

Key Project Status Report



PROJECT NAME	Central Hawke's Bay District Plan Review
Key Benefits	<p>Compliance with mandatory requirements in the Resource Management Act (RMA) to begin review of a District Plan every 10 years of adopting the Operative Plan.</p> <p>Pre-statutory consultation provides for engagement with the community and an opportunity to discuss any issues with provisions introduced or amended in the draft prior to statutory phases of the review commencing.</p> <p>Gives effect to the Hawke's Bay Regional Resource Management Plan and Regional Policy Statement.</p> <p>Gives effect to National Policy Statements and National Environmental Standards.</p> <p>Builds on project Thrive.</p>
Project Delivery Objectives	<p>To prepare and deliver a second-generation draft Plan compliant with the principles and purposes of the Resource Management Act 1991 and amendments ready for release for public consultation in May 2019..</p> <p>To undertake community engagement and consultation of the Draft Plan in accordance with associated legislation that achieves robust and effective community understanding of the plans issues and opportunities, while limiting the number of sustained legal challenges of the Draft Plan.</p> <p>To undertake informal hearings of those submitters who wish to present their submission to Council to ensure full understanding of the submission issues and engage in a meaningful way with the community.</p> <p>To undertake completion of outstanding bodies of work that require closure prior to notification of the Proposed Plan in 2020.</p>

Report No.	Report Date	Report Frequency	Project Sponsor	Project Manager
3	15/08/2019	As Required	Doug Tate	Helen O'Shaughnessy

Sponsor's Project Delivery Confidence Assessment

 Appears Highly Likely	 Appears Probable	 Appears Feasible	 Appears In Doubt	 Appears Unachievable
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The District Plan Review project is a significant project for the Central Hawke’s Bay District – both in terms of spend and impact the resulting plan will have for the Central Hawke’s Bay Community.

The project is progressing well in accordance with the programme adopted by Council in August 2018, with consultation of the pre-draft now substantially complete. The range of submission areas and key topics that have resulted from consultation and now require further attention will now be the focus now of Officers, as we work through what are some complex areas.

At the time of writing the final meeting of the District Plan Subcommittee will be held to update the committee on the initial themes that are developing from consultation, with this final meeting recognising that the committee have achieved the scope of the Terms of Reference. A special note for the sub-committee’s efforts and commitment to the project should be made at this time.

Planning for the informal hearings is underway, with the Council of the new Triennium to be determine the most appropriate method of delivering hearings, whether as the full council or a new subcommittee

Budget will continue to remain an area of continuous focus, particularly as we now work through in detail the implications of the submissions on the draft plan. We will be tabling a further report to Councils meeting of 29 August, with further detail of the submissions and will be working through the cost implications to fully consider the issues raised in this draft phase through early September.

Despite challenges, particularly around budget – there are some great opportunities that have also been identified. The ability to incorporate the New National Planning Standards with support from MFE is a great example of this.

As project sponsor I remain comfortable providing a project delivery confidence assessment of seems probable.

1. Overall Confidence Assessment

Project Manager’s Status Summary

Key Questions Impacting on Project Objectives		No	Yes	Explanation & Proposed Resolution to Problem
1	Are there Business Case Benefit attainment problems?	✓	<input type="checkbox"/>	
2	Are there Scope Control problems?		✓	<p>Three areas of scope control occur in relation to the outstanding bodies of work to be completed before notification of the proposed District Plan</p> <p>The outstanding bodies of work to be addressed include;</p> <ol style="list-style-type: none"> 1. Completion of the Urban Growth Strategy; and 2. Preparation of the Section 32 Report. <p>Work is progressing on both outstanding bodies of work with a view to completion by the end of 2019.</p> <p>A second area of scope control relates to the integration of the Proposed District Plan into the National Planning Standards (NPS). The NPS were gazetted on 5 April 2019 and require that Proposed Plans are released in the structure and format of the standards.</p>

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				<p>Council is working directly with Ministry for the Environment (MfE) to integrate the draft District Plan into the NPS format and structure. The CHB District Plan is being used as a national model by MfE to determine the cost and time taken to integrate the NPS into a district plan to provide guidance to other TAs on the resource implications of adoption of the standards.</p> <p>At this stage the timeline used by MfE is uncertain in relation to completion of the integration.</p> <p>A third area of concern relating to scope control is the need to revisit the capacity of land within the urban boundaries of Waipawa and Waipukurau currently zoned for residential growth. It appears that Council’s understanding of the implications of projected population growth and the availability of land zoned for residential development will need to be rationalised in light of information received by Council suggesting land currently zoned for residential use remains not serviced (for storm water and waste water discharge) and therefore unsuitable for residential development.</p> <p>An investigation and assessment of why some areas of residentially zoned land in Waipawa and Waipukurau has not been developed and the correlation of this to the provision and likely provision of services is critical to understanding the need to provide for growth nodes, expanded urban boundaries and or bespoke lifestyle zones in the Proposed Plan.</p> <p>We will be addressing these scope areas in more detail at Council’s meeting on 29 August.</p>
3	Will Target <u>Dates</u> be missed?	✓	<input type="checkbox"/>	<p>At the time of preparing this report it is proposed to present a proposed timeline to the District Plan Subcommittee in August suggesting that the informal hearings of submissions be undertaken in November/December 2019. Deliberations on the submissions to be heard by the informal panel, as well as the submissions made by people who did not wish to be heard, can then occur after the hearings in early 2020. This scheduling aligns with the timeline adopted by Council (Option B) in November 2018.</p> <p>At this stage it is not known what amendments elected members may wish to make to the draft District Plan based on points made in submissions. However, given a notification date of July 2020 it is</p>

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				<p>considered that the project should meet this scheduled date. This notification date also aligns with the adoption of Option B by Council in November 2018 which includes a notification date of the proposed Plan in July 2020.</p> <p>Although the project is tracking to scheduled dates and the Proposed Plan is likely to be complete ready for notification in July 2020 some risk still exists around the timing of completion of outstanding bodies of work. The completion of the infrastructure assessment identified above will also be critical for completion of the Proposed Plan.</p> <p>This will need to be monitored and reported to Council when the risks are more fully understood.</p>
4	Will Project Costs be overrun?	✓	<input type="checkbox"/>	<p>The total cost of the District Plan review will not be known until the formal notification of the Proposed Plan in July 2020 and subsequent Hearings are held.</p> <p>The formal notification process will provide more certainty around the agreement of key stakeholder and industry groups around resource management issues, legal challenge to the key messages in the Plan and Councils appetite to defend issues has been worked through.</p> <p>There is additional budget included in the first years of the 2018 – 2028 Long Term Plan. Projected budget requirements for the next phase of the review through to notification of the Proposed Plan indicate that additional budget will be required. This overspend was discussed by Council in November 2018 when an additional \$110,000 was provided to cover additional expenditure required to complete the draft.</p>
5	Are there Quality problems?	✓	<input type="checkbox"/>	<p>The final draft was edited by Katherine Knight prior to release for public consultation to ensure consistency of language, writing style and correct cross referencing.</p> <p>It will be necessary to carefully check the content and cross referencing of the document following the integration by MfE into the NPS to ensure that quality outputs are maintained.</p>
6	Are there Resource problems?	<input type="checkbox"/>	✓	<p>There is a continued and considerable risk in Council not providing a dedicated iwi liaison role which is considered necessary to provide support to iwi on the district plan review.</p>

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				<p>This important role is important to address Maori participation in the review, more particularly possible Mana Whakahono a Rohe partnerships and tangata whenua consultation, both required under the RMA and RLAA.</p> <p>Although three hui were held (at Porangahau and Waipukurau and with the Kairakau lands Trust) as part of the community consultation, there has been minimal feedback from tangata whenua on the draft District Plan.</p> <p>Considerable risk to the robustness of the Council's position on projected population growth and the capacity to absorb this growth within existing urban zones remains. Completion of the infrastructure assessment referred to earlier in this report needs to be completed and the results integrated in the Proposed Plan before it can be notified.</p> <p>Significant risk to the project remains around illness and/or leave by the Project Management role of the Senior Planner project managing the project. Although additional resource has been provided to give support to this role, risks remain in relation to this sole project management role.</p>
7	Are there Risk Management problems?	✓	<input type="checkbox"/>	<p>The introduction of risk management processes, including a Risk Register, is considered essential to provide more robust risk management processes for the review.</p> <p>Regular reporting of these risks is required to keep Council members fully informed.</p>
8	Are there Review and Approval problems?	✓	<input type="checkbox"/>	
9	Are there Teamwork problems?	✓	<input type="checkbox"/>	
10	Are there Stakeholder problems?	✓	<input type="checkbox"/>	<p>The most significant area where stakeholder problems may arise include consultation with tangata whenua and The Treaty Settlement Group around the cultural provisions of the Plan.</p> <p>The additional resource of an iwi liaison officer will contribute significantly to the successful outcome of cultural consultation as Council embarks on the statutory phase of the review.</p>
11	Are there Iwi issues?	✓	✓	<p>The continuing support and guidance of Roger Maaka and Brian Gregory is acknowledged and recognised as a valuable contribution to the drafting of the Plan's cultural chapters.</p>

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				<p>Their involvement and contribution provides a strong and robust base for ongoing consultation and engagement with iwi, particularly the Treaty Settlement Group.</p> <p>The potential engagement of an iwi liaison officer, as discussed in Item 6 of this report, will also be a valuable resource in addressing cultural consultation.</p> <p>The timeframes of the review are however a continuing concern in regard to undertaking appropriate and meaningful consultation with tangata whenua. Effective consultation with tangata whenua is even more relevant and important during the formal statutory phases of the District Plan review.</p>
12	Are there Communication problems?	✓	<input type="checkbox"/>	<p>Effective and robust communication has been undertaken with the wider Central Hawke's Bay community in relation to the release of the draft District Plan. This involved the release of detailed and relevant information about the review into the public arena and also media releases on several social media sites.</p> <p>Six public meetings and three hui were held over the month of June to communicate with the public about the draft District Plan.</p> <p>It appears several submissions have been made by members of the public who attended one of these events.</p>
13	Are there Change Management problems?	✓	<input type="checkbox"/>	
14	Are there Health & Safety issues?	✓	<input type="checkbox"/>	No health and safety issues are apparent.

Project Manager's Progress Summary

Achievements/Activities since last status report

This is the third key project status report prepared on the draft review of the District Plan. The substantially completed draft was adopted by Council on 31 October 2018. The draft District Plan was adopted by Council on 10 April 2019.

Since the presentation of the second key project report to Council in August 2018 the following tasks have been undertaken:

1. Completion of the draft District Plan.

Since the last Key Project Status Report the draft District Plan has been completed and adopted by Council. Completion of the draft involved finalisation of Chapter Eight, the Natural Environment, and in particular the assessment of Significant Natural Areas (SNAs) and the mapping of these areas across the District.

The fully completed draft District Plan was adopted by Council at a public excluded meeting on 10 April 2019.

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2. Consultation with Rural Property Owners – Significant Natural Areas , Outstanding Natural Landscapes and Features

As discussed in the second Key Project Status Report, the review has involved a comprehensive assessment of the districts Significant Natural Areas (SNAs). These areas are essentially the most significant remnants of indigenous vegetation and habitats for indigenous fauna remaining in the district. Council is required to identify and protect these areas under the Resource Management Act.

The SNA assessment was undertaken on Council's behalf by Gerry Kessels, Principle Ecologist from the office of Tonkin & Taylor, Hamilton. Gerry's assessment confirmed that just over 10% of the district was covered by SNAs and that the majority of these areas were located on private property within the rural environment.

In regard to this it was decided by the District Plan Sub-committee that it was a priority to consult with these rural property owners ahead of release of the draft District Plan for consultation. It was considered a courtesy by the Sub-committee to meet with and discuss the SNA provisions of the draft District Plan with land owners whose property included these SNAs as an effective way of engaging with them.

To this end individual maps of properties with SNA's were prepared and, supported by a letter to land owner, were sent to each property owner with an identified SNA on their property. The letter introduced the SNAs, explained why the Council had identified the SNAs in the draft and invited each SNA property owner to attend one of three meetings hosted by Council to discuss the SNAs in the draft District Plan. An information brochure on SNAs was also prepared and included within each letter sent out. The information brochure on SNAs was inclusive of a feedback form and a stamped addressed envelope to Council to encourage landowners to make submissions on the review.

Gerry Kessels was present at each of the three property owners meetings (held in Waipukurau, Porangahau and Tikokino) to explain his methodology and discuss the individual SNAs with landowners.

An important outcome of the three meetings was also to allow Council to receive feedback from property owners on the individual features of the SNAs identified on their property. The assessment undertaken by Council was a desktop exercise and the information provided by landowners regarding the nature of vegetation and the alignment of SNA boundaries was critical to ensure accuracy of the mapped SNAs.

Each of the three meetings was well attended and feedback from property owners has been very helpful and informative.

In addition to the identification of SNAs in the draft, Council also undertook an assessment of Outstanding Natural Landscapes (ONL) and Outstanding Natural Features (ONF) in the district. Areas of High Natural Character in the Coastal Environment were also identified. This is the first time that Council has identified these landscapes as part of a district plan review.

John Hudson, Hudson & Associates, undertook this assessment on behalf of Council. Mr Hudson also attended the three property owner, referred to above, to discuss these landscape and high natural character areas with rural property owners. Many landowners were very interested in this new section of the review and a generally positive response was received to the landscape assessments.

3. Consultation with Stakeholder Groups

In addition to the three meetings held for land owners with SNAs and landscape areas identified on their properties, Council also held three meetings with stakeholders ahead of the release of the draft District Plan. The stakeholder meetings were to inform key members of the Central Hawke's Bay community about the strategic direction taken with the review ahead of the draft becoming public.

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Stakeholder meetings were held with the following groups;

- The development community (including lawyers, surveyors, real estate agents, 15 May)
- Stakeholders representing rural property owners (8 May)
- Network Utility companies (10 May)

4. Engaging with the wider Central Hawke's Bay Community.

Six public community 'Have Your Say' meetings were held during the month of June at various locations throughout the district. Many of these community meetings were attended by members of the District Plan Sub-committee and were generally well attended by the public. The meetings were held from 4.00pm – 7.30pm and up to three power point presentations on the draft were made at the meetings by officers and consultants.

The community meetings held were:

- **Tuesday 4 June 2019, Waipukurau Club, Russell Street**
- **Tuesday 11 June 2019, Otane Hall, Higginson St**
- **Wednesday 12 June 2019, Porangahau St Hall, Abercrombie**
- **Tuesday 18 June 2019, Takapau Hall, 37 Charlotte St**
- **Wednesday 19 June 2019, Tikokino Hall, Owen St**
- **Tuesday 25 June 2019, CHB Municipal Theatre, Waipawa**

Members of the Sub-committee also meet with rural leaders on 15 July to discuss the new rural zones and subdivision sizes. Lachie Grant, Councils agricultural expert, attended this meeting to provide an overview of his assessment of the productive and versatile soils of the district.

Supporting material on the draft District Plan was made available to members of the public at all meetings including brochures with general information on the review and how to make a submission, flyers with specific information on the key messages identified to capture the main resource management issues addressed in the review and A1 posters illustrating the key messages.

Council's Planning Consultants, Sage Planning, attended all six meetings and two hui to provide advice to those attending the meetings on the review.

5. Engaging with iwi

In addition to the community meetings the sub-committee and consultants attended two hui to discuss the provisions of the draft. The details of the hui were;

- Thursday 6 June, Rongamaraeroa Marae, Porangahau;
- Thursday 20 June 2019, 5.30pm-7.30pm Tamatea Taiwhenua.

An additional hui was held on 1 July with Mayor Alex and members of the Kairakau Land Trust to discuss specific provisions of the draft of relevance to Kairakau Lands Trust.

There will be further areas of discussion to be held with iwi and local hapu over the coming months.

Activities to be started/completed or in progress over the next month

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Description	Planned Completion	Forecast Completion	Comments
Complete review of the content of the submissions made on the draft.	It is proposed that officers and consultants will have a sound understanding of the points raised in each submission and have prepared a spreadsheet of submission points by the end of August.	Work is on schedule to meet this milestone.	To date 96 submissions have been received by Council. Many of the submissions cover multiple points and are considered to be substernal in content. It is essential that officers and councils planning consultants have a sound understanding of the content of the submissions and the amendments sought to be able to provide advice to elected members when deliberating on the submissions.
Preparation for the informal hearings in November 2019	A total of 55 submitters have requested to be heard at the informal hearings. This represents a significant volume of work in regard to scheduling the appearance and timing of submitters at the hearings and ensuring accurate timetabling to enable the process to run as smoothly as possible.	Work is on schedule to meet this milestone.	The opportunity for individual submitters to appear before the Informal Hearings Panel is an important and significant part of the pre-statutory consultation of the draft Plan. Careful scheduling and timetabling of the 55 submitters is critical to ensure each submitter feels they have had the opportunity to be heard and members of the panel have an opportunity to seek clarification of points made in each submissions as appropriate.
Preparation of recommendation reports to assist members of the Informal Hearings Panel in their deliberations on the submissions that are not represented by submitters at the hearings. It should be noted that officers will also prepare	It is proposed that the recommendation reports on submissions not represented at the informal hearings can commence mid/late August.	At the time of writing this report work has yet to commence on the recommendation reports.	The purpose of these reports is simply to provide advice from an RMA perspective to the members of the Informal Hearings Panel to assist with the deliberations of submissions. Should it be required input from Council's technical

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<p>recommendation reports on the submissions that are presented to the Panel but that this will occur after the informal hearings to allow for consideration of the discussion at the informal hearings.</p>			<p>experts will also be included in these reports.</p>
<p>Completion of outstanding bodies of work required to be completed before the Proposed Plan can be notified.</p>	<p>This work is ongoing.</p>	<p>Ongoing.</p>	<p>The remaining bodies of work include;</p> <ul style="list-style-type: none"> - Section 32A report - Completion of the Urban Growth Strategy - Update of designations schedule
<p>Feedback to property owners who have made submissions on the SNA, ONL and ONF provisions of the draft District Plan.</p>	<p>This work is reliant on the availability of Gerry Kessels, Councils Ecologist. It is hoped that over the next six weeks contact will be made with property owners who require and/or have requested ground truthing to progress this part of the review prior to finalising the SNA areas for inclusion in the Proposed Plan.</p>	<p>Ongoing</p>	<p>A schedule has been compiled of the property owners who would like further discussion or ground truthing of the SNAs on their property.</p> <p>While contact has generally been made with these landowners the next step is to arrange a site inspection of their SNAs before Gerry Kessels can make a final decision re the inclusion/exclusion of these SNAs in the Proposed Plan.</p>

General Comments

Preparation for the Informal Hearings is now a key focus of the review. Ensuring that the timing and scheduling of each submitter provides an opportunity for the Hearings Panel to fully understand the points raised in each submission presented is critical. This is critical to meeting the timeline for release of the Proposed Plan in July 2020.

Work is progressing on the outstanding bodies of work and the integration of the draft Plan into the National Planning Standards. The upload of the draft to the Isovist eplan platform is also underway and scheduled for completion to ensure the Proposed Plan will be Notified as an eplan.

An immediate review of the likelihood of the provision of infrastructure to currently un-serviced residential zoned land is necessary to enable Council to be confident with regard to projected population growth and where this growth can and should be directed to.

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Key Milestones	Planned Completion Date	Status	Comments
Non-Statutory Draft Plan Hearings	30/11/2019	Yet to start	
Summary of submissions and high level recommendations	16/12/2019	Yet to start	
Ratify Changes	29/03/2020	Yet to start	
Council resolution to Notify proposed Plan	01/04/2020	Yet to start	
Public Notification of Proposed Plan	01/06/2020	Yet to start	

Project Lifecycle Progress



Project Financial Update

Project Statistics 2017/18	Expenditure		Schedule	
	Whole Life (\$)	Current Year (\$)	Total Weeks	Effort (Staff Hrs)
Approved Project Budget (Baseline)	-	\$420,600	-	-
Actual Spent to Date (30 June 2019)	-	\$467,539	-	-
Estimate to Complete Remainder of Project (ETC)	-	\$1,810,544	-	-
Forecast at Completion (EAC)	-	\$1,810,544	-	-

General Comments

The following table identifies the estimated financial budget for Option B over the current and next three financial reporting periods.

	18/19	19/20	20/21	21/22	Total
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Option B	\$530, 894	\$335,250	\$779,400	\$165,000	\$1,810,544
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Project Delivery Confidence Assessment Key

Key	Attention Required	Issues/Risks	Delivery
	Minimal	None	On Time
	Constant	Potential	Delays Probable
	Manage	Exist but resolvable	Delays Likely
	Urgent	Major	Delays
	Critical	Critical	Major delays. Re-scope/Re-assess