

Monthly Project Status Report Tai Poutini Plan

For the period: 31 May 2019 – 30 June 2019

Prepared By: Jo Armstrong

Date Prepared: 1 July 2019

Accomplishments this Period

- Contacted and met with a number of secondary stakeholders. Further meetings undertaken in Christchurch and Greymouth 24-28 June
- Following further leads to include interested parties in the planning process
- Met with MBIE and DIA staff in Wellington to discuss regional economic development and the combined planning process
- Entered discussions with a senior planning consultant to ascertain her experience and availability as a contractor

Plans for Next Period

- Recruitment is top of the list, and is budget dependent.
- Stakeholders are still booking meetings with me during July in Wellington and Christchurch
- Working with Communications staff at WRRCR
- Working with WCRC IT staff to develop a TPOP website.
- Francois told the Steering Group that the correct name for the West Coast is Te Tai o Poutini. He suggested calling the Plan Te Tai o Poutini One Plan, referred to as TPOP. Your input on this will be sought at the Committee meeting on 19 July.

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Securing planning and communications staff	Ongoing conversations and formulation of job descriptions. Recruitment	Jo/Mike/Kim	30 September 2019
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

Status

Overall		Good start to project. Documentation, engagement and reporting are underway. Budget and recruitment will determine early progress on the project.
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Schedule	Project Manager employed and project planning underway. Project schedule will be affected by the budget
Resources	Already some interest in the roles, but recruitment has been delayed due to budget finalisation
Scope	Deliver efficient, effective and consistent Te Tai o Poutini Plan

Schedule

The tentative delivery dates require approval from the Committee at its first meeting on 19 July. Delays convening the final Committee and a reduction of the proposed budget have resulted in an extension of the timeframes initially suggested.

Stage	Target Completion	Revised Completion	Comments
Milestones	Target Completion	Revised Completion	Comments
Complete project initiation documentation	30-Apr-19		TPC to approve once Committee is appointed
Identify and contact key stakeholders	03-May-19		Connection made with all key stakeholders and started a second round of contact with other interested parties
Contract senior planning consultant	01-Aug-19		Talking to prospective contractor
Recruit 2 x senior planners and 1 Communications advisor	30-Sep-19		The recruitment process is tied to budget decisions for the project
Set up Te Tai o Poutini One Plan website and communications package	30-Sep-19		Discussing options with WRRCR IT team
Set planning milestones	31-Oct-19		Relies on staff on the ground
Hold key stakeholder workshop	28-Feb-20		Relies on staff on the ground
Hold Community information meetings	31-Mar-20		Relies on staff on the ground
Notify Te Tai o Poutini One Plan	30-Jun-24		Too early to rely on this date, so not for public communication

Actions required

Approve the Project Initiation Document
 Approve the project budget for 2019/20
 Authorise the Project Manager to recruit planning staff
 Confirm a name for the One Plan

***The Local Government Reorganisation Scheme (West Coast Region) Order 2019** was published at 10:37am on Friday 21 June 2019 at <https://gazette.govt.nz/notice/id/2019-go2872>.