

# **Northland Regional Council Regional Policy Committee**

## **Meeting Agenda**

### **Regional Policy Committee**

For meeting to be held in the Council Chambers,  
36 Water Street, Whangarei, on  
Monday, 23 March 2015,  
commencing at 1.00pm.

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**NORTHLAND REGIONAL COUNCIL  
Regional Policy Committee**

## **Agenda**

For meeting to be held in the Council Chambers,  
36 Water Street, Whangarei, on Monday, 23 March 2015,  
commencing at 1.00pm.

### **MEMBERSHIP OF THE REGIONAL POLICY COMMITTEE**

Cr G Ramsey, Chairman

Cr D Sinclair

Cr J Carr

Cr C Brown

Cr B Shepherd (ex officio)

Cr J Bain

### **OPEN MEETING**

<b>Item</b>		<b>Page</b>
<b>1.0</b>	<b>APOLOGIES</b>	-
<b>2.0</b>	<b>DECLARATIONS OF CONFLICTS OF INTEREST</b>	-
<b>3.0</b>	<b>OPEN MEETING</b>	-
3.1	Confirmation of minutes of the Regional Policy Committee Meeting – 23 February 2015	1
3.2	New Regional Plan – Project Plan	5

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**ISSUE: Confirmation of Minutes – 23 February 2015**

**ID:** A731142

**To:** Regional Policy Committee, 23 March 2015

**From:** Evania Laybourn, Committee Secretary

**Date:** 09 March 2015

<b>Report Type:</b>	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input type="checkbox"/> Regulatory function
	<input checked="" type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
<b>Significance:</b>	<input type="checkbox"/> High	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Low

**Executive Summary:**

The purpose of this report is to present the unconfirmed minutes of the Regional Policy Committee meeting held on 23 February 2015 (**attached**) for confirmation as a true and correct record.

**Legal compliance and significance assessment:**

Councils are required to keep minutes of proceedings in accordance with the Local Government Act 2002.

**Recommendation(s):**

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That the minutes of the Regional Policy Committee meeting held on 23 February 2015 be confirmed as a true and correct record.

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**NORTHLAND REGIONAL COUNCIL  
REGIONAL POLICY COMMITTEE**

Minutes of the Regional Policy Committee Meeting  
held in the Council Chamber,  
Northland Regional Council, 36 Water Street, Whāngārei, on  
Monday 23 February 2015, commencing at 2.00pm

**Present:**

**Northland Regional Council**

Cr Graeme Ramsey (Chairman)  
Cr Craig Brown  
Cr David Sinclair  
Cr Joe Carr  
Cr Dover Samuels  
Cr John Bain

**In Attendance:**

Chief Executive Officer – Malcolm Nicolson  
Senior Programme Manager – Resource Management  
Programme Manager – Policy Development  
Committee Secretary

Meeting opened at 2.00pm and was adjourned at 2:01pm.

The Regional Policy Committee meeting reconvened the meeting at 3:06pm

**Apologies (Item 1.0)**

**Moved** Cr Ramsey/Cr Brown

That the apology from Cr Bill Shepherd for non-attendance be received.

**Carried**

**Declaration of Conflict of Interest (Item 2.0)**

The Chairman gave members the opportunity to declare an interest on any item of business on the agenda for the meeting.

**Confirmation of minutes – 15 December 2014 (Item 3.1)**  
**Report from Evania Laybourn, Committee Secretary dated 16 February 2015.**  
ID: A726441

**Moved** Cr Bain/ Cr Sinclair

1. That the minutes of the Regional Policy Committee Meeting held on 15 December 2014 be confirmed as a true and correct record.

**Carried**

**Tāngata whenua issues and options report (Item 3.2)**  
**Report from Ben Lee, Programme Manager – Policy Development dated 10 February 2015.**  
ID: A723089

**Moved** Cr Dover Samuels/Cr David Sinclair

1. That the report “Tangata whenua issues and options” by Ben Lee, Programme Manager – Policy Development and dated 10 February 2015, be received.
2. That the Regional Policy Committee receives the report by Keir Volkerling titled “Review of the NRC Regional Plans – Tangata Whenua Issues and Options”.

**Carried**

**Conclusion**

The meeting concluded at 3.10pm





**ISSUE: New Regional Plan – Project Plan**

**ID:** A22813

**To:** Regional Policy Committee, 23 March 2015

**From:** Ben Lee, Programme Manager – Policy Development

**Date:** 12 March 2015

<b>Report Type:</b>	<input checked="" type="checkbox"/> Normal operations	<input type="checkbox"/> Information	<input type="checkbox"/> Decision
<b>Purpose:</b>	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Public service	<input checked="" type="checkbox"/> Regulatory function
	<input type="checkbox"/> Legislative function	<input type="checkbox"/> Annual\Long Term Plan	<input type="checkbox"/> Other
<b>Significance:</b>	<input type="checkbox"/> Triggered	<input checked="" type="checkbox"/> Not Triggered	

**Executive Summary:**

The purpose of this report is to present the project plan for preparing the new Regional Plan to the committee for approval.

Please refer to the **attached report** for more information.

**Legal compliance and significance assessment:**

The activities detailed in this report are part of the council's day to day operations, are provided for in the council's 2012-2022 Long Term Plan, and are in accordance with the council's decision making process and sections 76-82 of the Local Government Act 2002. The matters are not significant under council policy.

**Recommendation(s):**

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1. That the report "New regional Plan – Project Plan" by Ben Lee, Programme Manager – Policy Development and dated 12 March 2015, be received.
  2. That the Regional Policy Committee approves the project plan for the new Regional Plan as attached to this report.
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## **Report**

The proposed project plan is **attached**.

The committee will recall a draft project plan for preparing the new Regional Plan was presented to the committee at the 23 February 2015 committee workshop. The committee requested a number of changes, and these are shown in the attached as 'tracked changes' and/or comments.

## Regional Plans Review – Project Plan

Version #	Author	Date	Reason for Release
1	Ben Lee	10 Feb 2015	First draft for 23 Feb RPC workshop
2	Ben Lee	12 March 2015	For RPC approval (changes shown as 'tracked changes' or noted by comment.

### 1. *Overview / key milestones*

Milestone	Timeframe
1. Confirm project plan - RPC	March 2015
2. Confirm structure of regional plan and section 32 report template <sup>1</sup> - RPC	April 2015
3. Committee workshops seeking approval / direction for plan content and section 32	April 2015 – June 2016
4. Committee approves draft regional plan and section 32 report for public feedback	July/August 2016

### 2. *Scope of the project plan*

This project plan covers the preparation of the new draft regional plan in detail, and from then until notification of the proposed plan(s) in less detail.

### 3. *Assumptions*

- Regional Policy Committee will not have any external representatives<sup>2</sup> (means that the committee will be more nimble than if there were additional external reps).
- RPC continues to have delegation overseeing development of draft new regional plan.
- New science / research doesn't take longer than anticipated
- RPC is committed and available to meet frequently during the development of the draft and proposed plan(s).
- The draft regional plan will be made available for public feedback as one document (as opposed to breaking it up into parts and putting them out at different times).
- Council staff (Policy and Planning and other) able to commit the necessary time.
- Budget is available to pay for consultants as necessary.
- Law changes affecting the development of the new plan(s) can be accommodated without too much delay or additional resourcing.

<sup>1</sup> Section 32 refers to the section of the RMA that sets out how the provisions of a plan must be analysed and justified.

<sup>2</sup> Note, RPC have ability to bring in additional members, and have signalled they may bring in particular expertise if necessary.

- Any re-organisation of local government will not impact on the project.

#### 4. **Project goals**

1. To release a draft new regional plan for public comment by July 2016
2. To publically notify a new proposed regional plan by September 2017.

#### 5. **Topics**

For the purposes of allocating workload to staff and working with the committee, the drafting of new regional plan(s) is broken up into topics. The topics may need to be reviewed as the project progresses.

Topic title	Detail
Water quality	Contaminants discharged to water (particular focus on sediment, nutrients, and faecal matter). Includes point source and non-point source discharges – land disturbance activities, run-off and leaching, and stock exclusion from water bodies. Does not include hazardous substances, agrichemicals and contaminants associated with solid wastes.  Also includes structures in water and dams
Water quantity	Activities that affect the flow, flow variability and water level of water resources. Includes water takes (including geothermal), bores, dams, water diversions and structures in fresh water.
Coastal water space	Activities operating in the coastal marine area. Includes occupation of space, public access recreational activities, structures (e.g. moorings, marinas and aquaculture) reclamations/impoundments, dredging, extraction and depositing/disposal of material, and commercial use of CMA (e.g. ports and wharves).  The identification and management of indigenous biodiversity in the coastal marine area. Includes aquatic pests, mangroves, and the identification and management of significant indigenous vegetation and significant habitats of indigenous fauna  Managing activities in water bodies (mainly the coastal marine area) that impact on: <ul style="list-style-type: none"> <li>○ Outstanding and high natural character</li> <li>○ Outstanding natural features and landscapes</li> <li>○ Significant indigenous vegetation and significant habitats of indigenous fauna (excluding freshwater bodies). (Does not include the identification of significant indigenous vegetation and significant habitats of indigenous fauna)</li> <li>○ Historic heritage</li> </ul>
Air quality	All discharges to air – smoke, odour, dust and spraydrift
Natural hazards	Covers the functions of the regional council for avoiding or mitigating natural hazards. Includes land use (e.g. development on floodplains), hazard protection structures (e.g. stopbanks and seawalls), land drainage and the role natural features in mitigating hazard risk (such as wetlands, floodplains and dunes).
Infrastructure and mineral extraction	Focuses on the management approach for significant infrastructure and mineral extraction activities. Includes renewable energy, sand extraction and quarrying.

Hazardous substances and contaminated land Covers solid waste disposal to land, the use, storage, transport and disposal of hazardous substances in the coastal marine area and the disposal / discharge of hazardous substances to land and water (fresh and coastal).

## 6. *Project responsibilities*

Role	Responsibilities	Who
Governance	<ul style="list-style-type: none"> <li>• Determines key process steps and time line for developing the new plan</li> <li>• Sets guiding principles for preparing the new plan</li> <li>• Determines responses to key regional planning issues</li> <li>• Approves structure and content of the new plan</li> <li>• Approves structure and content of Section 32 report</li> </ul>	Regional Policy Committee
Project Steering Group	<ul style="list-style-type: none"> <li>• Approves the project plan (including variations)</li> <li>• Approves any consultation and communication strategies</li> <li>• Identifies and monitors major risks and mitigation measures</li> <li>• Approves recommendations to council (includes being the final arbiter if there is staff disagreement).</li> <li>• Secures the necessary resources (budget and staff)</li> </ul>	(Same membership as for the Waioira Northland steering group) Tony Phipps Colin Dall Duncan Kervell Natalie Glover Justin Murfitt Darryl Jones Susie Osbalidiston Abraham Witana

<p>Project Manager</p>	<ul style="list-style-type: none"> <li>• Leads the team</li> <li>• Manages the planning of the project</li> <li>• Monitors and reports progress to Project Steering Group and to council (work reports)</li> <li>• Prepares council agenda items</li> <li>• Ensures delivery</li> <li>• Reviews all documents before being sent to Project Steering Group</li> <li>• Provides advice and support for Topic Leads</li> <li>• Prepares or sources templates, guidance etc for the reviews and preparation of new draft plan(s) as necessary</li> <li>• Laisses with RPC chair as necessary</li> <li>• Provides RPC with policy options and recommendations</li> </ul>	<p>Ben Lee</p>
<p>Project Manager Support</p>	<ul style="list-style-type: none"> <li>• Fills in for the Project Manager when not available</li> <li>• Undertakes some of the Project Manager's tasks as necessary</li> <li>• Carries our Project Manager's tasks where it would be an opportunity to develop project management experience</li> </ul>	<p>Jon Trewin</p>
<p>Topic Leads</p>	<ul style="list-style-type: none"> <li>• Co-ordinates and writes up the drafting of plan provisions for allocated topic(s)</li> <li>• Leads the technical working groups</li> </ul>	<p>Jon Trewin Michael Payne Michael Day Ben Tait James Griffin Robyn Broadhurst (see below for topic allocation)</p>

<p>Topic support</p>	<ul style="list-style-type: none"> <li>• Provide back-up to Topic Leads</li> <li>• Key reviewer of Topic Leads' work</li> <li>• Assists Workstream Leads as necessary</li> </ul>	<p>Jon Trewin Michael Payne Michael Day Ben Lee Ben Tait James Griffin Justin Murfitt Robyn Broadhurst (see below for topic allocation)</p>
<p>Staff technical working groups (one working group per workstream)</p>	<ul style="list-style-type: none"> <li>• Key staff to provide technical support and advice to the Topic Leads</li> <li>• Review outputs as necessary</li> </ul>	<p>See table below</p>
<p>Economic advisor</p>	<ul style="list-style-type: none"> <li>• Provides advice and information on economic matters.</li> <li>• Assist with preparation of Section 32 template</li> <li>• Assists with preparation of Section 32</li> <li>• Assists with reviewing Topic Lead outputs</li> </ul>	<p>Darryl Jones</p>
<p>Cultural advisor</p>	<ul style="list-style-type: none"> <li>• Provides advice and information on tangata whenua matters.</li> <li>• Assists with preparation of Section 32</li> <li>• Assists with reviewing Topic Lead outputs</li> </ul>	<p>Abe Witana</p>
<p>Primary stakeholders</p>	<ul style="list-style-type: none"> <li>• The small group of very interested / affected stakeholders that will be used to test ideas with and kept fully informed of progress.</li> </ul>	<p>See table below</p>
<p>Administration Support</p>	<ul style="list-style-type: none"> <li>• Primarily managing mail outs, any major printing jobs and putting together agendas for committee workshops and meetings.</li> </ul>	<p>Evania Laybourn (and other admin cover as required)</p>

*Topic allocation*

Topic title	Lead	Support	Staff technical working groups	Primary stakeholder
Water quality	Ben T	Robyn B Justin M Jon T	Richie, Susie, Natalie, Jean-Charles, Stuart S, Duncan K, Tess D, Denis W, Abe	Forestry RMA Group –Ursula Buckingham Dairy Industry Liaison Group Helen Moodie Dry Stock Industry Liaison Group – Louise Wilson Horticulture NZ – Chris Keenan Balance Agri-Nutrients – Murray Lane/Neil Crowson NZTA – Jane Price Catchment groups – Natalie B IKHMG – Leane Makey District Councils – wastewater and stormwater asset managers Department of Conservation – James Witham – Forest and Bird – Marianna Young Fish and Game – Corina Jordon
Water quantity	Robyn B James G (wetlands, dams, and structures)	Ben T Justin M	Stuart S, Susie, Emily, Pride, Dale H, Natalie, Allan R (dams), Abe; Geoff H	Dairy Industry Liaison Group – Helen Moodie Dry Stock Industry Liaison Group – Louise Wilson Horticulture NZ – Chris Keenan Irrigation NZ – Andrew Curtis Avocado Growers Association? – Sue Cullam Department of Conservation – Andrew Townsend Fish and Game – Nathan Burkepille Forestry RMA Group –Ursula Buckingham Catchment groups – Natalie B IKHMG – Leane Makey District Councils – stormwater and water asset managers Forest and Bird – Marianna Young
Coastal	Michael D Jon T(significant / outstanding values) James G (marine biodiversity)	Michael P Ben L	<i>General</i> Allan R, Paul M, Jim L, Ross W, Ricky, Laura, Abe  <i>Marine biodiversity</i> Don M, Irene, Paul M, Bruce G, Lisa F, Richie, Carol N, Kane M, Gail T, Abe	Aquaculture NZ (Rebecca Clarkson) MPI – Aquaculture (Michael Nielson) Kier Volkerling Department of Conservation – James Witham Heritage NZ – Bill Edwards, Atareiria Heihei (Tangata Whenua Heritage) District Councils: KDC – Vanessa Anich WDC – Robin Rawson, Evan Cook, Heather McNeal (Heritage) FNDC – Greg Wilson Far North Holdings – Chris Galbraith
Air quality	Jon T	Michael P	Obi, James M, Stuart S, Colin	Agricultural Aviation Association - John Sinclair Horticulture NZ – Lynette Wharfe Fed Farmers – Richard Gardner NZ Refining – Riaan Elliot
Natural hazards	Michael D	Michael P	Toby, Laura, Ricky, Allan R, Bruce H, Stuart	District councils: Vanessa Anich (KDC), Lynley Newport (FNDC), David Colman (WDC)



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				Department of Conservation (coastal hazards) – James Witham NZTA - Jacqui Hori-Hoult
Infrastructure and mineral extraction	Jon T	Michael Day	Geoff, Chris P, Tess, Colin, Graham	KDC – Vanessa Anich + reps from infrastructure and services WDC – Robin Rawson + reps from infrastructure and services FNDC – Greg Wilson + reps from infrastructure and services. Aggregate and Quarry Association - Bill Bourke NZTA – Jane Price
Hazardous substances and contaminated land	Michael P	Jon T	James M, Garry, Stuart S	Oil Companies (David Le Marquand – burton consultants) BP (James Court) District Councils (John Langsford WDC, Robert Schlotjes KDC, Bruce Hows FNDC)

## 7. Key tasks

The following are the key tasks for preparing the draft regional plan, and in less detail for the proposed plan(s).

Task	Output	Completion date
1. Complete project plan	RPC approves project plan	March 2015
2. Complete Section 32 template	RPC approves Section 32 template	April 2015
3. Complete new regional plan structure	RPC approves plan structure	April 2015
4. Complete decision sketching workshops	Workshops for all topics held and necessary direction sought.	July 2015
5. Complete workshops seeking approval / direction for plan content and section 32	Workshops for all topics held and necessary direction sought.	Feb 2016
6. Complete draft regional plan and Section 32	RPC approves draft regional plan and section 32 report for public feedback	July 2016
7. Complete regional plan and Section 32 for notification	Council approves regional plan and Section 32 for notification.	July 2017

## 8. Major science and information gathering

These are the major science and information projects to inform, or provide content for, the new regional plan.

Topic	Description	Completion date
Coastal	Mapping significant anchorages	May 2015
Coastal	Mapping significant surf breaks	May 2015
Coastal	Mapping historic heritage in the CMA	June 2016
Coastal	Mapping significant marine biodiversity in the CMA	July 2015
Coastal	Identifying new or expanded mooring areas	July 2015
Coastal	Confirming ONFs (mapping listed areas in RPS)	TBC
Biodiversity	Sites of ecological significance (aquatic)	July 2015
Water quality	Lakes Nutrient Limitation	July 2015
Water quality	Lake Management (Joint Venture with MPI)	TBC
Water quality	Whangarei Harbour sediment load limit (MPI Joint Venture)	TBC
Water quality	Freshwater management units and objective framework for contaminants (rivers)	July 2015

Water quality	Sediment core analysis (Kaipara & Whangarei Harbours)	July 2015
Water	Tangata whenua values for freshwater (Joint venture with MPI)	TBC
Water quantity	Water allocation calculator	March 2015
Water quantity	Ground water / surface water interaction	April 2015
Water quantity	Review of highly allocated catchments – Priority Catchments	May 2015
Water quantity	EFSAP / RHYHABSIM (water level defaults)	Complete
Water quantity	Cumulative effects of Dams in Northland Catchments	July 2015

## 9. **Project constraints<sup>3</sup>**

(Note – Risks are covered in a later section)

- Staff and the committee won't be available from late December to mid-January (holidays).

## 10. **Risks**

(Note – also refer to assumptions).

Nature of risk	Potential impact on project	Risk	Risk Mitigation	Residual Risk
Staff time committed to other projects is greater than anticipated.	Timeframes not met.	High	Ensure project is given necessary priority and timeframes to allow sufficient resources to be available. Keep close contact with manager (Justin) to identify staff resourcing conflicts and design project plans together. Ensure budget available for consultants / contract staff.	Medium
Key project members leave or are not at work for extended time (e.g. Christmas holidays).	Time delays while new project members come up to speed or while project members away. .	High	Put in place Topic Supports for each topic to act as cover for the Topic Leads, and Project Manager Support to cover the Project Manager.	Medium

<sup>3</sup> Constraints are concerns that already exist; you cannot alter them and you need to live with them. Don't confuse constraints with risks. Risks describe concerns that have not happened and need to be prevented from happening if possible.

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<p>Local government reorganisation</p>	<p>Timeframe delays or change in approach for delivering new plans. Existing expertise in council leaves</p>	<p>Medium</p>	<p>Keep abreast of developments. Design the plan structure to allow district plans to be 'clipped on'. Assuming any transition will be 18 months to 2 years away, aim to have draft plan complete within this time. Have 'shadow' roles for key members of project team. Ensure budget available for consultants / contract staff.</p>	<p>Medium / low</p>
<p>The draft plan is not completed within the current council's term (see also local government reorganisation above).</p>	<p>The new council may wish to change the content and or/ direction taken in the plans.</p>	<p>Medium</p>	<p>Have 'notification' of the draft plan before the next elections as the ultimate goal of the project.</p>	<p>Medium / low</p>
<p>Councillor and CEO expectations of timeframes for deliverables are not met</p>	<p>Puts stress on staff to deliver which may result in extra hours worked and/or substandard deliverables.</p>	<p>Medium / low</p>	<p>Ensure the timeframes for completing deliverables are realistic and resources are committed. Frequently review the timeframes and inform CEO and Councillors as early as possible about any potential for slippage.</p>	<p>Low</p>
<p>Insufficient internal expertise to prepare plan content and Section 32 (see also local government reorganisation above).</p>	<p>May result in delays while staff up skill themselves, unanticipated costs employing the necessary expertise (consultants), or substandard deliverables.</p>	<p>Medium</p>	<p>Build contingency into budgets for consultants. Ensure deliverables are well reviewed and tested. Have 'shadow' roles for key members of project team.</p>	<p>Medium / low</p>

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<p>Insufficient information to for robust Section 32 in particular areas.</p>	<p>May result in delays and unanticipated costs in collecting the necessary information.</p>	<p>Medium</p>	<p>Budget for consultants. Accept that we won't always have perfect information (80:20 rule). Before making any decision about obtaining new information, ensure that the benefit exceeds the costs.</p>	<p>Medium / low</p>
<p>Lack of buy in from Maori and key stakeholders.</p>	<p>Significant opposition to new plan could result in significant challenges which can increase time and costs (particularly if they result in Environment Court hearing).</p>	<p>Medium / high</p>	<p>Prepare a draft regional plan for public feedback. Identify primary stakeholders (those with significant interest and likely to be substantial participants in the formal process) and use them to 'test' ideas with as the draft regional plan is developed. Consider having mediated sessions) with primary stakeholders (and RPC?) to prepare the notified regional plan. Have available staff / resources for advice on Maori and economic matters</p>	<p>Medium</p>
<p>Governance debate too long, not able to agree and/or is not able to meet frequently.</p>	<p>May result in delays.</p>	<p>Medium / high</p>	<p>When putting up options to council for the governance structure for preparing the draft and proposed plan, clearly communicate that in order to meet timeframes, the governance structure will need to be strategic, committed and able to meet frequently. Recommend that these attributes be included in the governance terms of reference.</p>	<p>Medium</p>
<p>Staff get too involved in governance issues</p>	<p>May result in delays.</p>	<p>Medium / high</p>	<p>Project plan clearly outlines governance and staff responsibilities</p>	<p>Medium</p>

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<p>Maori co-governance or co-management becomes a reality (either forced or by NRC initiative).</p>	<p>May result in delays or changes in direction of the new plans. Assuming this extends to the plan development, the governance structure is at risk of not being as 'nimble' (e.g. not being able to meet frequently or extra time bringing people up to speed). Beach management board for Te Oneroa a Tohe (90 Mile Beach) is likely to be set up within next 1-2 years.</p>	<p>Medium</p>	<p>Keep abreast of any potential developments. Engage early with appropriate co-governance / management structures.</p>	<p>Medium / low</p>
<p>Significant inconsistencies between the draft/proposed plan and the Auckland Unitary Plan.</p>	<p>May result in conflicting approaches to managing shared resources and resource users.</p>	<p>Medium</p>	<p>Ensure the Auckland Council is kept informed throughout the plan development process and identified as a primary stakeholder. Ensure Topic Leads check the Unitary Plan during the review and when developing plan provisions. Follow a structure the same/similar to the Unitary Plan.</p>	<p>Medium / low</p>

## 11. *Communication Management*

Note – this section is in lieu of a separate formal communications plan.

### **Project reporting**

- Project Manager and Project Steering Group to meet monthly and more frequently as necessary. The Waiora Northland Project Steering Group meets monthly, and given it's the same people it would make sense that the meetings for each project happen at the same time.
- Progress reports from Project Manager to Project Steering Group given in writing at least 5 working days before scheduled monthly meetings.
- Written progress provided to council in the monthly council work reports.
- Justin Murfitt to give verbal updates to Senior Management Team at scheduled meetings upon completion of key milestones or as required

### **Internal stakeholders/interests**

- Most directly affected staff with relevant experience will be involved in a Technical Working Group.
- Affected departments are represented on the Steering Group. Expectation is that they would communicate necessary information to their departments

### **External stakeholders/interests and Maori**

- Project Manager to be the main point of day-to-day contact.

- RPC chair to attend key engagements as necessary.
- Key stakeholders and Maori contacts to be emailed updates as necessary.
- Key stakeholders will be those that have an interest greater than the public generally, and will include agencies, iwi groups, interest groups and industry organisations.
- Key stakeholders and Maori contacts have been identified (was done as part of organising the plan review workshops) and additions can be made as necessary.
- **Te Taitokerau Maori Advisory Committee** Provide update papers and/or presentations as necessary.

### **Environmental Management Committee**

- Keep EMC informed via the monthly Waiora Northland project update.
- Provide papers and/or presentations on issues EMC likely to have a significant interest in.
- Invite RPC members to EMC when there are presentations relevant to regional planning issues and vice versa.