

13 May 2020

Mike Collins / Hamish Watson
Kaipara District Council
Private Bag 1001,
Dargaville 0340

By email: mcollins@kaipara.govt.nz

Dear Mike / Hamish,

Further to our recent discussions, please find enclosed our offer to produce an Options Analysis for the review of the Pou Tu o Te Rangi and Harding Park Reserve Management Plan.

Background

The Pou Tu o Te Rangi and Harding Park Reserve Management Plan was adopted by Kaipara District Council in July 2012. The Reserve Management Plan was intended as a guide for Council and the Pou Tu o Te Rangi Management Committee for the ongoing joint management of both Pou Tu o Te Rangi Pa ('the Pa') and Harding Park ('the Park').

The Pou Tu o Te Rangi and Harding Park Reserve Management Plan sets out a shared vision for the Pa and the Park as well as providing information on the legal and planning framework governing the management of the Pa and the Park, natural and cultural attributes of the area and the management issues and opportunities. These form the basis of the objectives and policies and the implementation plan.

The Reserve Management Plan details a review process for the Reserve Management Plan stating:

There is no specific statutory time frame for reviewing the Reserve Management Plan. However, given the inter-relationship between the Reserve Management Plan and the recently notified District Plan (i.e. the District Plan is currently reliant on the Management Plan for controlling activities within the reserve), a review period of 5 years is recommended. The nature of the review may not necessarily need to be a full and comprehensive review however the decision as to whether to undertake a review and what scale that review should be needs to consider the following:

- *Whether the objectives and policies of the Plan remain current.*
- *Whether the provisions of the Plan still reflect the use, protection and maintenance desired for the reserve.*
- *Whether the implementation of the Plan has facilitated the use and enjoyment of the reserve.*
- *Whether the Plan controls development on the reserve to a suitable level.*
- *Whether there have been changes in surrounding land uses which affect the use or management of the reserve.*
- *Whether the Plan still reflects community and iwi desires for the reserve.*
- *Whether the Plan has resulted in any unintended adverse effects through its implementation.*
- *If there has been any public feedback about the management or operation of the reserve or the Plan.*

It is recommended that these matters are the minimum considered in determining whether a comprehensive review is undertaken and that a report is prepared considering these factors



and recommending whether a review is necessary and if so, what level of review. The same report needs to also consider whether the changes proposed to the Plan are of such a nature as constitute a comprehensive review (and thus require public involvement as set out in Sections 41(5) and (5)) or whether a lesser level of review is proposed and full compliance with Sections 41(5) and (5) may not be necessary.

Kaipara District Council has engaged Stellar Projects to undertake an assessment of the Reserve Management Plan in accordance with the review process outlined above. Our assessment will provide Kaipara District Council with an options analysis to make an informed decision on the best process for the review of the Pou Tu o Te Rangi and Harding Park Reserve Management Plan.

Scope of Services

To undertake the options analysis the following steps are proposed:

- Review of all relevant documents in detail;
- Detailed review of Reserves Act 1977 RMP process;
- Site visit;
- Meeting with relevant Kaipara District Council staff;
- Meeting with key stakeholders;
- Production of an Options Analysis Report which determines:
 - Key issues;
 - Options; and
 - Timeframes.

The purpose of the Options Analysis Report is to provide Kaipara District Council with a document which provides for an informed decision on the best process to review the Pou Tu o Te Rangi and Harding Park Reserve Management Plan.

Project Team and Structure

To appropriately resource this engagement and ensure the best project outcomes, the Stellar Projects team will be led by our Senior Planners Elisha Oldridge and Fiona McLeod, with support from Planning Manager Stuart Brooke as required.

Program

The team aim to complete the Options Analysis Report by 7th July 2020. Indicative milestone dates are set out below:

Purchase Order – approved by 20th May 2020

Research, site visit and stakeholder engagement – Completed by 12th June 2020

Draft Options Analysis Report – Completed by 23rd June 2020

KDC feedback – Completed by 30th June 2020

Final Report – Completed by 7th July 2020

Fee Estimate

Below is Stellar Projects itemised fee estimate for scope of works as outlined above.

| DESCRIPTION | UNIT | QTY | AMOUNT |
|-------------------------------|------|-----|---------|
| Review background information | LS | 1 | \$2,000 |



| | | | |
|--|----|---|-----------------|
| Site visit, meetings and stakeholder engagement | LS | 1 | \$2,500 |
| Options Analysis Report | LS | 1 | \$4,500 |
| Subtotal | | | \$9,000 |
| Additional Services (if Required) | | | |
| Preparation of presentation materials | PS | 1 | \$500 |
| Attendance at Governance group meeting (1 meeting) | PS | 1 | \$1,000 |
| Subtotal | | | \$1,500 |
| | | | \$10,500 |

Exclusions

1. The fee above is an estimate only. In the event that the hours detailed above are likely to be exceeded KDC will be notified. No additional time will be spent without prior agreement.
2. Allowance has been made for one site visit only.
3. One on one meetings will be arranged with Key Stakeholders (either in person or via video conferencing), no provision is made for workshops at this stage.

We trust that you find the above to your satisfaction. If you have any questions, please do not hesitate to call us. We thank you for the opportunity to offer our Quotation for this work and look forward to hearing from you.

Yours sincerely,

Stuart Brooke
Planning Manager
Stellar Projects Limited

Phone: 022 601 5610

Email: stuart.b@stellarprojects.co.nz