

Resilient Westport Steering Group

Title: Resilient Westport – Master Planning – Future Resourcing

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Purpose

To provide the Resilient Westport Steering Group with an update on the budget status for the Master Planning and Engagement programmes and proposed budget requirements

Recommendations

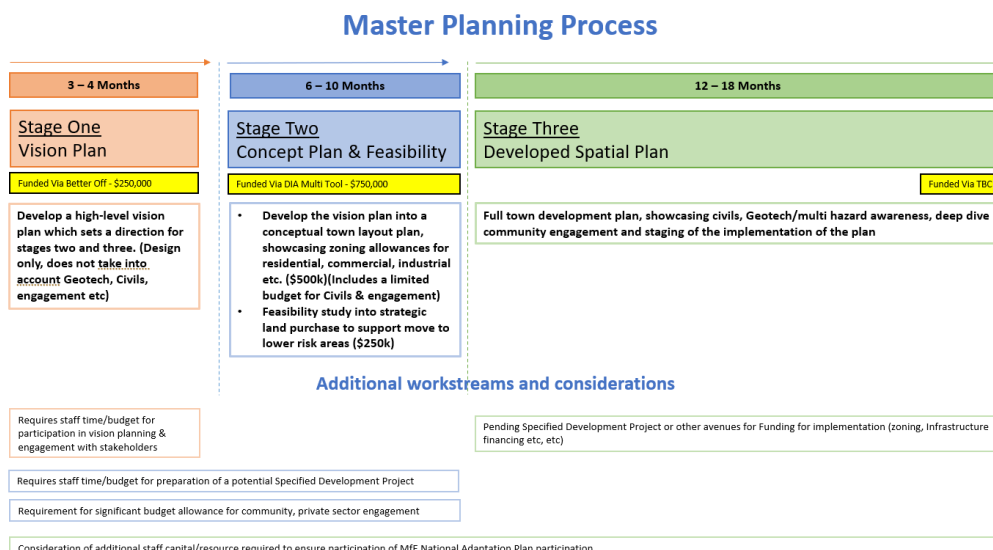
It is recommended that the Resilient Westport Steering Group:

- **Notes** the budget update provided and that a full budget reappropriation report will be provided at the February meeting.
- **Approve**
 - In principle to reappropriate the \$0.25million funding from a Feasibility Study to Communications and Engagement implementation; and,
 - In principle the decision to engage resource to implement the Communications and Engagement strategy
 - In principle the extension of contracts for Project and Programme Management to 30 April 2024.

Background

The intention of the Master Planning is to create a holistic plan that addresses the Wellbeing's and provides a development pathway for the growth and adaptation of Westport.

The Planning Framework has been designed to align with the PARA framework, the Multi Tool Business case and the National Adaptation Plan and RMA reform. The Master planning Framework is split into three stages.



Stage one Master Planning Vision

Buller District Council (BDC) allocated funding from the Better Off Fund to initiate Master Planning for the Greater Westport area.

BDC appointed the Isthmus Group via an invited Tender Process to deliver the first stage of the Master Planning framework – The Vision.

The Isthmus Group specialises in Master Planning and brings a multi-disciplinary team of urban designers, architects as well as strategic alliances with Civil Engineers, and Multi Hazard teams.

The Isthmus Group began work in October 2023, with completion of Stage one expected in March 2024.

The budget for stage one is \$0.25million. It was agreed in November, to bring forward \$25,000 from Stage Two to engage subject matter experts in order to test 'Fatal Flaws' and ensure that this early stage of work is aligned with the hazard scape and constraints.

At the completion of Stage One, it is forecast that there will be a surplus of \$11,200 to transfer back to Stage Two (See summary in Table 1). *(Note, Programme Management Costs for Stage One have been borne out of the total Better Off Package and not attributed directly to this programme of work).*

Table 1

| BDC Master Planning | Budget | Forecast | Proposed | Commentary | Shortfall |
|---|-------------------|-------------------|---------------------|---|-------------------|
| Stage one (Better off Fund) | \$ 250,000 | | | | |
| Isthmus | \$ | \$ | | | |
| Project Manager to 31 March | | \$ | | to 31 March | |
| Stage Two B/F - externals advice | \$ 25,000 | \$ | | Subject matter experts as per Isthmus stage 2 scope to assess fatal flaws | |
| Total Stage one | \$ 275,000 | \$ 263,800 | | | |
| Stage Two (Multi-tool Fund) | \$ 475,000 | | | | |
| Funds unspent from stage 1 | | | -\$ 11,200 | | |
| Isthmus | | | \$ | Estimate - not a formal quote | |
| Externals advce | | | \$ | subject matter experts/civils | |
| Project Manager @ 40 hours/wk 12 months (2000 hours) | | | \$ | | |
| Programme Management @15 hours/wk + disbursements (950 hours) | | | \$ | | |
| | | | | Full report to be tabled at February SG meeting | |
| Feasibility Study | \$ 250,000 | | | | |
| Comms & Engagement (collateral and staffing) 12 months | | | \$ 216,000 | Full report to be tabled at February SG meeting | |
| Contingency | | | \$ 34,000 | | |
| Total Stage two | \$ 725,000 | | \$ 1,127,800 | Shortfall | \$ 402,800 |

Stage Two Master Planning – Concept Plan

Stage Two of the Master Planning framework has a funding appropriation of \$0.5million from the Multi-tool Business Case programme of works. As agreed at the last meeting, approval was provided by the Steering Group to bring forward an amount of \$25,000 into stage one for external technical advice leaving a budget of \$475,000

For planning purposes, an estimate was sought from Isthmus for delivery of Stage Two. The proposed costs from Isthmus are \$500,000 which leaves the programme short of funding for Programme Management and Project Management.

BDC is unable to provide staff to manage this programme of work as the Council is stretched to capacity to deliver the current Business as Usual programme. This leaves the programme with a shortfall of \$389,000. (See Table one for proposed cost breakdown)

Communications and Engagement Implementation

In November, the Steering Group endorsed a drawdown of \$15,000 to deliver a Communications and Engagement Strategy. The purpose of this proposed strategy and implementation plan is to clearly map the ways and means to engage effectively with the local community in Westport, informing and educating them about the various workstreams. The aim is to address community frustration, facilitate understanding and ownership of the work programmes and assist in gaining participation in workstreams.

The final Strategy report will be completed by 15 December 2023. Estimated costs of engaging with the Community across the PARA framework is \$216,000 with a contingency of \$34,000. This estimate includes the cost of contract engagement advisors to deliver the plan of \$140,400.

Currently, there is no budget to deliver this programme of work. To be successful, the programme of work across the PARA framework will be dependent on strong communication and engagement with the Westport community.

It is recommended that the \$0.25million appropriation for a Feasibility study be reappropriated to deliver a strong communications and engagement plan for the Westport community in order for both Councils to deliver successful programmes of work. (Proposed budget is included in Table 1.)

In order to secure Engagement Advisors to commence work in February 2024, advertising for these roles would need to be implemented in December. BDC is seeking authorisation to advertise for a contract engagement advisor and a contract communications advisor. Both roles would be for 15 hours per week at a maximum rate of \$90 per hour.

Short Term extension of Contracts

Contracts for the Programme Manager and Project Manager engaged on the Master Planning programme for BDC are due to end on 31 March 2024.

BDC is seeking endorsement from the Steering Group to give a short-term extension to these contracts to 30 April 2024 whilst decisions are made on the final direction for the Master Planning programme.

Table 2 details this expense

Table 2

| Extension of Resource from 1 - 30 April 2024 | | | |
|--|--|--|------------------|
| Project Manager on month 32 hours /wk | | | \$ [REDACTED] |
| Programme Manager one month 15 hours/wk + disbursements | | | \$ [REDACTED] |
| Total | | | \$ 28,742 |

Next Steps

- The final Communications and Engagement Strategy paper will be presented at the February Steering Group meeting
- It is proposed to bring a paper to the Steering Group in February for a decision on Stage Two of the Master Plan future resourcing