



Te Tai o Poutini PLAN

A combined district plan for the West Coast

**Te Tai o Poutini Plan Committee Meeting
West Coast Regional Council Chambers
Main South Rd, Paroa
21 March 2023
AGENDA**

10.00	Welcome and Apologies	Chair
	Confirm previous minutes	Chair
	Matters arising from previous meeting	Chair
10.05	Financial Report February 2023	Project Manager
10.15	Report – TTPP Draft Budget 2024	Project Manager
10.35	Delegation for TTPP Hearings Commissioners	Project Manager
10.40	Verbal update on summary of submissions and Lidar	Principal Planner
10.50	Project Manager's Reports	Project Manager
11.00	Meeting Ends	

Meeting Dates for 2023

April	Tuesday 18 th April 9.30-11.30am	Westland District Council
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**MINUTES OF MEETING OF TE TAI O POUTINI PLAN COMMITTEE HELD AT THE OFFICES OF THE
BULLER DISTRICT COUNCIL AT 9.30AM ON TUESDAY 28TH FEBRUARY 2023**

PRESENT:

R. Williams (Chairman), J. Cleine (BDC), J. Howard (BDC alternate), P. Madgwick (Chair Ngāti Mahaki ki Makaawhio, via Zoom), A. Cassin (WDC, via Zoom), H. Lash (WDC, via Zoom), T. Gibson (GDC), A. Gibson (GDC), F. Dooley (WCRC alternate), F. Tumahai (Chair, Ngāti Waewae via Zoom) P. Haddock (WCRC Acting Chair, via Zoom)

IN ATTENDANCE:

J Armstrong (Project Manager), H. Mabin (WCRC, via Zoom), P. Morris (GDC), S. Bastion (WDC, via Zoom), R. Townrow (BDC) B. McMahon (Media).

WELCOME

Chair Williams welcomed everyone to the meeting, and stated that the papers for the meeting were a little late coming out due to recent weather events, which delayed the interviews for the Chair of the Hearing Panel, also Lois (Easton) in Gisborne had been re-located a couple of times and there was a wait on her papers.

APOLOGIES:

Cr G Neylon, Cr A. Birchfield, Cr B. Cummings

Confirmation of Minutes

Moved (T. Gibson/A. Gibson) *that the minutes of the meeting 15 December 2022 are a true and correct record.*

Carried

Matters Arising

Cr Dooley had asked for the LIDAR information for Westport at the December meeting. Chair Williams replied that the information was still being analysed, the information was in hand but the Planning staff had been doing a lot of work on submissions and would get to the LIDAR information in a few weeks. Ms Armstrong said that the updated research had arrived, but it was not a significant report, so it was difficult to analyse, staff were working on it at the moment to understand the information.

Cr Dooley also pointed out that he had asked for a robust analysis of the financial forecast at the last meeting and was yet to receive anything. He had also requested a full budget be done on the associated costs when the hearing panel was set up and asked if this had been done.

Mr Williams said this would be addressed later in the meeting.

Carried

FINANCIAL REPORTS

Ms Armstrong presented the financial report from December and took it as read.

Moved (Williams/T. Gibson) *that the Committee receive the December 2022 financial report;*

The Committee approve \$20,000 additional budget for Poutini Ngai Tahu involvement;

The Committee retrospectively approve going into contract with Pokeka Poutini Ngāi Tahu Limited for \$70,000, and delegate the Chief Executive West Coast Regional Council power to sign the contract on their behalf.

Carried

Ms Armstrong took the January financials as read and stated there was a variance in the budgeted income for January as provided by the WCRC, she said that the budget was on track with just \$5,000 variance.

Cr Dooley stated that the YTD figures and the resolution that was just passed for the December budget made the forecast out of date, he had questioned the forecast at the last meeting, asked for the figures to be updated and it hadn't been done as the exact same figures were there as at the last meeting. He felt the budget needed to be more robust as they head to the end of the financial year. Cr Dooley moved through some of the categories that needed work on. Ms Armstrong said she would work with the WCRC financial team to sort it out.

Chair Williams asked for any more questions on the January report.

Cr Haddock asked the meeting who was responsible for the budget.

Ms Mabin answered that Ms Armstrong as Project Manager overseeing finance was, the WCRC team produced the reports then Ms Armstrong reviewed them.

Moved (Haddock/A. Gibson) *that the Committee receive the January 2023 financial report*

Carried

SELECTION OF HEARING PANEL

Ms Armstrong took her report as read.

Members of the steering group and the Chairman had met to undertake the first part of the selection process for the Chair of the hearings panel. She provided background on the process and stated that the Panel had come back with a recommendation for Candidate #2.

Chair Williams said there were two parts of the discussion the first being the approval of the four panel members and the second part would be the approval of the Chairs role.

Cr Dooley said that he would abstain from voting on the selection of the four panel members as he was a submitter and had multiple objections, but he would like to acknowledge Westland District Council and the fact they took into account the issue of perceived bias brought up at the last meeting and had re-addressed their nominee.

Chair Williams said his abstention was noted, and asked for any other comments.

Members of the steering group were asked for comment around the selection of the Hearing Panel Chair. Mr Bastion through the chair highlighted the high calibre of all the candidates who put their hand up of for the role of the Chair, it was a difficult decision, but a solid process was undertaken and a thorough critique of both the short-listed candidates and he was happy with the outcome. Chair Williams on behalf of the Committee thanked the CEs for their participation as they were very busy people, and had done very thorough work.

Before moving the recommendations Cr Dooley brought up # 4 of the resolutions and questioned if it was appropriate for the Project Manager to undertake contractual negotiations with the approved panel and Chair candidates. Cr Dooley understood that the administration was taken on by the WCRC and should it not be delegated to the CE of the WCRC for the negotiation phase. Cr Dooley thought it was a matter of correct process and he had looked at the deed of agreement and saw all the administration functions sat at the WCRC.

Chair Williams replied that all the process to date had been carried out by the steering committee which was one of the reasons it was set up and worked through since commencement of the plan, so all the negotiations were done through them and the signature as outlined in recommendation 5 is by the CEO. Chair Williams felt that precedent and involvement would be best for the steering group to have done that and taken it forward and he did not agree with Cr Dooley's question.

Cr Dooley asked for his disagreement of resolution #4 be recorded in the minutes.

Moved(T. Gibson/P. Haddock)

That the Committee receive the paper;

Discuss panel member nominations and approves four panel members for TTPP hearings;

Assesses the short-listed candidates for hearing panel Chair and approves selection of the preferred candidate;

Directs the Project Manager to undertake contractual negotiations with the approved panel and Chair candidates;

Delegates signing authority for these contracts to the Chief Executive, West Coast Regional Council

Carried

(abstained; F Dooley, F. Tumahai)

BUDGET INFORMATION

Chair Williams asked members to look at the budget paper which had been brought forward initially without any dollars involved, the information was available, and it was to discuss and look at the reasoning behind the calculations. The Project Manager would speak about the scale of the dollars and the final approval would not be until the April meeting.

Chair Williams asked for comments or questions. Cr Dooley pointed to #11 in respect of the date of 21 April – this date would not work for the WCRC, as the rating meeting is set for the 31 March so all of the information needed to be at the WCRC by 31st March so they could set the rates for the year.

Chair Williams stated that the CE of the WCRC had specifically asked for this timetable and provided background to the committee around this. Ms Mabin responded to this and gave detailed timelines and information around overheads and the process.

Cr Dooley said that he had asked for a completed work plan from the WCRC and that had been completed and he had wanted to strictly stick to the dates and apologised if there had been a lack of communication around this.

Mayor Cleine said he was confused as to why the TTPP budget is a matter for the WCRC to determine it was for the WCRC to rate for so this committee needed to approve a budget to go to WCRC to put into their Annual Plan but not for WCRC to table a budget for the committee to approve. Cr Dooley said Mayor Cleine had it correct, it was the dates he was worried about for the rating.

Chair Williams thought there had been a misunderstanding around timing and it could be that the budget is approved in a special meeting before 31 March.

Mayor Gibson asked if this would hold up process and cost more in the long run as the WCRC were mandated to provide the budget that the TTPP put forward, if this didn't get sorted.

Chair Williams' understanding was that if the principles were set at the meeting and the dollars were set out, it went to the WCRC and they do the collection of the funds, he also stated that the decision taken in 2020 was to treat the funds as "borrowings" the actual rating didn't need to change just the term of the loan would be affected.

If the term of the work is over a period of around 18 months any further delay would be continuing costs, so the important thing was to do this as promptly as the committee could then the revenue would come in to pay for those costs and that would be reflected on how the Regional Council continue with their borrowings.

Cr Dooley agreed that it was up to the WCRC how to fund it and it was a matter of having one rate to cover the deficit on what goes forward or whether they fund it over a longer term, they hadn't had that discussion yet.

P. Madgwick commented that three and a half years down the track he thought it was becoming apparent before this was finished it would cost more than \$5million for West Coast ratepayers, and thought it was appalling that they had only received \$250,000 from the Government, and the rest of it had to be shouldered by the ratepayers.

Cr Haddock strongly agreed with Mr Madgwick's comments, it all shouldn't have to be on the shoulders of the ratepayers and thought they should be trying to recover some of the money back, as did Mayor Lash.

Chair Williams reminded the committee that there had been two previous formal approaches to Central Government most recently about 3-4 months ago and to date there had been no response.

Mayor Lash thought there should be another approach instead of waiting for Government to respond.

Ms Mabin through the Chair said there had been a response noted to WCRC in December, it was a thank you very much from Minister Parker, but no they were not going to help.

Cr Dooley agreed as well with what Mr Madgwick had said and thought it was especially pertinent at this point in time and it was about affordability and noted the natural build environment submission done at the end of January, to follow that on and collectively make a submission to Central Government for funding.

Chair Williams asked Ms Mabin to circulate the response from Minister Parker to the committee.

Cr Dooley felt that there should be another approach for funding, but through the local Member of Parliament and get him to advocate for the committee.

P. Madgwick thought it was easy to dismiss a written approach with the stroke of a pen in a one sentence reply but thought it might not be as easy to dismiss a deputation of the Mayors from the

West Coast. He said the Coast was the guinea pig on combined District Plans, and it is beholden of the Government to come in and help, another letter would not cut it, but a face to face mayoral deputation might.

Chair Williams asked for comments on whether it be a committee approach or an approach from each of the District Councils, and the most effective way to do it.

Mayor Cleine thought the Mayors, Chairs and Iwi forum would be an appropriate platform to approach from, and Cr Dooley thought it should be collective submission and Iwi be involved, also reach out to Damian O'Connor and get his backing.

Mayor Gibson said this had already been tried before, but another approach wouldn't hurt.

Cr A Gibson stated that the committee had to do something – bottom line was that the ratepayers would be effected and it needed to be made public as it was a mandate from Government, they should pay for it.

Cr Howard thought a letter from the Mayors and Chairs under the broader context of unfunded mandate with the Plan being made as an example along with the costs.

Chair Williams suggested that the timing might be triggered by when the budget is agreed, the forecast to complete is agreed, and also with the Hearing stage approaching there might be a slightly clearer forecast. He thought that the April meeting would be a better time to take it forward to the politicians.

Cr Dooley said that they could provide a rating figure at the April meeting to provide more clarity.

Mayor Cleine thought the committee should invite Minister O'Connor to the next Mayors, Chairs and Iwi meeting in May and move from there.

Chair Williams asked for P. Madgwick if he agreed which he did, and then instructed the Project Manager to circulate actual dollar information this week and schedule a special meeting by Zoom in the next 2-3 weeks to discuss the actual detail of the budget and the forecast out until the end of the project.

Moved (F. Tumahai /J. Howard) *that the paper is received;
And that a special meeting be held on 21st March to agree the budget to go to the WCRC for their rating.*

Carried

Project Manager Update December and January

Ms Armstrong took her reports as read and had some updates on the submissions and spoke on the last of the submissions being worked on as these were taking a lot of time.

With Ms Eason's loss of connection due to the cyclone in Gisborne this had impacted on the last of the submissions being done and they might not hit the deadline of 21 March, so there may have to be another meeting to deal with them and it could be April before the committee get the summary of submissions.

Ms Armstrong summarised the Top 10 submissions topics and stated in amongst all the submissions there had been 185 applications for re-zoning requests. Ms Armstrong felt these requests were not unusual at all as the Plan deals with ratepayers properties and felt some of the individual requesters might be a good to have pre-hearings meetings with so they could see that the Planners are in total agreement and give them reassurance.

Mayor Cleine asked if the DIA had been a submitter on hazard rules, to which Ms Armstrong said they had been contacted and noted they hadn't put in a submission, but DOC had put in a submission.

Moved (Cleine/T. Gibson) *that the Project Manager Updates for December 2022 and January 2023 be received.*

Carried

Chair Williams talked about the meeting dates and about the scheduled time for the meeting on Tuesday 21st March on the budget matters and asked if it suited the committee. Cr Dooley asked for the information to be sent to him as he would be the alternate until 31st March.

Mayor Cleine said the Mayors, Chairs and Iwi meeting was 10th May.

The meeting concluded at 10.20am.



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Prepared for: Te Tai o Poutini Plan Committee

Prepared by: Jo Armstrong, Project Manager

Date: 21 March 2023

Subject: Financial Report to 28 February 2023

SUMMARY

This report includes the statement of financial performance to 28 February 2023.

RECOMMENDATION

1. The Committee receive the report.
2. The Committee approve a variation to the current hourly rate GIS contract with The Property Group, and delegates the Chief Executive West Coast Regional Council authority to sign the variation.

REPORT

The February statement shows that both the yield from the targeted rate and total expenses are lower than expected, with a reported deficit of **(235,775)** compared with a budgeted deficit of **(243,272)**. The resulting favourable variance against budget is **7,498**.

1. The main variance in costs is the budgeted interest item which has not been drawn against to date.
2. The full year forecast has been updated to reflect the changes in expenditure reported in previous months.
3. Costs for GIS input have exceeded the contracted amount due in main to changes to SASM mapping including the recent minor amendments. The contractor also works on changes to the mapping website in response to queries. To enable this important work to continue it is recommended the Committee approve a variation to the contract to cover ongoing costs.
4. The accumulated deficit (or borrowing requirement) since the start of the project is \$977,297.

Statement of Financial Performance to February 2023						
	Year to date			Full year		
	Actual	Budget	Variance	Forecast	Budget	Variance
INCOME						
Targeted Rate	320,999	333,333	(12,334)	500,000	500,000	-
	320,999	333,333	(12,334)	500,000	500,000	-
EXPENDITURE						
Employee costs	152,115	177,238	25,124	200,000	267,404	67,404
Consultant Planner	52,182	40,000	(12,182)	140,000	70,000	(70,000)
Governance	40,868	45,350	4,482	68,200	68,200	-
Poutini Ngai Tahu	41,600	25,000	(16,600)	70,000	50,000	(20,000)
TTPP Website	7,119	6,667	(452)	10,000	10,000	-
Isovist e-plan Platform	4,331	7,222	2,891	10,833	10,833	-
Research	56,119	40,000	(16,119)	90,000	60,000	(30,000)
Engagement Travel & Accommodation	4,950	7,989	3,038	13,033	13,033	-
Workshops & Events	270	-	(270)	10,000	10,000	-
Design & Printing	-	-	-	-	-	-
Media Costs	30,943	12,500	(18,443)	35,000	25,000	(10,000)
Mail Outs	39,539	40,000	461	40,000	40,000	-
Legal Advice	26,737	50,000	23,263	50,000	100,000	50,000
Hearings	-	(6,667)	(6,667)	25,000	100,000	75,000
Mediation	-	-	-	-	-	-
Environment Court	-	-	-	-	-	-
Interest	-	31,306	31,306	46,958	46,958	-
Share of WRC Overhead	100,000	100,000	-	150,000	150,000	-
	556,774	576,605	19,832	959,025	1,021,429	62,404
Net Surplus / (Deficit)	(235,775)	(243,272)	7,498	(459,025)	(521,429)	62,404

Accumulated deficit / borrowing requirement

Start of year	741,522	741,522
During period	235,775	459,025
End of period	977,297	1,200,547



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Prepared for: Te Tai o Poutini Plan Committee

Prepared by: Jo Armstrong, Project Manager

Date: 21 March 2023

Subject: **TTPP Draft Budget 2023/24**

SUMMARY

This paper brings proposed Te Tai o Poutini Plan (TTPP) draft 2023/24 budget options to the Committee for discussion and approval.

RECOMMENDATIONS

That the Committee:

1. Receives this paper.
2. Approves a draft TTPP budget to inform West Coast Regional Council budget 2024 development.

Jo Armstrong
Project Manager

Introduction

1. Te Tai o Poutini Plan Committee (the Committee) is responsible for approving an annual budget which is forwarded to West Coast Regional Council for consideration and approval to include in their annual Plan.
2. Under clause 13(1) of the Local Government Reorganisation Scheme (West Coast Region) Order 2019, the Regional Council is required to raise a regional rate to fund TTPP.
3. Now the Plan is notified, and the submissions closed, the 2023/24 budget will need to include costs for running the hearings for the proposed Plan.
4. Depending on timing of the hearings, costs may occur over two or more financial years, and only require partial funding in 2023/24.
5. Three budget options are being proposed. Option 2 includes sufficient funding for resources to deliver an operative Plan in a timely manner.
6. Option 1 proposes a smaller annual budget which will result in the hearings process taking longer to complete. This will increase overall costs as some ongoing project costs will be incurred for longer than anticipated (e.g., some governance and employee costs and Poutini Ngai Tahu planner input).
7. A third option is to approve a budget somewhere between Options 1 and 2, and for the number of hearings to be limited by what can be achieved within that budget. This may result in scheduled hearings being postponed to the following financial year.
8. The RMA sets an expectation that a plan should be operative within two years of notification (July 2024), otherwise an application to extend must be made to the Ministry for the Environment.
9. The number of hearings and length of time required is determined by the topics that submitters have requested to speak on, and how many submitters wish to speak.
10. Different hearings may require between one and five days to complete, and depending on the complexity of the topic, may be presided over by one commissioner, the full hearing panel, or any combination of members.
11. Information to determine hearing topics and the expected length of each hearing will not be available until at least May when the summary of submissions is complete and further submissions analysed.
12. Some pre-hearing meetings will be run with submitters. The purpose of these meetings is to clarify or facilitate resolution of a matter or an issue relating to the proposed plan. Staff then report to the hearings panel about these matters, for deliberation and inclusion in panel recommendations. This means that while pre-hearing meetings may result in some submitters withdrawing their submissions (because their question has been answered) or choosing not to speak at the hearings (if they are comfortable that others will represent their views at the hearings), staff cannot assure submitters of achieving the outcome they are seeking, as this lies with the hearings panel and ultimately the Committee.
13. Pre-hearing meetings differ from mediation, which occurs following decisions. TTPP staff can enter mediation with parties who do not agree with a decision and have appealed it to the Environment Court. The mediation is overseen by a mediator who is appointed by the Environment Court. A good mediation process is where parties can agree on changes that the Committee is comfortable with approving, thereby limiting the number of appeals that are decided by the Court.

Calculating costs of hearings

14. Discussions with a number of district councils who are undertaking, or have recently completed, proposed Plan hearings has provided some information about costs and resourcing to inform TTPP budget development.

15. Generally, councils have employed much larger planning teams than TTPP. Planning consultants have been used to write hearings reports and answer commissioner questions on dedicated topics. Experts have provided further research and given evidence at hearings. Topics and required expertise depend on the content of submissions received.
16. It is likely that TTPP will also need to employ an administrator to arrange meetings, travel, papers, minutes, timetables, communications, and website management.
17. To reduce costs, some hearings could be run by Zoom where this is considered appropriate. It is also possible to run some hearing days in Christchurch to reduce commissioners travel expenses. National bodies not domiciled on the West Coast could give evidence here.
18. As previously reported, councils have run between 7 and 29 hearings taking between 9 and 18 months or more to complete. It is anticipated the TTPP hearings process will take at least 18 months.
19. Judging by other council's experiences TTPP can expect to pay up to \$1million on commissioner fees, planning consultants and expert witnesses over a 12-month period. This does not include ongoing project costs, commissioner travel and the costs of running the hearings etc.
20. One council has an ongoing budget of \$1.5 million for their proposed plan, post-hearings.
21. A slightly larger council used 9 fulltime planners plus up to 30 consultants for hearings.
22. Hearings for the most contentious issues are likely to require more planner input and further research. The timing of these topics will impact the size of the budget in the years they occur.
23. Interest to fund the TTPP borrowing forms part of the budget. Borrowing to 31 January 2023 was \$955,899. After receiving the anticipated targeted rate income of \$500,000, Option 1 would require over \$900,000 additional funding and Option 2 would increase the required funding to 30 June 2024 by approximately \$1.7M. The interest is calculated by WCRC and is not yet included in the proposed draft budget options.
24. Taking this information into account the table below proposes options for a draft budget for 2023/24, along with brief explanations for items that include hearings costs:

Expense Item	Option 1 Best case costs	Explanation	Option 2 Worst case costs	Explanation
Employee costs	290,000	With either senior planner or administrator	360,000	With senior planner and fulltime administrator
Consultant Planners	250,000	Principal Planner with part time support. Limiting expert input by addressing less contentious issues first	450,000	One council had 9 planners plus up to 30 consultants. This figure could be larger in future years for contentious topics
Governance	65,000	Annual fee Chair and iwi representatives, plus travel expenses	65,000	Annual fee Chair and iwi representatives, plus travel expenses
Poutini Ngai Tahu	40,000	Technical Advisory Team membership. Technical input in iwi chapter updates and/or variations.	40,000	Technical Advisory Team membership. Technical input in iwi chapter updates and/or variations.
TTPP Website	10,000	Updates for hearings	15,000	Ongoing changes required
Isovist e-plan Platform	8,000	Hosting the e-plan - annual fee	8,000	Hosting the e-plan - annual fee

Research	100,000	GIS map updates and limited research requested. Experts present online.	200,000	GIS map updates and research on more topics requested
Meals, Travel & Accom	50,000 (\$1400 pw pp)	8 weeks of hearings, 2 of them online	75,000	10 weeks of hearings for commissioners and principal planner
Workshops & Events	15,000	Staff run pre-hearing meetings. Hearings use council offices, some remote venue hire (Chch), and catering	35,000	External facilitator run pre-hearing meetings. More external venue hire required, plus catering
Design & Printing	15,000	Copies of plans, maps, and submissions to Hearing panel. Minor amendment updates. Design advertising and information sheets for hearing processes. Letters to submitters.	15,000	Copies of plans, maps, and submissions to Hearing panel. Minor amendment updates. Design advertising and information sheets for hearing processes. Letters to submitters.
Media Costs	20,000	Advertising for hearings and committee meetings	20,000	Advertising for hearings and committee meetings
Legal Advice	150,000	Fewer hearings for input	200,000	More input required
Hearings – commissioner fees	300,000	8 weeks of hearings half with 2 or 3 commissioners. 2 weeks preparation	500,000	10 weeks of hearings with all commissioners. 2-3 weeks preparation. Site visits
Overhead costs	150,000	For WCRC resources including, Finance, IT, Planning etc.	150,000	For WCRC resources including, Finance, IT, Planning etc.
Interest		See point 23 above		See point 23 above
Total Costs ex Interest	1,463,000		2,133,000	

25. There may be up to 22 hearing topics with some taking as little as half a day and requiring only one Commissioner.
26. It is unlikely that all hearings and related costs will occur in the 12 months from July 2023 to June 2024, and will probably run over at least 18 months. Selwyn has been hearing for 18 months and still has some hearings remaining.
27. Costs may be reduced if less or shorter hearings are run. Conversely, more or longer hearings will increase costs.
28. Option 1 considers running 8 weeks of hearings plus commissioner preparations and deliberations and Option 2 about 10 weeks of hearings in the 2023/24 financial year. This could be 10 or more of the less contentious topics or may include two full weeks on topics such as natural hazards and the natural environment.
29. Three options are identified below for your discussion and identification of a preferred option for calculating the 2023/24 budget.

Option 1	Option 2	Option 3
Calculate the budget using a lowest cost/best case scenario. This would include fewer, less contentious hearings with fewer commissioners requiring	Calculate the budget using a highest cost/worst case scenario. This is where all commissioners are required at the maximum	Consider a budget between the best and worst-case scenario options. Hearings would be run until the budget is used. This may result in postponing later

less travel and accommodation. This option would extend the timeframe for plan delivery.	number of hearings for the year. Option 2 would deliver the plan sooner than Option 1.	hearings in order to remain within budget. It would deliver the plan sooner than Option 1 and later than Option 2.
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30. Commissioner deliberations and recommendation writing will continue after hearings are completed, and mediations are likely to follow, with their attendant costs.
31. To 28 February 2023 total costs for TTPP are calculated at \$3,292,592.96
32. TTPP will also require ongoing budgets after the Plan is operative, as the TTPP Committee is a permanent joint committee with 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.

Next steps

33. Approved draft budget forwarded to West Coast Regional Council for inclusion in their budget development.
34. Analysis of the summary of submissions will be required to identify hearing topics and number of submitters, before a more complete understanding of resourcing can be developed for your information around May 2023.



Te Tai o Poutini PLAN

A combined district plan for the West Coast

Prepared for: Te Tai o Poutini Plan Committee
Prepared by: Jo Armstrong, Project Manager
Date: 21 March 2023
Subject: **Delegation for TTPP Hearings Commissioners**

SUMMARY

At the Te Tai o Poutini Plan (TTPP) Committee Meeting held on 28 February 2023, the Committee resolved to appoint five commissioners to hear the submissions on the Proposed TTPP. The Committee must delegate to the hearings commissioners its Resource Management Act and Order in Council functions for hearing submissions and making recommendations for the Committee to decide on. These functions will form part of the individual contracts with commissioners.

RECOMMENDATIONS

That the Committee:

1. Appoints Dean Chrystal as chairperson, and Anton Becker, Paul Rogers, Sharon McGarry and Veronica Baldwin as hearing commissioners, to hear submissions and evidence on the proposed Te Tai o Poutini Plan, and to make recommendations to the Committee in respect of those submissions.
2. Acting under section 34A of the Resource Management Act 1991, and clause 10 of the Local Government Reorganisation Scheme (West Coast Region) Order 2019, delegates to Dean Chrystal, Anton Becker, Paul Rogers, Sharon McGarry and Veronica Baldwin, all functions powers and duties necessary to undertake the tasks in 1, including the exercise of any powers conferred by sections 41 to 42 of the RMA.



Project Manager Update

1 February 2023 – 28 February 2023

Prepared By: Jo Armstrong
Date Prepared: 28 February 2023

Accomplishments this Period

- The minor amendments to the Sites and Areas of Significance to Māori SASM 68, Paroa Lagoon, and SASM 79, Cashmere Bay, have been actioned. Updated pdf and e-maps are available on the TTPP website, and letters have been sent to landowners where the changes have occurred.
- The planning staff and contractors have been focusing on loading the final submissions to the Spoken analysis tool and continuing to summarise the submissions.
- The Chair has not received any late submissions this month.
- 534 submissions have been received.
- To date nearly 430 submissions containing over 4500 submission points have been summarised.
- From these 430 submissions the top numbers of submission points are on:
 - Natural Hazards
 - Ecosystems and biodiversity
 - Sites and Areas of Significance to Māori
 - Subdivision
 - General Rural Zone Rules
 - Rural Zone Objectives and Policies
 - Coastal Environment
 - Strategic Direction
 - Mineral Extraction Zone
 - Definitions
- The most submitted on Rule is GRUZ - R12 (Permitted Activity for Mineral Extraction) with 85 submissions to date. There are 185 rezoning requests. We have also received a significant number of submissions supporting different aspects of the Plan.
- The remaining submissions are generally complex with comments on multiple parts of the Plan. These will take longer to summarise.
- The recent devastation from Cyclone Gabrielle has impacted our Principal Planner in Tai Rawhiti/Gisborne. She and her family are safe, but with the communications network impacted, it is likely the summary of submissions will be delayed and not presented for approval in March.
- The search for a new senior planner continues. We have received three job applications and

arranged to interview the most recent applicant. Unfortunately, this person is currently involved in the Cyclone Gabrielle clean-up and has withdrawn their application.

- Steering Group representatives and the Committee Chair have undertaken interviews with two applicants for the role as hearings panel Chair. A recommendation was presented to the Committee on 28 February for its decision.
- Early discussions on the 2023/24 budget have taken place with the WCRC Corporate Services Manager. Work on the budget continues.
- Research to assess the coastal inundation impact on properties using updated Lidar information was delivered to staff in February. Staff are working with NIWA on the analysis and will report to the Committee in due course.
- The next TTPP Committee meeting is scheduled for 21 March 2023 at West Coast Regional Council. This meeting will include a draft budget discussion, but the summary of submissions may be delayed.





Plans for Next Period

- Respond to queries
- Summarise submissions
- Develop draft 2023/24 budget
- Contract discussions with hearings panel
- Update WCRC Resource Management Committee
- TTPPC meeting 21 March 2023 at West Coast Regional Council

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
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
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 and weather events	Staff and Committee ensure personal safety and continue to work remotely as able. Work with contractors to expedite work.	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 TTPP Steering Group 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		Summary of submissions slightly delayed.
Resources		Future budgets required to cover hearings and mediation
Scope		Schedule 1 processes leading to updates to Plan to achieve operative status

Schedule

Stage	Target for Completion	Comments
Te Tai o Poutini Plan Notified	14 July 2022	This will be the “Proposed” Plan
Summary of Submissions	February 2023	
Further Submissions	March/April 2023	Submissions must be summarised and published and then there are 10 working days for further submissions
Pre-hearing meetings /Mediation	May/June 2023	Indicative time only
Hearings Te Tai o Poutini Plan	From August 2023	Indicative time only.
Decisions Te Tai o Poutini Plan	2024	Indicative time only
Ongoing Decision Making for TTPP	2024 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-2024	Indicative time only. Any parts of the Plan not appealed are operative from the end of the Appeal Period.
Environment or High Court	2024-2025	Indicative time only.



Te Tai o Poutini PLAN

A combined district plan for the West Coast