

Pou Tu o Te Rangi and Harding Park Reserve Management Plan Review 2021



PROJECT EXECUTION PLAN

Prepared For:

Kaipara District Council

by Stellar Projects Limited

Ref: #J002603

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1. Document Review

Document history

Version	Date	Author	Details/ Update notes
1.0	25 January 2021	Fiona McLeod – Stellar Projects	Draft

Reviewers

Name	Role
Stuart Brooke	Planning Manager, Stellar Projects
Hamish Watson	Parks and Recreation Manager, Kaipara District Council
Mike Collins	Parks and Reserves Officer, Kaipara District Council

Distribution

Name	Role	Date
Hamish Watson	Parks and Recreation Manager, Kaipara District Council	25 January 2021
Mike Collins	Parks and Reserves Officer, Kaipara District Council	25 January 2021
Pou Tu o Te Rangi and Harding Park Joint Management committee	co-governance committee for Pou Tu o Te Rangi Pā and Harding Park (including the cemeteries).	February 2021

Associated documents

Version	Date	Document name
Adopted	July 2012	Pou Tu o Te Rangi and Harding Park Reserve Management Plan
0 – Draft	31 July 2020	Pou Tu o Te Rangi and Harding Park Reserve Management Plan Stage 1 – Initial Review

2. Introduction

2.1 Project Overview

This purpose of the project is to produce a revised and updated Reserve Management Plan (RMP) for Pou Tu o Te Rangi and Harding Park (PTTRHP).

The process for producing the RMP will involve a comprehensive review of existing RMP, in accordance with the requirements of the Reserves Act 1977.

2.2 Background

The RMP was adopted in July 2012 is a guide for KDC and the Pou Tu o Te Rangi



Management Committee for the ongoing joint management of PTTRHP. It also seeks to integrate management strategies with management of the adjacent Old Mount Wesley Cemetery and Harding Park family Cemetery.

The document sets out a shared vision:

"Pou Tu o Te Rangi/Harding Park will be an important enjoyable learning environment rich in natural and cultural heritage for both the local community and visitors. Throughout the site, stories will be expressed hinting at the unique qualities of this place and this community; past, present and future. Pou Tu o Te Rangi/Harding Park will be a shared public place for recreation, events, fun and learning."

The RMP provides information on the legal and planning framework governing the management of the PTTRHP, natural and cultural attributes of the area and the management issues and opportunities. The objectives and policies have been structured to support the shared vision and the overall objective - the creation of a quality holistic visitor experience

The RMP also includes sufficient detail for the use and development of the reserve, and an implementation plan setting out the actions, timeframes, funding requirements and those involved in the delivery of the actions.

The Pou Tu Te Rangi Joint Management Committee (responsible for the ongoing joint management of PTTRHP) recognised that the PTTRHP RMP is in need of review and engaged Stellar Projects to undertake an initial review of the existing RMP. The purpose of the review was to outline the statutory process required to review the RMP and provides recommendations for undertaking the review. The initial review (July 2020) recommended that a comprehensive review of the RMP is undertaken in accordance with the process set out in section 41 of the Reserves Act.

The Pou Tu Te Rangi Joint Management Committee (responsible for the ongoing joint management of PTTRHP) resolved at its committee meeting to undertake a comprehensive review of the PTTRHP RMP.

2.3 Purpose of the PEP

The purpose of this project execution plan is to set out how the comprehensive review and RMP will be formally managed. It aims to:

- provide a description of the major phases and stages which will be undertaken to complete the project
- outline the schedule of the activities, tasks, durations, dependencies, resources, and timeframes
- establish the project team, control and governance required to complete the project
- list the assumptions and constraints identified during the planning process

3. Project Outline

3.1 Scope

The purpose of the project is to undertake a comprehensive review of the PTTRHP RMP and produce and updated and revised RMP.



Section 41 of the Reserve Act sets out the statutory requirements and process for the development and review of Reserve Management Plans. A summary of the process is provided in figure 1 below.

Step 1:	Council publicly notifies its intention to review the reserve management plan and invites interested parties / persons to send in written suggestions within a set time period (usually one month).
Step 2:	A draft management plan is prepared giving consideration to comments received.
Step 3:	Council publicly releases its draft management plan and invites interested parties and the local community to provide feedback through the submission process (over a two-month period from the date of notification)
Step 4:	Consideration is given to submissions and objections and a hearing can be held.
Step 5:	Appropriate changes are made to the management plan.
Step 6	The final management plan is adopted by Council and signed and sealed (Ministerial approval is not required for recreation reserves)
Step 7:	The final management plan is produced and implemented, and all those who made submissions are notified that the plan has been prepared and is available if they require a copy.
Step 8:	The Management Plan is kept under continuous review

Figure 1: Reserve Management Review process

3.2 Out of scope

The project does not include:

- Development of the implementation plan and the determination of budgets required to implement it.
- A review of any statutory requirements under other legislation such as resource consents or building consents for activities or development identified in the RMP.

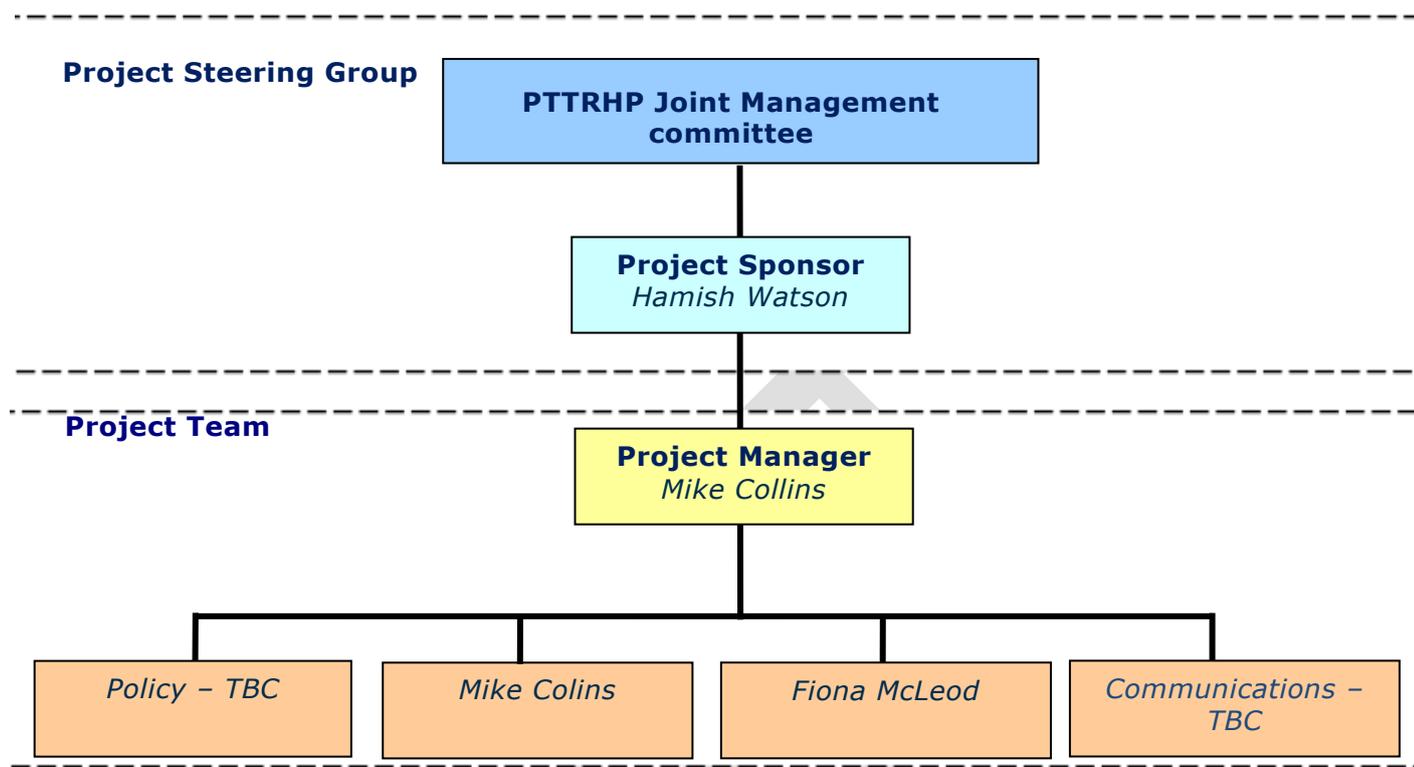
3.3 Project Deliverables

The project should deliver a revised and updated RMP for PTTRHP that has been developed through a comprehensive review process in accordance with the statutory requirements of the Reserves Act.



4. Project Team

4.1 Project Governance Structure



4.2 Project Roles and Responsibilities

Role	Name(s)	Authority / Responsibility
Owner	PTTRHP joint Management Committee	<ul style="list-style-type: none"> Project owner.
Sponsor	Hamish Watson (HW) - KDC	<ul style="list-style-type: none"> Accountable Manager. Overall accountability for delivery of the project within defined time, cost, quality and scope constraints. Responsible for reporting to the PTTRHP Joint Management Committee.
Project Manager	Mike Collins (MC) - KDC	<ul style="list-style-type: none"> Accountable to project sponsor. Responsible for managing the Project Plan. Ensuring that the project produces the required deliverables on time, within budget and at the level of quality.
Project Team	Mike Collins (MC) - KDC	<ul style="list-style-type: none"> Responsible for inputs into the plan related to conservation,



		recreation, assets, maintenance issues, and visitor experience.
	Fiona McLeod (FM) – Stellar Projects	<ul style="list-style-type: none"> • Accountable for ensuring process in accordance with the statutory requirements of the Reserves Act. • Responsible for the preparing the Draft RMP. • Providing input into the consultant and engagement strategy. • Accountable to the project manager.
	KDC Policy Representative (policy Rep) – TBC	<ul style="list-style-type: none"> • Responsible for ensuring that the RMP is in accordance with the KDC policy, Plans and bylaws • Responsible for review of the draft RMP. • Accountable to the project manager.
	KDC Communications Representative (comms Rep) – TBC	<ul style="list-style-type: none"> • Responsible for preparing the consultant and engagement strategy. • Responsible for ensuring that all external communications are consistent with KDC policy. • Accountable to the project manager.
Others in advisor capacity	<p>TBC - Noting this could include the input from the following specialists:</p> <ul style="list-style-type: none"> • Ecologist • Heritage consultant • Archaeologist • Traffic Engineer • Landscape Architect. 	If required specialists would provide advice on particular values of the reserve and/or potential impacts of development.

5. Key Tasks, Responsibility and Dates

Task	Prepared by	Approved by	Planned Delivery Date
Prepare and confirm Project Execution Plan	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ◦ FM and MC 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor • PTTRHP Joint Management Committee 	February 2021



Prepare and finalise consultation and engagement strategy	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ All members 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor • PTTRHP joint Management Committee 	March 2021
Consultation and engagement with mana whenua and key stakeholders	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ TBC by the consultation and engagement strategy 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor 	Beginning March 2021, and continuing throughout the project (TBC by the consultation and engagement strategy)
Review of what had been implemented within the 2012 RMP	<ul style="list-style-type: none"> • Project sponsor • Project Team <ul style="list-style-type: none"> ○ MC, FM Project sponsor 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor 	April
Public notification of Councils intention to review the RMP	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ FM, MC, Comms Rep) 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor 	March-April 2021 (Allow one month for written suggestions to be received - Statutory requirement)
Preparation of draft RMP with consideration given to feedback received	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ Drafted by FM, with input from Policy Rep and MC 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor • PTTRHP joint Management Committee 	May-July 2021
Workshop with PTTRHP joint Management Committee to work through feedback and current RMP in detail	<ul style="list-style-type: none"> • Project Team • Project Manager • Project Sponsor • PTTRHP joint Management Committee 	No approval required.	June
Public notification of the draft RMP and feedback sought through submissions	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ Comms Rep, FM and MC 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor • PTTRHP joint Management Committee 	August – September 2021 (two-month period from the date of notification – Statutory requirement).
Review of feedback and public	<ul style="list-style-type: none"> • Project Team 	<ul style="list-style-type: none"> • Project Manager 	October 2021



submissions, with recommendation and determination of whether or not public hearing is required.		<ul style="list-style-type: none"> • Project Sponsor • PTTRHP joint Management Committee 	
Public Hearing (if required)	<ul style="list-style-type: none"> • Project Team 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor • PTTRHP joint Management Committee 	November 2021
Hearing Decision / Recommendation issued	<ul style="list-style-type: none"> • Project Team 	<ul style="list-style-type: none"> • Project Sponsor 	December 2021
Appropriate changes made to the RMP	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ Drafted by FM, with input from Policy Rep and MC. 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor • PTTRHP joint Management Committee 	January – February 2022
The final RMP is adopted by Council and signed and sealed	<ul style="list-style-type: none"> • Project Manager • Project Sponsor 	<ul style="list-style-type: none"> • PTTRHP joint Management Committee 	March 2022
The final RMP is made publicly available and all those who made submissions are notified	<ul style="list-style-type: none"> • Project Team <ul style="list-style-type: none"> ○ FM, MC and Comms Rep 	<ul style="list-style-type: none"> • Project Manager • Project Sponsor 	March 2022

6. Project Meetings and Updates

Project meetings with the Project Team and Project Sponsor will be held monthly or as required.

Project updates to the PTTRHP Joint Management committee will be provided bi-monthly or as required.

7. Consultation and Engagement

A specific consultation and engagement strategy will be prepared by the project team. Preparation of this plan should include timeframes and methods of communications with the parties identified in the following table.



Mana whenua, stakeholder or interest group	Current level of Knowledge of the RMP review	Likely interests, issues or values	Expected Level of Interest
Te Uri o Hau	Medium	Protection and enhancement of Maori values Protection, use and potential development of Pou Te o Te Rangi	High
Harding Family	Medium	Potential impacts on ownership and cemetery values Potential impact on heritage values	High
Current Leaseholders: • Head Lease - Dargaville Museum - Te Whare Taonga o Tunatahi • Head Lease - Kaipara Heritage Machinery (Dargaville) Inc • Sub Lease - Bell South NZ (Telecommunication tower, sublease to Dargaville Museum)	High	<ul style="list-style-type: none"> • Future development opportunities • Future leaseholder agreements • Maintenance of existing and future assets • Protection of park values • Visitor numbers • Traffic management • Security and fencing 	High
Informal occupations: • Frisbee Golf • Harding Family Cemetery (informal agreement with KDC) • Grazing • Mountain Bike Track	Low	<ul style="list-style-type: none"> • Future development opportunities • Future leaseholder agreements • Maintenance of existing and future assets • Protection of park values • Visitor numbers 	Medium
Adjacent landowners	Low	Potential impacts of private land owners	Low – Medium
Recreation groups	Low	Potential impacts on recreation values	Medium



Heritage New Zealand Pouhere Taonga (HNZPT)	Low	Potential impacts on heritage and archaeological values	Medium
General public	Low	Likely broad range of interests, issues, and values raised.	Medium

8. Risks

Risks	Risk level (H/M/L)	Risk owner	Mitigation / Monitoring
Project workstreams do not complete required tasks on time	Medium	Project Team	Regular project team meetings and clear milestones and timeframes
Mana whenua does not feel sufficiently engaged	Medium	Project Team	Identify best way to engage with mana whenua early on and through the development of a consultation and engagement strategy.
Other stakeholders or interest groups not identified and involved	Low	Project team	Development of a comprehensive consultation and engagement strategy. Monitor public responses and respond quickly.
Feedback and submissions on the RMP are not aligned or conflicting	Medium	Project team	Clear communication with parties Obtain specialist input if required.

Issues

Issues	Issue level (H/M/L)	Issue owner	Mitigation / Monitoring
None identified at this stage.			

Assumptions

Staff and financial resources are available to assist in the review and development of the RMP.