or meetings concerned;
 - d. in any case where the independent chairperson is unable to attend a meeting or meetings, the Tai Poutini Plan Committee may, for the specified meeting or meetings, appoint one of the members present to preside at that meeting who may perform all the functions, responsibilities, duties, and powers of the independent chairperson for that meeting; and
 - e. the independent chairperson does not have a casting vote.
14. In terms of these matters in clause 11 of the Reorganisation Order, some of these are addressed as part of a separate deed of agreement between the Councils. For clarity and to ensure all things are in one place, there would be benefit in the Standing Orders dealing with these matters too and being recast to be more clearly the TTPP Committee's Standing Orders. The Committee may wish to provide guidance as to whether a further review of the Standing Orders is sought, which is wider than the issue of attendance by electronic link and general updating of the Standing Orders to be consistent with the latest template from LGNZ.
15. The adoption of standing orders and any amendment to standing orders must be made by a vote of not less than 75% of the members present in accordance with clause 27, Schedule 7 of the LGA 2002.

RECOMMENDATIONS

1. That the Committee receive the report.
2. That the Committee agree that the Te Tai o Poutini Committee Standing Orders be amended generally as proposed (additions underlined, deletions struck through) in the attached document and report.
3. That a final version of the Te Tai o Poutini Committee Standing Orders be brought back to the next Committee meeting for adoption, with the changes to take effect from 1 October 2024.

Michelle Conland

Acting Project Manager, TTPP

Prepared for: Te Tai o Poutini Plan Committee

Prepared by: Michelle Conland, Acting Project Manager

Date: 19 June 2024

Subject: **Financial statements to the end of April 2024 and May 2024**

SUMMARY

This report includes the statements of financial performance to the end of April and May 2024.

REPORT

Expenditure remains tracking well below the budget, although the favourable variance has reduced slightly from that reported in March, with a favourable variance to the end of May of **\$515,658**.

As reported previously, the issue with the budget line for Pokeka Poutini Ngāi Tahu Limited is offset against lower costs for other budgets.

The full year forecast has been updated again to reflect the changes in expenditure reported previously. The forecast for legal advice has increased slightly from previously reported due to a number of matters arising recently that needed legal input but is still below the originally budgeted amount.

The forecast for Employee costs has been reduced further now that these costs are clearer. This favourable variance is largely due to the lack of a Senior Planner for several months.

The forecast for Workshops and Events has been increased slightly due to recent invoices for the use of external venues but is still below the originally budgeted amount.

	Statement of Financial Performance to April 2024					
	Year to date			Full year		
	Actual	Budget	Variance	Forecast	Budget	Variance
EXPENDITURE						
Employee costs	178,610	240,502	61,892	208,957	283,957	75,000
Consultant Planners/Contractors	557,676	635,000	77,324	630,000	730,000	100,000
Chair and iwi representatives	50,000	54,167	4,167	65,000	65,000	-
Governance	574	1,308	734	1,610	1,610	-
Poutini Ngai Tahu	24,458	12,500	(11,958)	50,000	15,000	(35,000)
TTPP Website	5,354	6,667	1,313	8,000	8,000	-
Isovist e-plan Platform	11,213	16,667	5,455	20,001	20,001	-



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Meals, Travel & Accom	58,290	73,209	14,919	85,251	85,251	-
Workshops & Events	5,703	15,000	9,297	10,000	15,000	5,000
Media Costs	4,158	40,000	35,842	20,000	40,000	20,000
Legal Advice	62,199	180,000	117,802	100,000	200,000	100,000
Hearings – commissioner fees	288,228	416,667	128,439	420,000	500,000	80,000
Overhead costs	125,000	125,000	-	150,000	150,000	-
Total Cost	1,371,462	1,816,687	445,226	1,768,819	2,113,819	345,000

Statement of Financial Performance to May 2024						
	Year to date			Full year		
	Actual	Budget	Variance	Forecast	Budget	Variance
EXPENDITURE						
Employee costs	190,670	262,230	71,560	208,957	283,957	75,000
Consultant Planners/Contractors	568,688	682,500	113,812	630,000	730,000	100,000
Chair and iwi representatives	55,000	59,583	4,583	65,000	65,000	-
Governance	574	1,459	885	1,610	1,610	-
Poutini Ngai Tahu	24,458	13,750	(10,708)	50,000	15,000	(35,000)
TTPP Website	5,354	7,333	1,979	8,000	8,000	-
Isovist e-plan Platform	11,213	18,334	7,122	20,001	20,001	-
Meals, Travel & Accom	60,521	81,530	21,009	85,251	85,251	-
Workshops & Events	9,403	15,000	5,597	10,000	15,000	5,000
Media Costs	4,158	40,000	35,842	20,000	40,000	20,000
Legal Advice	62,199	190,000	127,802	100,000	200,000	100,000
Hearings – commissioner fees	322,158	458,333	136,175	420,000	500,000	80,000
Overhead costs	137,500	137,500	-	150,000	150,000	-
Total Cost	1,451,895	1,967,552	515,658	1,768,819	2,113,819	345,000

RECOMMENDATION

1. The Committee receives the report.

Michelle Conland

Acting Project Manager, TTPP

Prepared for: Te Tai o Poutini Plan Committee
Prepared by: Michelle Conland, Acting Project Manager
Date: 19 June 2024
Subject: **Draft Budget for 2024/2025 and future forecast**

SUMMARY

This report includes a draft budget for the 2024/2025 financial year for consideration.

REPORT

Set out below is the draft budget for the 2024/25 financial year. The Long Term Plan consultation document included an estimate of income from targeted rates of \$326k, and a budget for costs of \$1.6M. Finance costs as a result of interest payments were estimated at \$139k. This plan, which has been out for consultation, is recommended to be adopted by the West Coast Regional Council on 25 June 2024.

While the majority of hearings will be complete by November 2024, commissioner deliberations and decision writing will continue after hearings are completed. Costs to complete the hearing process (hearings completed and decision released) have been estimated at \$1.3M. Costs beyond this time are more uncertain as this largely depends on the number of appeals received on the decision and whether these can be resolved through mediation or whether appeals are likely to proceed to Environment Court. However, if there are appeals, then mediation is only likely to occur at the very end of the 2024/25 financial year, and it is unlikely that there would be an Environment Court fixture that financial year. In addition to any appeals, the variations to TTPP will likely go to a hearing during the 2024/2025 financial year.

As noted last month additional external funding is currently being sought. The outcome of this, and the LTP consultation should be known by the August TTPP Committee meeting.

In terms of the detail in the draft budget, the expenditure costs from 2023/24 financial year have been used as a guide in setting this budget. In relation to income from Targeted Rates, the LTP has on average, allocated 10.93% of targeted rates to TTPP, with 7.59% in the 2024/2025 financial year. The Finance Costs or interest expense over the LTP averages around 4.85%, with a figure of 4.87% used for the 2024/2025 financial year. The net surplus/deficit is the increase/decrease in debt.

The budget for the 2023/24 financial year was set at \$2.1M, with the forecast for the full year being \$1.77M, excluding interest costs. The draft budget for the 2024/25 year is \$1.6M, or \$1.74 including the interest costs noted above.

In terms of subsequent years, it is anticipated that costs will reduce once the TTPP is operative but will remain at approximately \$7-800k per year for ongoing work on plan changes to keep the plan up to date. This includes costs in relation to the TTPP Committee itself which has an ongoing role to:

- monitor implementation of the Plan, and need for any plan changes;
- manage any private plan changes requested; and
- undertake plan changes and reviews of the combined district plan, or ensure these are undertaken, as required, for example, as a result of changes to national direction.

It is anticipated that the reliance on consultants and contractors will be reduced by this stage of the process. This ongoing cost is less than for many other councils, some of which have ongoing budgets post hearings of up to \$1.5M.



Te Tai o Poutini PLAN

A combined district plan for the West Coast

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Income	27,221	27,221	27,221	27,221	27,221	27,221	27,221	27,221	27,221	27,221	27,221	27,221	326,652
Expenditure													
Employee costs	25,962	24,462	24,462	24,462	24,462	24,462	24,462	24,462	24,462	24,462	24,462	24,462	295,044
Consultants/Contractors	81,700	56,200	64,200	81,700	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	459,800
Chair and iwi reps	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	65,000
Governance		400		400		400		400		400		400	2,400
Poutini Ngai Tahu	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,004
TTPP website	667	667	667	667	667	667	667	667	667	667	667	667	8,000
Isovist e-plan	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	1666.67	20,000
Travel, accom and meals	5,750	5,750	5,750	5,750	5,750	1,200		1,200		1,200		1,200	33,550
Venue hire	0	1000	2000		2000	0	0			2000		0	7,000
Media costs	40000	0	4000	500	0	500		2000	0	500	0	500	48,000
Legal Advice	5000	5000	5000	5000	5000	0	0	0	5000	5,000	5000	10,000	50,000
Hearing Commissioners	60000	40000	60000	60000	60000	30000	30000	30000	20000	20000	0	0	410,000
Mediation	0	0	0	0	0	0	0	0	0	0	0	0	0
Environment Court	0	0	0	0	0	0	0	0	0	0	0	0	0
WCRC overheads	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000
Total Expenditure costs	242,829	157,229	189,829	202,229	143,629	102,979	100,879	104,479	95,879	99,979	75,879	82,979	1,598,798
Funding costs													
Interest	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	11,597	139,164
Total costs	254,426	168,826	201,426	213,826	155,226	114,576	112,476	116,076	107,476	111,576	87,476	94,576	1,737,962
Net surplus / (deficit)	-227,205	-141,605	-174,205	-186,605	-128,005	-87,355	-85,255	-88,855	-80,255	-84,355	-60,255	-67,355	-1,411,310

RECOMMENDATIONS

1. The Committee receives the report.
2. The Committee approves the budget for the 2024/2025 financial year.

Michelle Conland

Acting Project Manager, TTPP



Project Manager Update

30 April 2024 – 19 June 2024

Prepared By: **Michelle Conland, Acting Project Manager**
Date Prepared: **11 June 2024**

Te Tai o Poutini Plan Team

The hearing for Sites and Areas of Significance to Māori was held at Arahura Marae from 30 April until 2 May 2024, with 15 submitters speaking to their submissions at the hearing. A number of other submitters provided statements for the hearing panel to consider.

The first part of the Mineral Extraction hearing was held at the NBS Theatre in Westport. We have solved the earlier issues with sound quality and there were no concerns this time. The hearing commenced on Tuesday 28 May 2024 and went for 1.5 days, with seven submitters presenting to the hearing panel.

The second part of that hearing was held at WCRC Council Chambers from 11 June until 13 June 2024, with 17 submitters presenting to the hearing panel.

The next hearings are for the Industrial and Commercial Zones topic beginning 1 July and the Open Space Zones topic on 4 July. Both of these hearings will be held at the WCRC Council Chambers. The next hearings after those will be the Residential Zones and Special Zones topics which will be jointly heard from 16th July.

The Rural Zone and Settlement Zone topics will be jointly heard at the end of July. Those hearings will be held at the NBS Theatre as well as the WCRC Council Chambers. Four further submissions were received on the Addendum to the Summary of Submissions. The submitter and any further submitters wishing to be heard will be heard in conjunction with the Rural and Settlement Zone hearings in Westport.

Information about these hearings and the hearing schedule can be found here: [Hearing of Submissions - Te Tai o Poutini Plan | West Coast District Plan \(ttp.govt.nz\)](https://www.ttp.govt.nz/submissions)

The limited notification of the variation to Activities on the Surface of Water Chapter in relation to the Port of Greymouth and Westport Harbour will occur on 27 June 2024, with submissions closing on 26 July 2024. This variation will only be notified to those parties potentially affected by the variation.

The Coastal Hazard Mapping variation will be publicly notified on 27 June 2024 but there will be a longer submission period, with submissions closing on 16 August 2024. The summary of submissions will be notified in September or October.

I am sad to announce that this will be my last TTPP Committee meeting. I have been offered a role at Greater Wellington Regional Council and will no longer be working on contract. Plans are underway to recruit for my replacement. It has been great working with the TTPP team and I wish them all the best for the rest of the hearings and the next phase of the plan process.



Plans for Next Period

- Preparation for limited notification of the variation to Activities on the Surface of Water Chapter in relation to the Port of Greymouth and Westport Harbour on 27 June 2024
- Preparation for notification of the Coastal Hazard Mapping variation on 27 June 2024
- Drafting s32A reports for the variations
- Continuation of hearings
- Ongoing preparation for future hearings
- Updates to Committee on hearings

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Decision makers can't agree	Get agreement on variations prior to notification	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, first half of calendar year
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	Staff to notify appropriate parties. Committee members to proactively address & redirect aggressive behavior towards staff	CE WCRC, TTPP Committee	Ongoing
Emergencies such as weather events	Staff and Committee ensure personal safety and work remotely if necessary.	Project Manager, TTPP Committee	Ongoing
Time and Cost of Appeals Process	Realistic budget set for best case costs. Awareness that contentious issues such as SNAs, natural hazards, mineral extraction and landscape provisions could see an extended appeals process, increasing costs to reach operative plan status	TTPP Committee, Project Manager	Ongoing
Community concerns over proposed Plan content	Respond to queries by phone, email and public meetings. Update information.	TTPP Committee, Project Manager	Ongoing

Status

Overall		
Schedule		Hearings continue, majority of hearings to be completed by November 2024, variations to be heard in due course with hearings on coastal hazard provisions likely

		to be held in early 2025. Any central government direction which may affect the hearing schedule to be followed.
Resources		Budget for hearing to be monitored, staff resource constrained but will improve with the engagement of a new TTPP Project Manager.
Scope		Schedule 1 processes leading to updates to Plan to achieve operative status

Schedule

Stage	Target for Completion	Comments
Hearings for Te Tai o Poutini Plan	November 2024	
Notification of Coastal Hazard Mapping Variation	27 June 2024	Further submissions likely to be notified in September/October
Limited notification of Variation to Activities on the Surface of Water Chapter	27 June 2024	Further submissions likely to be notified in August/September
Decisions Te Tai o Poutini Plan	Beginning 2025	Indicative time only
Ongoing Decision Making for TTPP	2025 onward	TTPPC is a permanent Committee. Once the Plan is adopted the ongoing Committee role includes monitoring implementation and the need for any amendments, undertaking amendments and reviews, or ensuring these are undertaken, as required.
Appeals and Mediation Te Tai o Poutini Plan	From mid 2025	Indicative time only. Any parts of the Plan not appealed are operative from the end of the Appeal Period.

Attachments:

Minutes from Hearing Commissioners

- Minute 22 – Strategic Directions
- Minute 23 – Subdivision, Financial Contributions and Public Access
- Minute 24 – Site of Significance to Māori – Section 42 requests
- Minute 25 – Section 42 request and evidence provided for SASM
- Minute 26 – Site of Significance to Māori – Directions
- Minute 27 – Updated hearing timetable – end of May to November 2024
- Minute 28 – Advice on Panel’s ability to give effect to higher order documents
- Minute 29 – Buller Coalfield Zone at Ngakawau



Te Tai o Poutini PLAN

A combined district plan for the West Coast