

PTHE WEST COAST REGIONAL COUNCIL

MINUTES OF THE INAUGURAL MEETING OF THE TAI POUTINI JOINT PLAN COMMITTEE HELD ON 19 JULY 2019, AT THE OFFICES OF THE WEST COAST REGIONAL COUNCIL, 388 MAIN SOUTH ROAD, GREYMOOUTH, COMMENCING AT 12.28 P.M.

PRESENT:

R. Williams (Chairman), A. Robb, S. Challenger, G. Howard, T. Kokshoorn, B. Smith, G. Neylon, A. Becker, L. Martin, F. Tumahai

IN ATTENDANCE:

M. Meehan (Chief Executive WCRC), J. Armstrong (Project Manager), S. Mason, via telephone (Chief Executive BDC), P. Pretorius (Chief Executive GDC), S. Bastion (Chief Executive WDC), T. Jellyman (Minutes Clerk)

WELCOME

The Chairman welcomed everyone to the meeting. He advised he put the agenda together and asked if there were any additions to the agenda. The Chairman advised that T. Kokshoorn and P. Pretorius would be leaving the meeting early in order to attend a funeral. S. Mason joined the meeting via telephone.

APOLOGY:

That the apology from T. Rochford be accepted, as he has travel complications.

Carried

INTRODUCTION OF PROJECT MANAGER

The Chairman introduced Jo Armstrong (Project Manager) to the meeting. He advised that J. Armstrong has been in this role for three months now.

ORDER IN COUNCIL

The Chairman noted that the Order of Council was gazetted at 10.37 a.m. on 19 July and is now two hours into its life. The Order of Council was received and noted into the agenda.

STANDING ORDERS AND DEED OF AGREEMENT PROCESSES

The Chairman suggested that the signing of the Deed of Agreement be deferred as this will affect future Committee members following the local body elections in October. He advised that once future meetings have been held it will become clearer if additions to the Deed of Agreement are necessary.

WORKING PAPER

Standing Orders

M. Meehan spoke to this report. He advised that the Standing Orders are the latest LGNZ Standing Orders for regional councils and are not too different from district councils Standing Orders. M. Meehan advised that clause 12 (1) and (2) require the Joint Committee to appoint members to the Technical Advisory Team to provide technical advice to the Joint committee. M. Meehan advised that it is proposed

that this group includes Planners from each of the four councils, iwi and J. Armstrong as Convenor to coordinate advice back to the Joint Committee. M. Meehan stated that the recommendations include that the four councils nominate at least one member for the Technical Advisory Team and ratify those and note that this can be amended as Planners come and go from organisations.

M. Meehan clarified the Regional Council's (WCRC) role and advised that the WCRC will provide secretariat support to the Joint Committee, Steering Group and Technical Advisory Team. He advised that WCRC will provide communications support as allowed for in the budget.

M. Meehan advised as per the Order in Council, WCRC has legal responsibility for setting the rate to cover the project's budget. For 2020-2021 and beyond the Joint Committee will recommend a budget to the WCRC and the WCRC will be responsible for consulting on the budget through future Annual Plans. M. Meehan stated that if nominations for the Technical Advisory Team (TAT) are not ready now, they be held off until the next meeting.

Moved (Kokshoorn / Robb)

1. That the Joint Committee receives the report.

G. Howard suggested that the Steering Group (SG) has a rotational Chair. This was agreed, and could be incorporated into a change to the Deed of Agreement.

It was suggested that the secretariat support could be outsourced. The Chairman stated this could be a future option but not for the current financial year as this year's budget is already set. It was noted that this would be an additional cost, but could be looked at in next year's budget discussions. T. Kokshoorn noted that both BDC and GDC are not going to contribute their \$25,000 so there are already budgetary concerns. It was agreed that secretariat support would be part of the budget discussions in the new year.

Carried

Moved (Howard / Becker)

2. That the decision on the adoption of Standing Orders is held over until the next meeting in order to allow minor adjustments to be considered by the Joint Committee.

Carried

G. Howard asked if there was anything in particular in relation to Standing Orders that the committee should be aware of. M. Meehan stated Standing Orders are produced by LGNZ and are largely the same as those already in place for council's use. L. Martin suggested that LGNZ's Standing Orders are adopted as the reference, and that the Joint Committee use them as guidelines.

B. Smith asked if it is the intention to have a public forum before each meeting as under Section 15. Discussion took place and it was agreed the Steering Group would work through the changes to Standing Orders. The Chairman suggested that the references where there is a specific note for the WCRC, that these references apply to the Joint Committee. It was agreed that a time allocation is put in for the public forum.

3. That each Council and Iwi confirm their nominations onto the Technical Advisory Team.

Nominations for the TAT are Clarissa du Plessis for BDC, Michael McEnaney for GDC, Fiona Scadden for WDC, Pip Lynch for Ngati Waewae (placeholder) and Lillie Sadler for WCRC. S. Bastion advised that WDC has an additional role of Senior Policy Planner to be filled and they may add this person to the TAT. The Chairman asked if external expertise can be introduced to the TAT, as a formal member of the team. M. Meehan stated that BDC had looked at using a consultant and he does not see any reason why this could not be done. The Chairman advised that the TAT need to be doing the best possible job within the budget, and that the formalities can be left to the Steering Group (SG) to supervise as members of the TAT might come and go. G. Howard stated that the key point is that both the TAT and SG have no delegation to make any decisions, only recommendations which come back to the Te Tai o Poutini Plan Committee (TTPPC). The Chairman stated that this is set out in the Deed of Agreement. Recommendation four was noted.

4. That the Joint Committee approve the composition of the Technical Advisory Team that will be convened by the Project Manager – Jo Armstrong.

DEED OF AGREEMENT

The Chairman noted that the Deed of Agreement covers off some items not set out in the Order in Council, he suggested that the signing of the Agreement is deferred until after the Local Body Elections in October.

Moved (Howard / Becker)

That the signing of the Deed of Agreement is deferred until after the Local Body Elections scheduled for October.

Carried

M. Meehan advised that there is no need to appoint the Steering Group (SG) but it is understood the makeup of the SG would be the four Council CE's, with iwi alongside them. The Chairman stated it is very important that there is as much communication as possible among groups. It was agreed that the SG would be the machinery which ensures discussions on issues, large or small, goes back to the relevant Councils through the SG. The Chairman advised that communications to the public are to come through the Chairman, after discussion with Mayors, Chairs and iwi. S. Bastion stated that he sees communications via the SG back to Councils as a good avenue, and that there are also two councillors from each Council on the TTPPC. It was agreed that "operational update" would be added into the Deed of Agreement, and media contact is to be through the Chairman.

It was agreed that there are no delegated powers from the TTPPC. The Chairman advised that in the future TTPPC can appoint sub committees and the terms of any sub committees will be determined at that time.

2019 /20 BUDGET

M. Meehan spoke to this report and advised that this needs to be looked at alongside the Project Plan from J. Armstrong. He stated the focus at the start of the project is to use the Boffa Miskell and other work that has been done to capture where the gaps are and to provide high level advice to TTPPC on where the gaps in current plans are. M. Meehan spoke of recruitment and research requirements which is very important with regard to Section 32 reports that will be required for the plan. He spoke of the difficulties in providing a budget as national level policy being developed will need to be implemented through Te Tai o Poutini Plan (TTPP). He stated that there are quite dramatic changes going forward including the biodiversity NPS which is due for consultation in October. He stated this will have a significant impact on this project, as well as the new National Planning Standards, and work required with natural hazards.

A. Becker asked what happens if the project goes over budget, and if the budget is attainable. M. Meehan responded that J. Armstrong has had to amend the project plan to work in with the budget, and this will make the timeframe longer. Extensive discussion took place on the possibility of legal challenges and potential legal fees. M. Meehan advised that J. Armstrong will hold sessions with outside parties to try to work through potential issues from the start. M. Meehan stated that by the second year of the project we will better understand the costs and the TTPPC need to determine their appetite for risk. He advised that risks can also impact on legal matters. J. Armstrong clarified roles for planning staff included the senior consultant planner role and the senior planner role. P. Pretorius spoke of risk around cost overruns. M. Meehan advised that WCRC has tight budgets and costs overruns will need to be carefully managed. The Chairman stated that the budget will be very tightly controlled for the next 11 months, and in February next year when the budget is discussed again by this group there will be a much clearer picture of year 2 costs and indicatively for years 3 and 4. The Chairman stated this will be a 4 – 5 year project but consultant work can be turned on and off to some degree, and would come via this committee for approval. J. Armstrong stated that there is also a lot of in-house expertise at WCRC. She stated the most urgent need over the next 11 months is for planners on the ground, stakeholder engagement and partnerships, she is hopeful of having less conflicts at the end of the project, if this first part gets off to a good start. A. Robb stated that going forward it is important that expectations of what TTPPC wants to get done is passed onto WCRC for inclusion in the annual plan process as WCRC needs to set the rate for this work. Extensive discussion took place on budgets and annual plan processes for setting the rate for the plan. The Chairman stated that rate setting is very clear in the Order in Council. It was agreed that advice and clarification would be sought from Audit NZ on this. The budget will be discussed at the January meeting.

Moved (Kokshoorn / Tumahai) *That the Joint Committee receives and endorses the report.*

Carried

TE TAI O POUTINI PLAN PROJECT INITIATION DOCUMENT

J. Armstrong spoke to this report and advised that this will form the basis for what she will achieve for TTPP. J. Armstrong stated that the approach as outlined in this report is the crux of getting the plan across the line. J. Armstrong spoke of the key milestones and the deliverables and advised that these are not set in stone and only indicative milestone dates at this stage. J. Armstrong stated that work will start early on biodiversity and natural hazards sections as they are likely to require an extended time to deliver. She outlined the risks including to recruitment and stated that it is important that staff are found and good people come to the West Coast to work on this project. J. Armstrong stated that changes can be made to sections of the Project Initiation Document as the project goes and she will keep everyone updated on progress with a monthly report. She stated that gap analysis needs to be carefully looked at with matters such as liquefaction and coastal flooding, and that GIS mapping and online searchability are requirements of the new National Planning Standards. WCRC are currently progressing with an online E-planning tool which will be used for TTPP. The Chairman asked the meeting for feedback on this matter. G. Neylon spoke of the importance of community engagement. J. Armstrong stated that once planners are employed a road show will be arranged and work will start with these communities. J. Armstrong advised that she has already met with some community groups and is happy to continue to meet with other groups including schools in order to get a variety of input into this project. J. Armstrong answered questions and further discussion took place relating to annual plan processes, key milestones and notification of the plan. J. Armstrong responded that there are a lot of unknowns with regard to how many submissions could be received, if mediation will be required, or Environment Court is required. M. Meehan advised that legislation from future governments could also impact, along with matters relating to biodiversity NPS, which will be a significant piece of work for the project. L. Martin stated that five years is a long way down the track and he is concerned about the final costs and timeframes. M. Meehan advised that currently the government is trying to streamline the RMA and allow for processes where if milestones are ticked you might avoid some schedule 1 obligations, and if this is done then the plan process can move faster. M. Meehan feels this is realistic and if there were more resources then things could move faster and if legislation was on our side. Extensive discussion took place on public consultation and timeframes. G. Howard spoke of the importance in being transparent and speaking to communities. G. Howard stated he has been to the Audit Office to see if the plan could be funded by an interest only loan until the plan is actually adopted. G. Howard stated that he is yet to receive a reply from the Audit Office. The Chairman stated these points will be taken to the January / February meeting so that principles and details of future funding can be looked at. T. Kokshoorn asked if as items are ticked off the plan, if they could become operative. J. Armstrong advised that she and S. Bastion have had this discussion and this is exactly what they would like to do, and to work with those on the TAG, so that some issues can be given priority now.

J. Armstrong advised that the National Planning Standards which came out in April are a template and every plan in the country within the next five years needs to be slotted into this template. She advised that the West Coast gets seven years for this project as ours is a combined plan. J. Armstrong advised that the West Coast will be the only plan in New Zealand writing directly into this template. She stated this will give the West Coast an advantage but there are things that will need to be worked with and around.

1.25 p.m. T. Kokshoorn and P. Pretorius left the meeting.

Moved (Tumahai / Neylon) *That the Joint Committee receives and endorses this report.*

Carried

Meeting Dates

The Chairman proposed that future meeting dates be considered with a meeting arranged for September, and November, immediately following the local body elections, and January. It was agreed that the September meeting would be held on Monday 9 September, commencing at 12 midday, in Hokitika.

The November meeting would be held 18 November, commencing at 12 midday, in Westport. It was agreed that the meeting dates would be circulated by T. Jellyman. It was also agreed that meetings for 2020 would be aligned with the Mayors, Chairs and Iwi forum.

The Chairman advised that the last week of January will be the meeting where the budget is discussed.

TE TAI O POUTINI PLAN WORK PLANNING – A DISCUSSION DOCUMENT

The Chairman asked J. Armstrong to update the meeting on meetings that have been held with stakeholders. The Chairman advised that a lot of the work done recently is aimed at not having legal costs in three years' time. J. Armstrong spoke of groups she has met with including Lifelines, Federated Farmers annual meeting, Forrest & Bird (West Coast and Christchurch), KiwiRail, Stratterra, other mining groups, and Chorus. J. Armstrong spoke of the importance of letting people know what is being done and inviting them to become involved. She stated that there will be a web page available on all four council's websites, and that quarterly updates will be provided advising of opportunities for these groups to be involved. J. Armstrong explained her expectations, she stated that people have been very open and she has been very well received. J. Armstrong answered questions relating to the work plan and spoke of the importance of feedback.

Moved (Tumahai / Neylon) *that the Proposed Work Programme for 2019 / 20 is approved.*

Carried

Recruitment of Staff

The Chairman advised that implicit in the staff approvals is that J. Armstrong goes ahead and recruits and does not come back to the committee on this. J. Armstrong clarified the recruitment process and stated there is a mix of professional contacts and advertising through the HR department at WCRC She advised that position description and adverts are written and ready to be placed for a senior planner. J. Armstrong stated that the Consultant Planner position has been filled. G. Howard stated that he is very comfortable with this process being handled by J. Armstrong and the Chairman. The Chairman advised that he and J. Armstrong are in regular contact. L. Martin spoke of the importance of staff alignment with regard to planning activities and timelines. S. Bastion suggested that a Letter of Expectation is developed for the benefit of the planning staff which would identify what criteria is wanted to engage by, and how they should be working together, future aspirations and whether or not it is deliverable. M. Meehan explained to the meeting how a regional plan is usually approached with staff providing options to Council, staff outline risks and options. A. Robb advised that there needs to be a lot of give and take as there will be challenges. He stated that in his experience it is important that those employed take on the direction that the TTPPC is seeking, and not their own personal views. The Chairman explained his operating style and stated that he will ensure that those employed take things into account and do not drive political lines. S. Bastion explained the letter of expectation in detail and stated that it would be very high level direction from TTPPC and that KPI's are met. Discussion ensued. J. Armstrong stated that this project is not about the planners but the constituents and the options that are developed with them for final consideration by the TTPPC. J. Armstrong stated that she is an environmental economist and sees balancing both are important factors.

Communications Protocol

The Chairman stated that he would like to outline the communications protocol for each meeting. He advised that towards the end of each meeting he will advise what he would like to be released to the media. The Chairman stated that if media were present he would like to make a practice of either himself, J. Armstrong or M. Meehan approaching the media to ask if there is anything they would like clarification of. It was agreed that a brief press release would be provided by the Chairman following today's meeting. All present agreed that there should be a consistent media message from the TTPPC after each meeting. The Chairman agreed to prepare this and circulate to the Mayors and Chairs prior to circulating to the media. All agreed with this approach.

Name of Joint Committee

Discussion took place on the name of the joint committee. F. Tumahai advised that it had come to his attention that someone wasn't happy with the name Tai Poutini as that is the name of the Greymouth Polytech. Discussion took place it was agreed that the word "one" would be removed.

Moved (Robb / Smith) *that the name of the Joint Committee would be Te Tai o Poutini Plan Committee.*

Carried

G. Howard requested that further work is done on how the project is financed by ratepayers and can the work be capitalised up until when the plan is adopted and then spread the costs over the ten year life of the plan. The Chairman advised that this matter will be brought to the January meeting. A. Robb stated that WCRC's Corporate Services Manager has advised that Audit NZ would not be receptive to this and would not allow this for planning projects. B. Smith asked if the suggestion is that WCRC funds this so that future generations carry the costs. A. Robb stated that this is basically what it is but as pointed out Audit NZ will not allow this. It was agreed that the advice from Audit NZ would clarify this matter.

L. Martin asked G. Howard what is BDC's position on the \$25,000 for their share of the initial funding. G. Howard responded that BDC is not funding this as their allocation of funding has gone to their district plan. A. Becker stated that GDC pulled out of paying their \$25,000 on the proviso that BDC did not pay their \$25,000. It was noted that WDC and WCRC have both paid their \$25,000. The Chairman stated that once the quality of work is revealed BDC and GDC may wish to revisit this.

GENERAL BUSINESS

G. Neylon asked for further information with regard to the Chairman's earlier comments relating to working on behalf. The Chairman stated that he would like to make it very clear that he is not going to unilaterally decide things. He stated that there was a rumour that he had approved the budget, and this is not the case. The Chairman stated that as Chair of the committee he works on behalf and at the behest of the committee. He stated that nothing is delegated to him and he has no authority as Chairman.

The meeting closed at 2.00 p.m.

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Chairman

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Date

Meeting Dates:

- 9 September, commencing at 12 midday, in Hokitika
- 18 November, commencing at 12 midday, in Westport