

## 1. Summary and Overview

### Project Overview

The overarching aim of this programme is to implement the Waikato Plan. The Plan seeks to support the integrated future development of the region across the four well-beings. The Plan aims to provide a forum for coordinating and guiding integrated decision making on complex regional scale issues that cross statutory boundaries.

The actions in the Waikato Plan fall into two categories:

- Actions that the Waikato Plan Leadership Group will lead. These actions have been prioritised and will be placed into a phased programme of work.
- Actions in which the Waikato Plan Leadership Group can support and advocate. This may be in the form of securing funding, providing advice and reports on key issues, enabling discussions and decision making.

It is important that Waikato Plan maintains an overview position given the regional and sub-regional strategic role of the Plan. This dashboard will report on specific activities that the Waikato Plan undertakes to support actions that other agencies are leading.

## 2. Top Risks

Strategic issues arising since last period:

None

The key risks outlined in the Implementation programme are shown below:

Risks / Issues	Risk to project			Mitigation
	Low	Med	High	
Political engagement				Engagement Plan and ensure appropriate reporting
Ineffective engagement with key partners				Continue to report to key partners. Engage with others on relevant actions. Ongoing reporting and comms.
Ongoing resourcing requirements				Sharing resources / tasks across the partners or provide additional resource if appropriate and agreed
Managing parallel workstreams				WPLG oversight Regular reporting and monitoring
Not achieving financial milestones required				Develop funding plan
Not achieving aim and aspirations				Ensuring actions are progressed, funding is activated, partners are engaged and resourcing is sufficient
Benefits shown by June 2018				Benefit mapping – selecting the right indicators to provide realistic progress
Iwi not being fully part of Plan implementation.				Ensure that iwi members are appointed on the Leadership Group. Ensure that iwi/Māori are engaged through an iwi/Māori forum.

## 3. Stakeholder Engagement

Engagement and Communications activity include:

- July 2017: Update Mayoral Forum website about the Waikato Plan
- July 2017: Stakeholder profile mapping
- Oct 2017: Central Government Engagement Plan completed
- Nov 2017: Strategic Partners Forum to be refreshed
- Nov 2017: Technical Reference Group to be refreshed for implementation
- Dec 2017: Iwi/Maori forum to be put into place
- Dec 2017: Launch of Waikato Plan
- Regular reporting to the Mayoral Forum, Waikato Regional Chief Executives
- Engage with central government

Note that the Waikato Plan Strategic Partners Forum will undertake both Waikato Plan work as well as Future Proof work.

## 4. Administration Milestones

Key milestones are summarised below:

Phases & Tasks	Expected date	Progress: (On Target, Potential to Slip, Achieved)	Comments
<b>Phase 1 – setting up implementation frameworks</b>			
Risk strategy			Complete in implementation programme
Implementation programme	Oct 17		FINAL to WPLG – 16/10/17
Monitoring and reporting	Oct 17		Dashboard template complete
Project plans	Nov 17		
Year 1 resourcing work plan	Nov 17		
Governance Structures and Forums set up	Dec 17		All structures set up by Dec 17
<b>Phase 2 – implementing Tranche 1</b>			
Start Leadership Group actions	Oct 17		Programme to be approved first – 16/10/17
Monitor advocate and support actions	Oct 17		First stocktake in first generation Implementation Programme
<b>Phase 3 – assess and review</b>			
Review	Jun 18		
Analyse benefits	Jun 18		

## 5. Programme Milestones

Phases & Tasks	Expected date	Progress: (On Target, Potential to Slip, Achieved)	Comments
<b>Waikato Plan Leadership Group – LEAD – Tranche 1</b>			
1.1.1 Regional Development Strategy	Nov 17		Develop project plan
1.1.2 Regional priorities for service and technical infrastructure	Nov 17		Develop project plan
1.2.1 Matching Central Government Services to community needs	Nov 17		Develop project plan
2.3.2 Central Government Partnerships and Collaboration	Oct 17		Central Government Engagement Plan and minister briefing docs completed
1.3.1 Community Plans	Nov 17		Develop project plan for first stage – stocktake, framework and gap analysis
2.3.1 Collaboration with Future Proof	Nov 17		Combining CE Steering Groups approved 11/10/17 – first combined meeting Nov
3.1.3 Iwi collaboration on high priorities	Oct 17		Letter sent for iwi reps on WPLG/WRC meeting with Iwi Board CEs
6.1.14 Develop a shared regional evidence base	Nov 17		Develop project plan
<b>Waikato Plan Leadership Group – SUPPORT and ADVOCATE ACTIVITIES</b>			

## 6. Financial Tracking

There is funding in the Waikato Plan implementation budget for Phase 1 as agreed by CESG. \$466,672 is allocated for the 2017/18 year which will cover administration, monitoring, advice, remuneration of the LG and seed funding for implementing actions. The local government partners have fully funded the first year of operation.

During year one quarter of the funding for the second year will be sought from external partners increasing to 50% in the third year. Funding for Tranche 1 has been requested through the regional growth programme.

Actual costs FY17: ~ \$34,642k – Aug 2017, accrued: ~ \$

## 7. Activity Tracking – Leadership Group - lead

Looking Back Tasks Delivered During Period

Task	Responsibility	Due date	Status
Stakeholder profiles	Project team	Jul 17	Complete
Update Mayoral Forum website	Project team	Jul 17	Complete
Funding bid requested from MBIE through the regional growth programme	Project team/WMB	Aug 17	Awaiting result
TOR's revised for LG, CE, SPF	Project team	Sep 17	Complete
Leadership Group appointed	Project team	Sep 17	Local government and business and community appointed.
3 year implementation budget confirmed for partner councils	Project team	Sep 17	Partner councils have received funding allocations for first 3 years
Develop implementation programme	Project team	Oct 17	FINAL to WPLG – 16/10/17
Develop Central Government Engagement Plan	Project team	Oct 17	FINAL to WPLG – 16/10/17
Letters to Iwi Trust Boards sent	Project team	Oct 17	Complete
Monitoring dashboard to develop	Project team	Oct 17	Complete
Issue and Risk Register	Project team	Oct 17	Complete
Briefing papers for Ministers to prepare	Project team	Oct 17	Complete

Looking Forward Tasks Scheduled for Next Period

Task	Responsibility	Due date	Status
Launch	WRC	Dec 17	In progress
Appoint Iwi and govt agencies to Leadership Group	Project team	Dec 17	To be actioned
Iwi/Maori forum to organise	Project team		In progress
Combine CESG and SPF for WP and Future Proof	Project team/Future Proof	Nov 17	Combining CE Steering Groups approved 11/10/17 – first combined meeting Nov
Refresh SPF and TRG	Project team	Nov 17	In progress
Develop detailed project plans for Tranche 1 actions	Project team	Nov 17	To be actioned
Year 1 resourcing work plan to develop	Project team	Nov 17	To be actioned
Schedule meetings with ministers	Project team/WRC		To be actioned