

## Alex Travis

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**From:** LITTLE, Chrissie (WELLHO) <Chrissie.Little@CORRECTIONS.GOV.NZ>  
**Sent:** Wednesday, 18 September 2019 9:32 AM  
**To:** REILLY, Brent (WELLHO); HENDERSON, George (WELLHO); Khan, Afzal (WELLHO); ERSKINE, Craig (WELLHO); Bermy Pokoati; JADHAV, Vik (WELLHO); BARGH, Madeleine (WELLHO); Stacey Telling; MILNE-RODRIGUES, Cathy (WELLHO)  
**Subject:** Te Puke - planning

Hi all,

Letting you all know that I have asked George Henderson to work with Afzal and prepare a A3 plan-on-a-page visual for the Te Puke opportunity to show all the moving pieces, and check that we are in sync.

Its important that we all know that this property is the only real opportunity we have to deliver our first milestone for July 2020! And time is slipping away on us.

We have a number of dates that are set already that can be plugged in.

Go live is 1 July 2020, then a scaled implementation over 6 months.

The procurement timelines to secure a service provider are:

October 2019 - ROI tender released GETS

October 2019 - ROI tender closes

November 2019 - Successful providers selected

December 2019 - RFP tender released for Site 1 (te puke)

January 2020 - RFP tender closes for Site 1

March 2020 - Successful provider/s selected for Site 1

March 2020 – sign contract

**Tasks on the service provider side:**

Source service provider – procurement start, finish (refer dates above)

Service provider site visit

Detailed service design start, finish

Service provider operational readiness start, finish

Internal corrections operational readiness start, finish

Opening ceremony start, finish

**Tasks on the property side:**

Property Conditional offer start, finish

Determine resource consenting pathway start, finish

Resource consenting application start, finish

Community engagement regional relationships start, finish

Community engagement neighbours start, finish

Retrofit works start, finish

Acceptance testing start, finish

**Governance:**

Funding approval memo start, finish

**Communications:**

Establish AVL with regional team

Assign regional lead rep

Regular written updates to key stakeholders on progress

Feel free to let us know if you want to see certain tasks reflected

Regards

Chrissie

**Chrissie Little**

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**ARA POUTAMA AOTEAROA**  
DEPARTMENT OF CORRECTIONS



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