

Monthly Project Status Report Tai Poutini Plan

For the period: 30 April – 30 May 2019

Prepared By: Jo Armstrong

Date Prepared: 29 May 2019

Accomplishments this Period

- Contacted all Key Stakeholders. Met with the majority of them and received generally very positive feedback on the intended engagement process. Will send quarterly updates to this group and ensure they are aware of pertinent sections under review and are involved in their development.
- Updated Stakeholder Engagement Plan.
- Secondary stakeholders have been identified and contacted. Some meetings have been planned with them in Wellington, Christchurch and Greymouth. This group can opt into quarterly updates if they wish, and will be kept informed of any public meetings.
- I have had a discussion with a very senior planning contractor. She would be a valuable addition to the team once funding is approved for next financial year.
- Recruiting is ongoing. We will advertise for a principal planner and a senior planner for the TPP once the budget is approved.
- Mike, Simon and I met with DIA and MBIE staff in Wellington to discuss ongoing management at Franz Josef. I can continue to work on the ground with this group and others in Central Government as appropriate.
- We also met with Gavin Beattie from the Local Government Commission. We discussed the \$200,000 they have allocated for TPP set-up. We will try to invoice them for as much as possible before 30 June, but Gavin hopes to be able to role the balance over into next year.

Plans for Next Period

- Meet with remaining key stakeholders and some of the secondary contacts.
- Plan a TPP webpage. Identify available resources and develop framework.
- The week of 27-31 May I am on the Coast. I spent time with Rex on the 27th, and spoke at the Hokitika Soroptimists Meeting that night. I also updated the Buller Council on TPP at their Council Meeting on the 29th.

Key Issues, Risks & Concerns

Item	Action/Resolution	Responsible	Completion Date
Securing planning and communications staff	Ongoing conversations and formulation of job descriptions	Jo/Mike/Kim	1 July 2019
Not getting key stakeholder buy-in	Contact and meet with them individually. Plan a stakeholder workshop and on-going engagement process	Jo	31 July 2019
Not producing the plan in a timely manner	Set achievable milestones and monitor/report progress. ID additional expertise/capacity	Jo/Planning Team	30 June 2022
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, reporting, staffing and engagement all underway
Schedule	Project Manager employed and project planning underway
Resources	Already some interest in the roles, but recruitment takes time
Scope	Deliver efficient, effective and consistent Tai Poutini Plan

Schedule

Milestones	Target Completion	Revised Completion	Comments
Complete project initiation documentation	30 April 2019		TPC to approve once Committee is appointed
Identify and contact key stakeholders	3 May 2019		Connection made with all key stakeholders and started a second round of contact with other interested parties
Recruit 2 x senior planners 1 communication advisor	30 June 2019	31 July 2019	The recruitment process is very slow and might not achieve 30 June appointment date.
Contract senior planning consultant	1 July 2019		Talking to prospective contractor
Stakeholder workshop	31 July 2019	31 Aug 2019	Relies on staff on the ground
Set planning milestones	31 July 2019	31 Aug 2019	Relies on staff on the ground
Set up TPP website and communications package	31 August 2019		Discussing options with WRCR IT team
Community information meetings	31 August 2019		Relies on staff on the ground
Notify Tai Poutini plan	30 June 2022		Too early to rely on this date, so not for public communication

Actions required

Please send your comments about the name for the combined planning process to Jo