

Monthly Project Status Report

Te Tai o Poutini Plan

For the period: 1 August – 30 August 2019

Prepared By: Jo Armstrong
Date Prepared: 21 August 2019

Accomplishments this Period

- Lois Easton began work as our planning consultant. She has been making contacts at councils and Ngai Tahu, and gathering existing research and data together.
- Attended Biodiversity Strategy consultation in Wellington on 23 August.
- Jo and Lois visited each of the districts on 27 and 28 August. Met with planners and engineers to discuss plans and practices, and visit local infrastructure sites.
- Interviewed two great candidates for the role of TTPP Senior Planner on 28 August.
- First meeting of the Technical Advisory Team (TAT) held on 29 August.
- Draft work plan developed with TAT input identifying timing for policy focus areas to work on.
- Draft stakeholder questionnaire developed with TAT input to understand how current plans are used.

Plans for Next Period

- Employ the senior planner.
- Continue work with districts on Settlements section of TTPP.
- Plan stakeholder engagement on Settlements section
- Finalise TTPP web page and logo
- TTPP Committee meeting 9 September
- Rex and Jo to update Minister O'Connor on 4 September

Key Issues, Risks & Concerns

| Item | Action/Resolution | Responsible | Completion Date |
|--|--|------------------|------------------|
| Not getting key stakeholder buy-in | Contact and meet with them individually. Plan a stakeholder workshop and on-going engagement process | Jo | 28 February 2020 |
| Not producing a notified plan in a timely manner | Set achievable milestones and monitor/report progress. ID additional expertise/capacity | Jo/Planning Team | 30 June 2024 |
| Decision makers can't agree | Get agreement on pieces of work prior to plan completion | Rex | On-going |
| Budget insufficient for timely plan delivery | Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables | Jo | Annually |

Status

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|------------------|---|
| Overall | Good start to project. Documentation, engagement and reporting are underway. Budget set for 2019/20 and recruitment underway. Consultant and TAT making early progress. |
| Schedule | Year 1 work programme approved. TTPP will take time as current plans are out of date |
| Resources | Planning Consultant contracted and began work on 29 July. Interviewed for permanent |

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| | senior planner on 28 August. Level of input from district council staff will determine the ongoing need for further permanent TTPP staff. |
| Scope | Deliver efficient, effective and consistent Te Tai o Poutini Plan |

Schedule

| Stage | Target Completion | Revised Completion | Comments |
|---|-------------------|--------------------|---|
| Complete project initiation documentation | 30-Apr-19 | 19-July-2019 | TTPPC to approved |
| Identify and contact key stakeholders | 03-May-19 | Ongoing | Connection made with all key stakeholders and started a second round of contact with other interested parties |
| Contract senior planning consultant | 01-Aug-19 | 29-July-2019 | Contract in place 29/7/19 -30/6/20 |
| Recruit permanent senior planner | 30-Sep-19 | | Interviews completed 28 August |
| Set up Te Tai o Poutini One Plan website and communications package | 30-Sep-19 | | Contracting web designer |
| Set planning milestones | 31-Oct-19 | 30 August 2019 | Draft attached |
| Hold key stakeholder workshop for Settlements section | 28-Feb-20 | | Once planning team assembled |
| Hold Community information meetings | 31-Mar-20 | | Once planning team assembled. To coincide with council-community meetings and local events |
| Notify Te Tai o Poutini One Plan | 30-Jun-24 | | Indicative time only -Too early to rely on this date |

Actions required

Comment on the draft Policy Focus Timeline and draft Stakeholder Questionnaire by 10 September 2019.