

# Monthly Project Status Report

## Te Tai o Poutini Plan

For the period: 1 July – 31 July 2019

**Prepared By:** Jo Armstrong  
**Date Prepared:** 30 July 2019

### Accomplishments this Period

- Work programme for 2019/20 approved by TTPPC
- Contract signed with planning consultant. Lois Easton commenced work on 29 July
- Advertisement out for permanent senior planner
- Further stakeholder meetings undertaken e.g. Bathurst Resources, Chorus, Forest and Bird
- First update sent to key stakeholders on 29 July





### Plans for Next Period

- Interview senior planner candidates
- Gap analysis across current West Coast district plans and how they implement national and regional policy
- First meeting of the Technical Advisory Team on 29 August

### 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
Budget insufficient for timely plan delivery	Work with TTPPC to recommend budget, and with WCRC to raise rate to achieve deliverables	Jo	Annually

### Status

<b>Overall</b>		Good start to project. Documentation, engagement and reporting are underway. Budget set for 2019/20 and recruitment underway.
<b>Schedule</b>		Year 1 work programme approved
<b>Resources</b>		Planning Consultant contracted and began work on 29 July. Advertising for permanent senior planner with applications closing 12 August.
<b>Scope</b>		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 approve once Committee is appointed
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		Advertised 24 July. Applications close 12 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		Once planning team assembled
Hold key stakeholder workshop	28-Feb-20		Once planning team assembled
Hold Community information meetings	31-Mar-20		Once planning team assembled
Notify Te Tai o Poutini One Plan	30-Jun-24		Indicative time only -Too early to rely on this date

## Actions required

Note the above content

\*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>.