



# Te Tai o Poutini PLAN

*A combined district plan for the West Coast*

## Te Tai o Poutini Plan Positions Subcommittee Meeting

4 March 2026

10.00am

Grey District Council

### AGENDA

<b>10.00am</b>	Welcome and Apologies	<b>Chair</b>
<b>10.05am</b>	Report – Positions Subcommittee Procedures	<b>Project Manager Legal Counsel</b>
<b>10.15am</b>	In Committee - Position Setting Information Papers: 1. Māori Purpose Zone 2. Introduction, Transport and Minor Zone Appeals 3. Whole Plan, Infrastructure, General District Wide Matters and Minor Zone Appeals	<b>Principal Planner</b>
<b>12.00pm</b>	Meeting ends	

**This meeting will not be Livestreamed as the majority of items are confidential**

<b>TTPP Submissions Subcommittee Meetings for 2026</b>	<b>Time</b>	<b>Venue</b>
10 April	10.00-12.00	West Coast Regional Council
11 May	10.00-12.00	Westland District Council
11 June	10.00-12.00	Buller District Council
14 July	2.00-4.00	Grey District Council
11 August	10.00-12.00	West Coast Regional Council
17 September	10.00-12.00	Westland District Council
15 October	2.00-4.00	Buller District Council



# Te Tai o Poutini PLAN

*A combined district plan for the West Coast*

Prepared for: Te Tai o Poutini Plan Positions Subcommittee

Prepared by: Jo Armstrong, Project Manager

Date: 4 March 2026

Subject: **TTPP Positions Subcommittee Procedures**

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## SUMMARY

At its extraordinary meeting on 17 February 2026 the TTPP Committee approved the membership of the TTPP Positions Subcommittee. This report presents guidance for members on their role and processes for maintaining confidentiality and seeks a resolution that the meeting be held under public exclusion, due to the confidential nature of the papers and decisions being made. The paper also presents a Positions Subcommittee Terms of Reference for approval.

## RECOMMENDATIONS

That TTPP Committee:

1. Receives this report.
2. Resolves that the public is excluded from the whole of the proceedings of this meeting. This is to enable the TTPP Positions Subcommittee to consider its position in response to appeals on the TTPP without prejudice or disadvantage to negotiations and to maintain legal professional privilege under s7(2)(i) and s7(2)(g) of LGOIMA.
3. Permits Alice Balme and Fiona McLeod of Wynn Williams to remain at this meeting after the public has been excluded because of their legal knowledge which will be of assistance in relation to the matter to be discussed, and of relevance to their representation of TTPP Committee positions at appeals mediation and hearings.
4. Adopt the Terms of Reference for the Positions Subcommittee attached as Appendix 1.

Jo Armstrong

**Project Manager**

## **INTRODUCTION**

1. The sole role of the TTPP Positions Subcommittee is to determine what the TTPP Committee position will be for each TTPP topic which has been appealed to the Environment Court.
2. Guidance to help members manage conflicts of interest during subcommittee meeting is provided to help maintain confidentiality of information that will enable TTPP planning and legal counsel to fairly represent the TTPP Committee position at mediation.
3. Terms of Reference are also provided at Appendix 1 for your approval.

## **CONFLICTS OF INTEREST GUIDANCE**

4. The purpose of the TTPP Positions Subcommittee is to consider staff advice and make decisions on the general parameters of the TTPP Committee's position as respondent on appeals against the TTPP Committee's decision on the TTPP to guide negotiations and potential resolution of appeal points by TTPP Committee delegated representatives.
5. All members of the TTPP Committee are members of the TTPP Positions Sub-committee. Where individual Councils or Runanga have either appealed the TTPP or joined other appeals as a section 274 party they have a potential conflict of interest if they participate in discussion or decision making of the TTPP Positions Sub-committee on appealed topics. This is because members cannot act as both respondent and a party on an appeal (and be seen to be making decisions in their own cause). The below provides guidance for the TTPP Positions Subcommittee members on how meetings will be run to manage any potential conflicts of interest:
  - a) The Project Manager will prepare, and the Chairperson will circulate to members, the agenda for each meeting of the Positions Subcommittee in the usual way and in accordance with section 8 of the TTPP Standing Orders. This agenda will identify the topics that will be discussed and decided upon at the meeting. It will also identify the appellants and section 274 parties on those topics.
  - b) Where any member's Council or Runanga is an appellant or section 274 party on the topic(s) that are on the agenda for any meeting of the TTPP Positions Subcommittee, that member will be expected to recuse themselves from the meeting (including discussion and decision making) in accordance with section 19.8 of the TTPP Standing Orders. This requires the member to leave the table when the matter is being considered. While the standing orders do not require the member to leave the room, this is advisable. If the member is attending the meeting by audio or audio-visual link, they will be expected to turn their camera and microphone off or terminate the link to the meeting. The minutes must record the member's declaration of conflict of interest and abstention from discussion and voting.
  - c) Staff of the individual Council or Runanga that have appealed the TTPP or joined appeals as a section 274 party also have a potential conflict of interest in relation to any discussions or decision making of the TTPP Positions Subcommittee on appealed topics. Individual Council or Runanga staff should not attend the Positions Subcommittee meetings, unless specifically requested by the Subcommittee. Similarly, Technical Advisory Team members should only attend if specifically requested.
  - d) The meetings of the TTPP Positions Subcommittee will be confidential to enable the subcommittee to carry on, without prejudice or disadvantage, negotiations (section 7(2)(i) LGOIMA) and to maintain legal professional privilege (section 7(2)(g) LGOIMA). In accordance with section 17.4 of the TTPP Standing Orders, no member or officer may disclose to any person, other than another member, officer or person authorised by the Chairperson, any information that has been, or will be, presented at any meeting from which the public is excluded or is proposed to be excluded. Members may not disclose TTPP Positions Subcommittee agenda material to their individual Councils or Runanga (unless authorised by the Chairperson).

## **CONFIDENTIALITY**

6. To ensure any reports, discussions and decisions of the Positions Subcommittee remain confidential, a resolution to exclude the public will be presented at the start of each Positions Subcommittee meeting.
7. The motion to exclude the public has been prepared under TTPP Standing Orders 17.1, to comply with schedule 2A of the Local Government Official Information and Meetings Act.

## **TERMS OF REFERENCE**

8. Now that the membership of the Positions Subcommittee has been determined, staff recommend that the attached Terms of Reference for the Positions Subcommittee are adopted to ensure that the purpose and scope of the appointment and delegations are clear (Appendix 1).

## Appendix 1

### TTPP POSITIONS SUBCOMMITTEE TERMS OF REFERENCE

The Positions Subcommittee is a subcommittee of the TTPP Committee and is governed by the Local Government Reorganisation Scheme (West Coast Region) Order 2019 and the TTPP Committee Standing Orders.

1. Area of responsibility
  - a. Considering staff advice and making decisions on the general parameters of the TTPP Committee's position on appeals against the TTPP Committee's decision on the TTPP to guide negotiations and potential resolution of appeal points by TTPP Committee delegated representatives.
  
2. Powers to decide
  - a. The general parameters of the TTPP Committee's position on TTPP appeal points and topics.
  
3. Membership
  - a. All members of the TTPP Committee are appointed to the Positions Subcommittee.
  
4. Quorum
  - a. The Quorum for the Positions Sub-committee shall be two members.
  
5. Chairperson
  - a. The Chairperson of the Positions Sub-committee shall be the Independent Chair of TTPP Committee.
  - b. If the Independent Chair is absent or vacates a meeting, the Chairperson of the Positions Sub-committee shall be the chairperson of the West Coast Regional Council or other elected member from and appointed by the West Coast Regional Council.