

AGENDA

RĀRANGI TAKE

Huihuinga O Te Poari O

Te Oneroa-A-Tōhē

Te Oneroa-A-Tōhē Board

Friday 22 March 2019 at 10.00am

Rārangi Take O Te Poari (Te Oneroa-A-Tōhē Board Agenda)

Meeting to be held in the Te Ahu Centre, Kaitāia
on Friday 22 March 2019, commencing at 10.00am

Recommendations contained in the agenda are NOT decisions of the meeting. Please refer to minutes for resolutions.

NGĀ MANA WHAKAHAERE MEMBERSHIP OF THE TE ONEROA-A-TŌHĒ BOARD

Chair, Haami Piripi, Te Rūnanga o Te Rarawa

Deputy Chair, Cr Mate Radich Far North District Council	Waitai Peterei, Te Rūnanga Nui o Te Aupouri Trust	Rangitane Marsden Te Rūnanga o Ngāi Takoto
Graeme Neho Te Rūnanga o Ngāti Kuri	Cr Mike Finlayson Northland Regional Council	Cr Paul Dimery Northland Regional Council

KARAKIA / WHAKATAU

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KARAKIA WHAKAMUTUNGA

TITLE: Confirmation of Minutes
ID: A1174294
From: Rachel Ropiha, Kaiarahi - Kaupapa Māori

Recommendation / Ngā mahi tūtohutia

That the minutes of the Te Oneroa-A-Tōhē Board meeting held on 21 February 2019 be confirmed as a true and correct record.

Attachments/Ngā tapirihanga

Attachment 1: Te Oneroa-A-Tohe Board Minutes - 21 February 2019 [↓](#)

Authorised by Group Manager

Name: Jonathan Gibbard
Title: Group Manager - Strategy, Governance and Engagement
Date: 19 March 2019

Te Oneroa-A-Tōhē Board
21 February 2019

Ngā Minitī O Te Poari O Te Oneroa-A-Tōhē Te Oneroa-A-Tōhē Board Minutes

Meeting held in the Te Ahu Centre, Kaitaia
on Thursday 21 February 2019, commencing at 10.00am

Tuhinga (Present):

Haami Piripi	Te Rūnanga o Te Rarawa	(Chair)
Cr Mate Radich	Far North District Council	(Dep Chair)
Graeme Neho	Te Rūnanga o Ngati Kuri	
Waitai Petera	Te Rūnanga Nui o Te Aupouri Trust	
Cr Mike Finlayson	Northland Regional Council	
Cr Paul Dimery	Northland Regional Council	
Hon John Carter QSO	Far North District Council Mayor	

I Tae Mai (In Attendance):

Huihuinga i te katoa (Full Meeting)

NRC - GM, Strategy, Governance & Engagement
NRC - Kaiwhakahaere Hononga Māori
NRC - Kaiarahi Kaupapa Māori
NRC - Strategy, Policy & Planning Manager
FNDC - Strategic Advisor, Māori

The Chair declared the meeting open at 10.05am

KARAKIA TIMATANGA AND WHAKATAU

Petera / Piripi

Whakahokia / Neho

1.0 WHAKAPAHĀ | APOLOGIES

Moved (Petera / Neho)

That the apologies from Rangitane Marsden for non-attendance be received.

Carried

Secretarial Note: The staff apologies from Geraldine Baker, Bronwyn Bauer-Hunt, Bill Lee and Darrell Sargent for non-attendance were noted

2.0 WHAKAPUAKANGA O MUA | DECLARATIONS OF CONFLICTS OF INTEREST

It was advised that members should make declarations item-by-item as the meeting progressed.

Te Oneroa-A-Tōhē Board
21 February 2019

3.0 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes - 9 November 2018 (Item 3.1)

ID: A1161893

Report from Te Oneroa-a-Tōhē, Technical Steering Group

Moved (Peters / Carter)

That the minutes of the Te Oneroa-A-Tōhē Board meeting held on 9 November 2018 be confirmed as a true and correct record.

Carried

4.0 ITEMS

4.1 Project Charter: Developing a Beach Management Plan

ID: A1160460

Report from Te Oneroa-a-Tōhē, Technical Steering Group

Moved (Peters / Finlayson)

1. That the report 'Project charter: Developing a beach management plan' by Te Oneroa-a-Tōhē, Technical Steering Group and dated 5 February 2019, be received.
2. That Te Oneroa-a-Tōhē Board endorse the Project Charter confirming project roles, responsibilities, objectives and key milestones for the development of the Beach Management Plan.

Carried

4.2 Te Oneroa-a-Tōhē water safety signage update

ID: A1162129

Report from Te Oneroa-a-Tōhē, Technical Steering Group

Moved (Dimery / Neho)

1. That the report 'Te Oneroa-a-Tōhē water safety signage update' by Te Oneroa-a-Tōhē, Technical Steering Group, and dated 8 February 2019, be received.

Carried

4.3 Financial Statement

ID: A1161879

Report from Te Oneroa-a-Tōhē, Technical Steering Group

Moved (Peters / Dimery)

1. That the report 'Financial statement' by Te Oneroa-a-Tōhē, Technical Steering Group and dated 8 February 2019, be received.

Carried

Moved (Radich / Peters)

2. That the Board resolve to reimburse Te Rūnanga o Te Rarawa for the amount of \$180.00, being the cost of catering its November 2018 meeting.
3. That the Board retrospectively resolve to pay for the costs of printing the information pamphlet for the summer campaign of \$85.10.

Te Oneroa-A-Tōhē Board
21 February 2019

4. That the Board approve up to \$5,000 for the development of Board branding.
5. That the Board delegate authority to Northland Regional Council, Group Manager Strategy, Governance & Engagement, Jonathan Gibbard, to authorise administrative and other sundry expenditure up to \$1,000 to enable the efficient and effective operations of the Te Oneroa-A-Tōhē Board.

Carried

4.4 Meeting Schedule 2019

ID: A1163493

Report from Te Oneroa-a-Tōhē, Technical Steering Group

Moved (Finlayson / Petera)

1. That the report 'Meeting schedule 2019' by Te Oneroa-a-Tōhē, Technical Steering Group and dated 12 February 2019, be received.

Carried

Moved (Radich / Neho)

2. That the following meeting schedule be confirmed:

Friday 22 March 2019	Half day formal meeting / workshop
Friday 26 April 2019	Half day formal meeting / workshop
Friday 24 May 2019	
Friday 21 June 2019	
Friday 19 July 2019	
Friday 23 August 2019	
Friday 20 September 2019	
Friday 22 November 2019	
Friday 20 December 2019	

Carried

KARAKIA MUTUNGA

Petera

The meeting concluded at 12.30pm

TITLE: Beach Management Plan - Project Plan

ID: A1171486

From: Ben Lee, Strategic Policy and Planning Manager
on behalf of the Technical Steering Group

Executive Summary / Whakarāpopototanga

At its 21 February 2019 meeting, the Te Oneroa-a-Tōhē Board (the Board) endorsed the Project Charter which set out the key project roles, responsibilities, objectives and key milestones for the development of the Beach Management Plan.

The purpose of this paper is to present the Board with the proposed project plan for the beach management plan (BMP). The project plan refines and provides the detail of what was presented in the project charter.

As part of the project of preparing the BMP, the Board is also asked to approve:

- a number of delegations (to enable timely delivery of the project)
- the draft consultation document (the most important component of the package of engagement collateral proposed).
- the request for proposal for the engagement of consultant services for the drafting of the BMP and assistance with some of the public engagement activities.

Note – the approval of funding sought is not the full cost of the project. Refer to the attached Project Plan for details.

Recommendations / Ngā mahi tūtohutia

1. That the report 'Beach Management Plan - Project Plan' by Ben Lee, Strategic Policy and Planning Manager on behalf of the Technical Steering Group and dated 7 March 2019, be received.
2. That Te Oneroa-a-Tōhē Board approves the draft Project Plan, including that:
 - a. The inclusion of the land adjacent to Te Oneroa-a-Tōhē management area in the Beach Management Plan will not be actively pursued, but Te Oneroa-a-Tōhē Board will be open to considering it should a landowner proactively wish to.
 - b. The scope for the content of the Beach Management Plan will be defined through the process of preparing of the Beach Management Plan.
3. That Te Oneroa-a-Tōhē Board approves the draft Request for Proposal for the engagement of services to draft the beach management plan and assistance with various public engagement activities.
4. That Te Oneroa-a-Tōhē Board delegates to members _____ and _____ of Te Oneroa-a-Tōhē Board the approval of any minor changes to the Request for Proposal, including timeframes and deliverables. The delegation does not include amending the funding available for the engagement of services as outlined in the Request for Proposal.
5. That Te Oneroa-a-Tōhē Board approves up to \$70,000 (excluding gst) being made available for the engagement of services as outlined in the Request for Proposal.

6. That Te Oneroa-a-Tōhē Board delegates to members _____ and _____ of Te Oneroa-a-Tōhē Board the authority to decide the successful consultant(s) to provide engagement of services as outlined in the Request for Proposal.
 7. That Te Oneroa-a-Tōhē Board delegates to the Chairman of Te Oneroa-a-Tōhē Board the authority to sign the contract, on behalf of Te Oneroa-a-Tōhē Board, with the consultant(s) to provide engagement of services as outlined in the Request for Proposal and for up to a maximum of \$70,000 (excluding gst).
 8. That Te Oneroa-a-Tōhē Board approves:
 - a. The draft content of the consultation document (attached) (noting that that Chairman is delegated the final approval of the consultation document on behalf of the Board in accordance with Board resolution 10).
 - b. The production of two consultation documents - one version with the headings only in te reo Māori and one version entirely in te reo Māori.
 - c. The 'headings only in te reo Māori' version of the consultation document to be used in the mail drop.
 9. That Te Oneroa-a-Tōhē Board delegates to the Chairman of Te Oneroa-a-Tōhē Board the approval of key written public engagement material for the preparation of the beach management plan, including media releases, website and the consultation document.
 10. That Te Oneroa-a-Tōhē Board approves _____ and _____ to provide the te reo Māori translation for all written public engagement material for the preparation of the beach management plan.
 11. That Te Oneroa-a-Tōhē Board delegates to the Chairman of Te Oneroa-a-Tōhē Board as the designated spokesperson on behalf of Te Oneroa-a-Tōhē Board for the preparation of the beach management plan.
 12. That Te Oneroa-a-Tōhē Board approves the following for the purposes of the public engagement for the beach management plan:
 - a. Up to \$12,000 (excluding gst) for the preparation and ongoing maintenance of a website up until the end of the project.
 - b. Up to \$2,000 (excluding gst) for the preparation and design of the consultation document.
 - c. Up to \$3,000 (excluding gst) for the printing and delivery of the consultation document to all mail and post boxes in Te Hiku.
 - d. Up to \$3,000 for building hire and catering for the community drop-in events and hui.
 - e. Up to \$3,000 for advertising (radio and print).
 - f. Up to \$1,000 to be used for miscellaneous public engagement materials or services.
 13. Te Oneroa-a-Tōhē Board delegates authority to approve expenditure, in accordance with Board resolutions 5, 7 and 11 approved by the Board to Jonathan Gibbard, Group Manager – Strategy, Governance and Engagement of the Northland Regional Council.
-

Considerations

1. Options

No.	Option	Advantages	Disadvantages
1	Endorse the recommendations	The Board begins the process of preparing the beach management plan which is one of its main purposes and a legislative requirement.	Considerable in-kind resources invested by organisations that could otherwise be put into other work.
2	Do not endorse the recommendations	Resources that would have otherwise be used in the project can be put into other work.	The Board does not meet its legislative requirement to prepare a beach management plan.

The Technical Steering Group recommends option 1, as it implements the Board's requirement to prepare a beach management plan.

2. Significance and engagement

The decisions do not trigger the significance and engagement policy and therefore the Board is able to make this decision without the need to undertake further public consultation. Further iwi, hapu and wider public engagement will be required as the beach management plan is prepared.

3. Policy, risk management and legislative compliance

The decisions listed in this report comply with all policy or legislative requirements and will act to mitigate potential future project risks.

Further Considerations

Community views

Community views (beyond those represented on the Board) have not been sought in making the recommendations. The implementation of the process to develop the beach management plan will have benefits for the local community as it will address various issues the community has with the management of Te Oneroa-a-Tōhē. The design of the process to prepare the beach management plan is a decision for the Board to make. Furthermore, the proposed preparation process involves various opportunities for community views to be expressed and considered.

Māori impact statement

Māori views (beyond those represented on the Board) have not been sought in making the recommendations. The implementation of the process to develop the beach management plan will have benefits for Māori as it will address various issues Māori have with the management of Te Oneroa-a-Tōhē. The design of the process to prepare the beach management plan is a decision for the Board to make. Furthermore, the proposed preparation process involves various opportunities for Māori views to be expressed and considered.

Financial implications

The Board has budget to spend on developing a beach management plan (\$216,894 as reported at the 21 February meeting). The estimated total expenditure for the proposed beach management plan preparation process is \$135,000.

This does not account for in-kind contributions from iwi authority and council staff. It is estimated that the Northland Regional Council's (NRC) in-kind contribution could be in the vicinity of 7 to 15 hours of staff time per week until the end of the project December 2020 - a total of between \$66,000 and \$141,000¹. While NRC staff in-kind contribution is greater than other parties, given the lead role NRC staff are providing, when combined with other parties' in-kind contribution it is likely that the cumulative in-kind financial contribution from respective parties is considerably greater than the financial cost to the Board to develop the BMP.

Implementation issues

These are addressed in the project plan.

Attachments/Ngā tapirihanga

Attachment 1: Project Plan [↓](#)

Attachment 2: Consultation Document [↓](#)

Attachment 3: Request for Proposal [↓](#)

Attachment 4: Project Plan Gant Chart [↓](#)

Authorised by Group Manager

Name: Jonathan Gibbard
Title: Group Manager - Strategy, Governance and Engagement
Date: 19 March 2019

¹ Assume 80 weeks (from April 2019 – December 2020) and charge out rate of \$117.50 / hr as per the Northland Regional Council's charging policy.

Te Oneroa-A-Tōhē Board
Project: Beach Management Plan

He One, He Whenua

Project Plan: Ngā Kaupapa?

Version 1
X March 2019

Document Control

Document Information and Revision History

Document Name	Project Plan – Beach Management Plan
Original Author	Ben Lee

Version	Date	Author	Revision Notes
1	X March 2019	Ben Lee	1 st draft for TSG review

Document Sign-Off

Name	Title	Signed off?	Date
Jonathan Gibbard	Group Manager – Strategy, Governance and Engagement: Northland Regional Council	xxxx	xxxx

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1. PURPOSE OF THIS DOCUMENT

This document sets out the plan for the delivery of the purpose and objectives of the project. It includes the plan for communications. It is a living document owned by the Board.

2. OVERVIEW / KEY MILESTONES

3. PROJECT PURPOSE AND OBJECTIVES

3.1 Project Purpose

Primary purpose:

To prepare a beach management plan (BMP) that identifies the vision, objectives, and desired outcomes for the Te Oneroa-a-Tōhē management area.

(This is a legislative function of the Board as set out in the settlement legislation).

Secondary purpose:

To promote the Board and its role.

3.2 Project Objectives

The primary objective is to prepare a BMP.

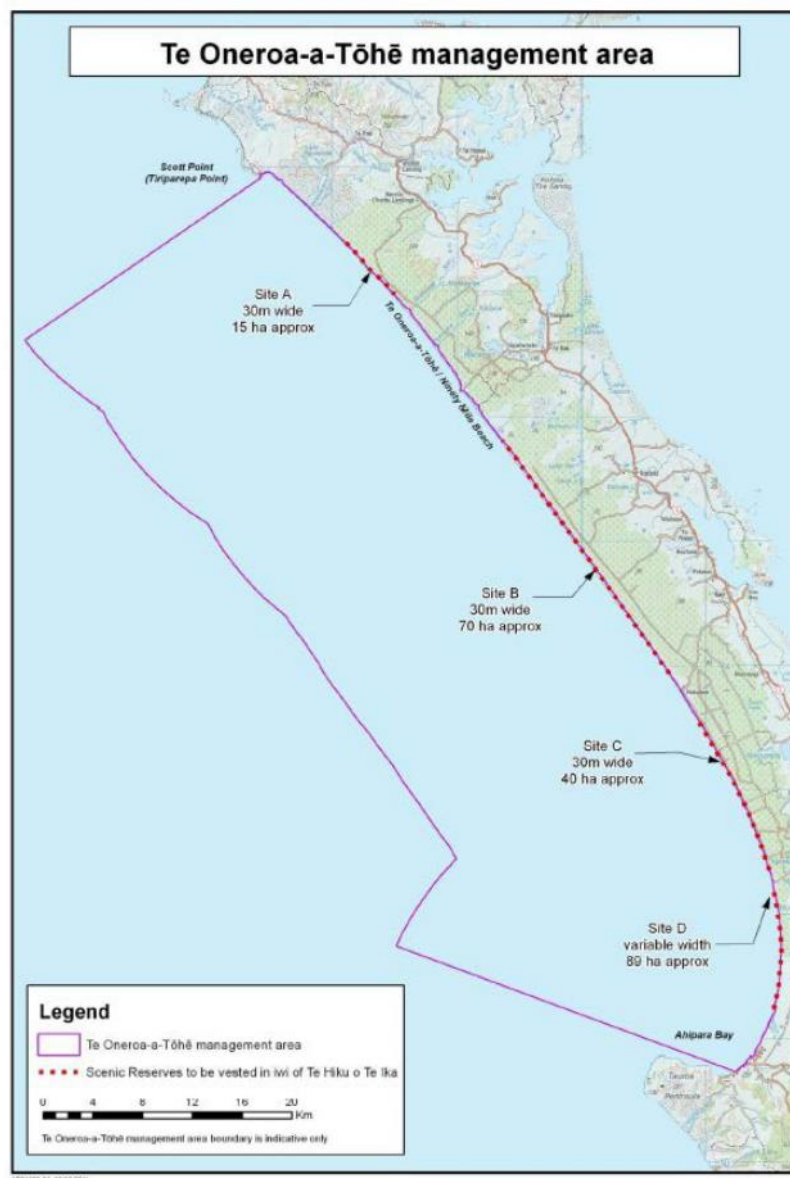
The secondary objectives are:

- All Board members actively and publicly support the development of the BMP.
- Board member organisations commit the time and resources necessary to prepare the BMP.
- The Board's and BMPS' role is well understood and supported by Te Hiku Iwi and the wider community.
- Those that have an interest in Te Oneroa-A-Tōhē have meaningful opportunities to share their views.
- When it makes decisions about the BMP, the Board understands the impact the BMP will have on those that have an interest in Te Oneroa-A-Tōhē.
- The final BMP identifies the vision, objectives, and desired outcomes for the Te Oneroa-a-Tōhē management area in a way that drives and delivers meaningful improvements for the beach and beach users.

3.3 Scope of BMP

Geographic scope

The geographic scope of the BMP is the Te Oneroa-a-Tōhē management area (refer map).



The legislation also allows the BMP to cover other areas of land adjacent to the Te Oneroa-a-Tōhē management area with the agreement of the Board and the adjacent land owner. The Board will not actively pursue the inclusion of any such land for this first version of the BMP, but will be open to considering it should a landowner proactively wish to.

Content

The legislation provides a wide scope for the BMP. It can address any matter relating to the care and management of the Te Oneroa-a-Tōhē management area.

The scope for the content will be defined through the preparation of the BMP. In other words, there will be no limitations of the scope of the content at the outset, but it will be defined as the BMP goes through the preparation process.

3.4 Background Information

The settlement legislation requires the Board to prepare a BMP. The purpose of the BMP is set out below¹.

Part of the BMP must address Beach sites A, B, C, and D². This part of the BMP is prepared and approved by the iwi members of the board i.e. it excludes the council members.

Purpose and contents of beach management plan

1. *The purpose of the beach management plan is to:*
 - (a) *identify the vision, objectives, and desired outcomes for the Te Oneroa-a-Tōhē management area; and*
 - (b) *provide direction to persons authorised to make decisions in relation to the Te Oneroa-a-Tōhē management area; and*
 - (c) *express the Board's aspirations for the care and management of the Te Oneroa-a-Tōhē management area, in particular, in relation to the following matters (priority matters):*
 - i. *protecting and preserving the Te Oneroa-a-Tōhē management area from inappropriate use and development and ensuring that the resources of the Te Oneroa-a-Tōhē management area are preserved and enhanced for present and future generations; and*
 - ii. *recognising the importance of the resources of the Te Oneroa-a-Tōhē management area for Te Hiku o Te Ika iwi and ensuring the continuing access of Te Hiku o Te Ika iwi to their mahinga kai; and*
 - iii. *recognising and providing for the spiritual, cultural, and historical relationship of Te Hiku o Te Ika iwi with the Te Oneroa-a-Tōhē management area.*
2. *The part of the beach management plan that relates to Beach sites A, B, C, and D:*
 - (a) *must provide for the matters set out in [section 41\(3\)](#) of the Reserves Act 1977; and*
 - (b) *is deemed to be a management plan for the purposes of that provision.*
3. *The beach management plan may include any other matters that the Board considers relevant to the purposes of the beach management plan.*

¹ Extracts from Te Rarawa Claims Settlement Act 2015. All the settlement acts have the same wording regarding the preparation of the BMP.

² Mai i Waikanae ki Waikoropūpūnoa (**Beach site A**): Mai i Hukatere ki Waimahuru (**Beach site B**): Mai i Ngāpae ki Waimoho (**Beach site C**): Mai i Waimimiha ki Ngāpae (**Beach site D**):

Te Oneroa-a-Tohe management area means the area shown on the plan in part 5 of the attachments, and includes—

- (a) the marine and coastal area; and*
- (b) Beach sites A, B, C, and D vested under subpart 1; and*
- (c) the Central and South Conservation Areas and Ninety Mile Beach marginal strip (to the extent that section 76 does not apply); and*
- (d) any other area adjacent to, or that is within the vicinity of, the areas identified in paragraphs (a) and (b), with the agreement of—*
 - i. the Board; and*
 - ii. the owner or administrator of the land*

4. RESPONSIBILITIES

4.1 The Board

- Is accountable for the preparation of the BMP.
- Approves the project plan and project budget.
- Provides governance direction and delegations to management to progress the project.
- Directs the scope and content of the BMP (excluding beach sites A, B, C, and D).
- Approves the BMP (excluding beach sites A, B, C, and D).

4.2 Iwi members of the Board

- Are accountable for the preparation of the BMP for beach sites A, B, C, and D.
- Approve the part of the BMP for beach sites A, B, C, and D.

4.3 Project Sponsor & Owner

Jonathan Gibbard (Northland Regional Council):

- Approves expenditure within Board approved budget allocations and signed contracts.
- Is the first point of contact for project manager for direction relating to changes, issues and risks.
- Approves all agenda items, documents, contracts and other key project documents prior to being presented to the Board.
- Is the key point of contact for communications with senior management / governance (Board member and external organisations).

4.4 Project Manager

Ben Lee (Northland Regional Council):

- Conducts overall planning and management of resources
- Ensures delivery of results and output requirements
- Manages the project team on a day to day basis
- Ensures project team are advised about their role in the project and in each phase
- Encourages project team to provide formal and informal feedback
- Manages workloads within the project for all project team
- Conducts scheduled and regular de-briefs with the Project Sponsor & Owner
- Manages contracts
- Manages BMP allocated finances
- Manages the submissions process
- Organises and runs the hearing
- Is responsible for administrative tasks (e.g. summarising public engagement feedback and organising advertising)

4.5 Technical Steering Group (TSG)

Each party represented on the Board may have a member(s). The purpose of the TSG is to:

- Support and keep their respective Board member updated on the project. In particular, the Board members must be fully up-to-date and briefed on the project prior to each Board meeting.
- Actively support the project and the project manager to develop the BMP.
- Prepare, review and support TSG member agenda items to the Board.
- Make recommendations on the scope and content of the BMP to the Board
- Ensure the direction of the Board is implemented in the BMP and the process to develop the BMP
- Oversee the drafting of the BMP.
- Recommend to the Board preferred consultants (e.g. to draft and design the BMP).
- Support and attend public engagement events as necessary.

Attributes:

- Will have particular expertise (e.g. policy, tikanga and/or legal).
- Will have the time and energy to commit to the role
- Will be accessible and responsive

4.6 Joint Management Body for Beach Sites A, B, C and D

- Once the Joint Management Body (for beach sites A, B, C, and D) has been established that the Board will actively engage with the Joint Management Body over the development of the BMP, specifically as it relates to the management of sites A, B, C, and D.
- In the interim, the Board will proactively seek to engage directly with the settlement parties to seek their feedback and input the development of the BMP, as it relates to sites A, B, C and D.

4.7 Stakeholders

The stakeholders identified so far to be engaged with:

- Joint management body for Beach sites A, B, C and D
- Te Hiku o Te Ika iwi, hapu and marae
- Department of Conservation
- Te Hiku Development Trust
- Te Hiku Community Board
- Recreational beach users
- Commercial beach users
- Fisheries New Zealand (part of the Ministry for Primary Industries)
- New Zealand Transport Agency
- Far North District Council and Northland Regional Council

5. PROJECT SCOPE

5.1 Scope Statement

The scope of the project generally encompasses the preparation of the BMP

5.2 Scope Inclusions

The scope of this project includes the following:

- Designing and running engagement process
- Preparing content for the BMP
- Recognition of iwi planning spiritual aspects

The BMP will meet the purpose and contents prescribed in the settlement legislation (refer section 1.3 above for details).

5.3 Scope Exclusions

- The running of the Board
- Implementation of the BMP after it is approved
- The design or implementation of any review of the BMP
- The provision and maintenance of a website once the BMP is approved.

6. KEY TASKS

Task	Timeframe
1. Project establishment and preparation for public engagement.	Feb – June 2019
2. Initial public engagement. (Refer <i>Communications</i> section for details).	10 June – 16 August 2019
3. Initial direction from Board on content of BMP (Likely to be 1-2 workshops with Board. Consultant to lead and facilitate).	September 2019
4. Prepare draft BMP and supporting report. ³ (Contracted out to consultant – refer Request for Proposal)	Sept 2019 – Feb 2020
5. Summer awareness and public engagement programme. (Details to be confirmed closer to the time).	Dec 2018 – Jan 2019
6. Board considers and approves draft BMP and supporting report for formal public feedback. (Planned for 2-3 workshops with the Board - details to be confirmed closer to the time).	Feb - April 2020
7. Seek public feedback on draft BMP. (Six week feedback period. Details to be confirmed closer to the time).	May – June 2020
8. Hearings and deliberations. (Details to be confirmed closer to the time – have planned for hearings over two weeks then deliberations over one week).	September 2020
9. Board approves final BMP. (A single Board meeting).	December 2020

³ A report setting out the potential alternatives to, and potential benefits and costs of, the matters provided for in the draft plan. Required by legislation.

7. COSTS

The following shows the estimated costs for the project, not including in-kind costs. The costs are based on a range of sources including estimates from providers and estimates based on the costs of the same or similar services from other project.

Task	Cost	Funds requested?
Consultancy for initial engagement: <ul style="list-style-type: none"> Up to \$12,000 (excluding gst) for the preparation and maintenance of a website for the life of the project (Dec 2020). Initial set up approximately \$8,500 and ongoing costs \$3,500. Up to \$2,000 (excluding gst) for the preparation and design of the consultation document Up to \$3,000 (excluding gst) for the printing and delivery of the consultation document to all mail and post boxes in Te Hiku. Up to \$3,000 to be used for building hire and catering for the community drop-in events and hui. Up to \$3,000 for advertising (radio and print). Up to \$1,000 to be used for miscellaneous public engagement materials or services. 	\$24,000	Yes – 22 March Board meeting
Consultancy for writing of BMP and cost/benefit analysis (draft and final version) and various engagement activities. Details of services to be provided are in the Request for Proposal.	\$70,000	Yes – 22 March Board meeting
Design of BMP	\$3,000	No – request to made at a later date
Printing of BMP	\$3,000	No – request to made at a later date
Building hireage, catering, for public engagement (not included in initial engagement costs)	\$2,000	No – request to made at a later date
Other miscellaneous engagement collateral (e.g. banners and signage)	\$1,000	No – request to made at a later date
Advertising - radio and print. (not included in initial engagement costs)	\$2,000	No – request to made at a later date
Summer engagement programme - \$10,000. Public feedback on draft BMP - \$10,000.	\$20,000	No – request to made at a later date

Task	Cost	Funds requested?
(This is a 'best guess' of costs for these engagement process. The actual costs will depend on the activities the Board decides to undertake. These details to be confirmed closer to the time. Costs that may be included – paying for consultant to undertake engagement activities and preparation and delivery of communication material).		
	\$10,000	No – request to made at a later date
Miscellaneous and contingency. (While best endeavors are made to estimate the costs, there is always the potential for costs to be more than anticipated and for there to be other unanticipated costs).	\$10,000	No – request to made at a later date
Total	\$135,000	

The available budget is \$216,894 as reported at the 21 February 2019 Board meeting.

It is difficult to estimate what the in-kind costs will be. It is estimated that the Northland Regional Council's (NRC) in-kind contribution could be in the vicinity of 7 to 15 hours of staff time per week until the end of the project December 2020 - a total of between \$66,000 and \$141,000⁴. While NRC staff in-kind contribution is greater than other parties, given the lead role NRC staff are providing, when combined with other parties' in-kind contribution it is likely that the cumulative in-kind financial contribution from respective parties is considerably greater than the financial cost to the Board to develop the BMP.

⁴ Assume 80 weeks (from April 2019 – December 2020) and charge out rate of \$117.50 / hr as per the Northland Regional Council's charging policy.

8. RISKS

The following are the identified major risks to the project.

Risk	Assessment of risk	Measures to minimise risk	Residual risk
The Board significantly disagrees with recommendations (significant disagreements can lead to time delays to resolve and may lead to key milestone delivery dates needing to be reviewed).	High	<ul style="list-style-type: none"> • TSG members keeping their respective Board members fully informed. • Plan for at least two workshops with the Board before making significant project decisions. • Encourage and promote continuity of Board members on the Board. • Board members attend all Board workshops and meetings. 	Medium
Consultants have to be paid out to honor contracts should there be significant delays or changes to the project.	High / medium	<ul style="list-style-type: none"> • Be very clear in the request for proposal about the potential or delays and changes to the project and ask that process for dealing with these is included in proposals • Ensure any contracts minimize risk to the Board of having to pay out contracts in the event of significant delays or changes. • Careful planning at the outset of the project of the project milestones and tasks. 	Medium
Board members are not clear about the project (e.g. scope and process) – can lead to delays and publically not supporting BMP.	Medium	<ul style="list-style-type: none"> • Keep Board members regularly updated (via respective TSG members and updates to Board meetings) • Ensure Board retains decision making of significant decisions (as opposed to delegating) 	Low

Risk	Assessment of risk	Measures to minimise risk	Residual risk
Community has major concerns about the BMP and the process for its development (if there is major concern then may need to amend process).	Medium	<ul style="list-style-type: none"> • Provide various opportunities to be involved and communicate them widely. • Provide a website where people can find out more information. 	Low
Board members do not support and champion the BMP.	Medium	<ul style="list-style-type: none"> • Encourage and promote continuity of Board members on the Board • Board members attend all Board workshops and meetings 	Low
The consultants engaged to prepare the BMP and related activities are not of a quality that mean they deliver services as agreed.	Medium	<ul style="list-style-type: none"> • Run an advertised process requesting proposals to provide the services for services. • TSG members 'shoulder tap' known providers to put in a proposal. • Preparing a request for proposal which clearly sets out the services requested. 	Low
Currently no Joint Management Body (for beach sites A, B, C, and D) in place to engage with.	Medium	<ul style="list-style-type: none"> • Engage with settlement parties until the Joint Management Body is formed. 	Medium/low

Risk management on the project will be managed as follows:

- The Project Manager will maintain a Risk Register for the project
- Anyone may raise a risk. The Project Manager will determine whether to add it to the Risk Register. A risk will only be added to the Risk Register if the Project Manager considers it to be greater than “low” risk.
- The Risk Register will be reported in every progress report to the Board

9. CHANGE MANAGEMENT

9.1 Change Management Process

Change management on the project will be managed as follows:

- Any suggestions for changes to scope, time, or budget should initially be discussed with the Project Manager and the Project Sponsor & Owner.
- Any change must be within the purpose, objectives and overall scope of the project.
- If the change is minor and within the scope of the project plan then a decision on the change will be made by the Project Sponsor and Owner.
- The person proposing the change will complete:
 - the Change Details (Description and Rationale) section of the Change Request form and forward to the Project Manager.
 - Provide written support for the change from at least one Board member
- The Project Manager will arrange for the Change Impact section of the form to be completed, detailing the Scope, Time and Cost implications of the requested change
- The person proposing the change will have the opportunity to review and make comment to the Project Manager on the Project Managers assessment of the Change Impact.
- The Change Request form will be presented to the Board who will decide whether the change is approved or rejected.

10. ISSUES MANAGEMENT

10.1 Issues Management Process

Issues management on the project will be managed as follows:

- The Project Manager will maintain the Issues Register for the project
- Anyone may raise an issue. The Project Manager will determine whether to add it to the Issues Register, or just solve it on the spot

- Issues will be tracked in the Issues Register, with progressive actions listed in the Current Action column.
- When an issue is resolved, the entry for that issue is moved to the Closed Issues register, for eventual archive and inclusion in Lessons Learned documentation

11. COMMUNICATIONS

11.1 Communication Objectives (Outcomes)

The objectives are:

- Wide spread awareness amongst the Te Hiku community of the Board, its purpose, the BMP and the opportunities for participating in the development of the BMP
- Build awareness and support for the programme by identifying opportunities to promote programme milestones, achievements and “good news” stories
- Tangata whenua, communities of interest, users of the beach and stakeholders see this as a positive opportunity to develop something that has the beach and its health as its core focus for now and future generations to enjoy
- Realise the unique point of difference of the Treaty settlement legislation and the transfer of this into a living breathing plan for the beach that all communities share in and embrace

11.2 Speakers and Approval Process

To ensure a consistent and managed approach to the delivery of information pertaining to the Board and BMP, including its development:

- Any planned statements and or media releases made on behalf of the Board must be approved by the Board Chairman.
- The Chairman is the designated spokesperson on behalf of the Board.

11.3 Audience and Channels

Audience	Priority (Low – High)	Main communication channels
<ul style="list-style-type: none">• Whānau and hapū of Te Hiku o Te Ika• Communities of interest / public of Te Hiku o Te Ika	High	Hui, consultation document mail drop, community drop-in events, radio, media releases and presence at markets
Keys stakeholders (e.g. commercial users, recreational users representative groups, and government organisations)	High	One-on-one meetings.
Wider public	Medium	Media releases and social media presence

Audience	Priority (Low – High)	Main communication channels
Council and iwi governance	Medium	Updates by relevant Board and TSG member to their representative body
Media	Medium	Media releases and interview opportunities

11.4 Engagement Actions

As outlined in the Timeframes section, there are three stage of engagement for the preparation of the BMP:

- Initial engagement
- Summer engagement programme
- Formal feedback on draft BMP.

The engagement actions for the initial engagement stage are set out in the following table. The engagement actions for the other two stages will be developed at a later date for Board approval.

Tool	Purpose	Who / how
Consultation document	<ul style="list-style-type: none"> • Provide an overview of the Board, it's role and the BMP. • Encourage people to share their views on the beach, issues, opportunities and solutions. • Direct people to where they can find more information and provide their feedback. 	<ul style="list-style-type: none"> • NRC to draft content • TSG to review • Design and cleaning up of content to be contracted out – NRC to organise and manage. • Board (or delegate) to approve
Written responses	<ul style="list-style-type: none"> • Ability for people to provide written feedback • Keep it very simple. Open ended. • Use survey monkey and an email (managed by NRC) • Links from Board website 	<ul style="list-style-type: none"> • NRC to prepare and manage • TSG to review feedback form
Radio	<ul style="list-style-type: none"> • Board Chairman often speaks on local radio. Use these opportunities to promote the Board and the BMP. 	<ul style="list-style-type: none"> • NRC to prepare two 'key messages' sheets – phase 1 (leading up to engagement period) and

Tool	Purpose	Who / how
	<ul style="list-style-type: none"> Actively seek radio opportunities for Board Chairman. Radio advertising. 	<p>phase 2 (during engagement period).</p> <ul style="list-style-type: none"> NRC (and other TSG members) to actively seek out opportunities for Board Chairman to go on radio. NRC to look into options for radio advertising. Need for advertising will depend on amount of free air time gained through Board Chairman.
Offers to meet 1-on-1	<ul style="list-style-type: none"> Letters sent to key stakeholders offering to meet 1-on-1. Purpose is to introduce the BMP and background to it, how it may affect them, and to understand their views about the management of the beach. 	<ul style="list-style-type: none"> NRC to prepare draft letter and stakeholder list and send to TSG for review. Meetings to be attended by consultant and members of the TSG depending on availability.
Mail drop	<ul style="list-style-type: none"> Printing and delivery of the consultation document to all postal addresses in Te Hiku. 	<ul style="list-style-type: none"> NRC to organise.
Website	<ul style="list-style-type: none"> A standalone Board website with information about the Board and the BMP The main place where people are directed to for information. 	<ul style="list-style-type: none"> Design and maintenance to be contracted out. TSG and Board to review draft version Board to sign-off final version.
Community drop in events	<ul style="list-style-type: none"> Advertised public drop in events where people can find out information about the Board, the BMP and share their views about the beach 	<ul style="list-style-type: none"> NRC to organise. Attended by local Board members and TSG (not necessarily all). 3-4 events geographically spread around Te Hiku.

Tool	Purpose	Who / how
Public events (e.g. markets)	<ul style="list-style-type: none"> A presence at public events where people can find out about the Board, the BMP and provide feedback. 	<ul style="list-style-type: none"> NRC to organise Attended by local Board members and TSG (not necessarily all).
Hui	<ul style="list-style-type: none"> Opportunity where people can find out information about the Board, the BMP and share their views about the beach 	<ul style="list-style-type: none"> TSG iwi members to organise Attended by local Board members and TSG (not necessarily all).
Media releases	<ul style="list-style-type: none"> Media releases to promote the Board and the BMP and encourage people to get involved 	<ul style="list-style-type: none"> NRC to prepare media releases as necessary. Likely to be one pre-engagement period and one mid-late engagement period. To be approved by the Board Chairman.
Print advertising	<ul style="list-style-type: none"> To promote the Board and the BMP and encourage people to get involved. 	<ul style="list-style-type: none"> NRC to organise as necessary. Will be contingent on level of coverage through other avenues.

12. REPORTING REQUIREMENTS

The following reporting cycles are to be implemented:

- Project Manager to provide a progress report to the Board at all their meetings.
- A standing agenda item at each Board meeting for the Project Manager to provide a progress report.
- TSG members to keep their respective Board members up-to-date on progress and ensure Board members are well briefed prior to each Board meeting.

This is the proposed draft content for the consultation document. The recommendations that there be two versions:

- (1) 1 version with Te reo headings, intro/whakatauki etc, but body text mainly in English (key te reo words used). Estimate A3 folded to A4. This version to be used in the mail drop.*
- (2) 1 version all in te reo.*

[Te reo]

What's the future for Te Oneroa-a-Tōhē?

[Te reo]

It's your chance to tell us.

[URL]

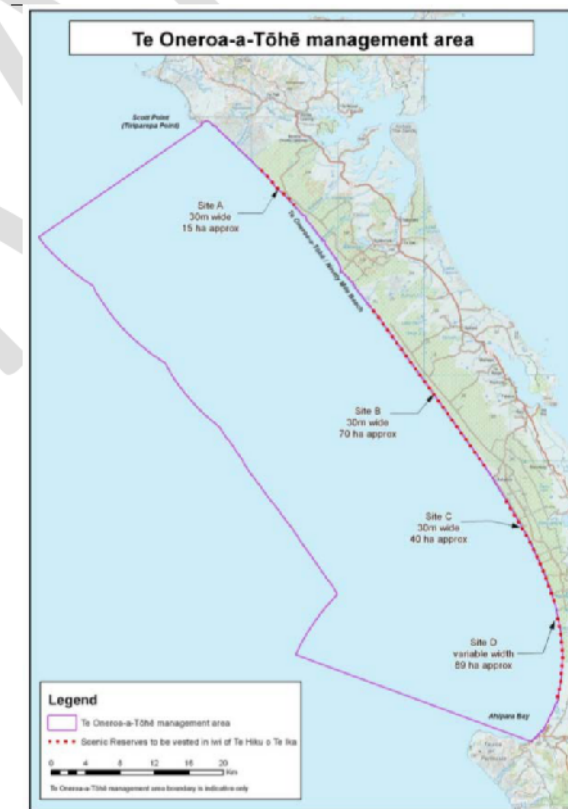
[Te reo]

A new era for Te-Oneroa-a-Tōhē | Ninety Mile Beach

Te Oneroa-a-Tōhē / Ninety Mile Beach is a special and iconic place, both used and treasured by many. The beach is of extreme importance to the five iwi of Te Hiku o Te Ika (the far north - the tail of the Fish).

To help manage this precious taonga for current and future generations a new body has been created - Te-Oneroa-a-Tōhē Board.

The board needs to develop a new plan for managing the beach – and it needs your help to do it.



Te Oneroa-a-Tōhē ***The long beach of Tōhē***

Named after the Māori chief Tōhē (the long beach of Tōhē), the beach is of extreme cultural, historical and spiritual significance to the five iwi of Te Hiku o Te Ika (the tail of the Fish); Ngāti Kuri, Te Aupouri, Ngāi Takoto, Ngāti Kahu and Te Rarawa.

There are centuries of stories associated with the beach, but it is most well-known by Māori for Te Ara Wairua – the spiritual pathway between the living and the dead and the route our deceased take on the journey to their ancient homeland.

[Te reo]

What do YOU want for this iconic beach?

Before developing a management plan for Te-Oneroa-A-Tōhē, the board wants to find out what you want.

- What do you think are the important issues facing the beach?
- How you think these should be managed?
- How should we reduce environmental damage?

Your feedback will help shape the plan – what the issues are and how they should be managed.

[Examples of things people might want for the beach; could be put into individual speech bubbles or something]

- “No rubbish”
- “People use the beach respectfully”
- “Safe driving”
- “Protect the dunes”
- “Safety”
- “Cultural imperatives”
- “No Toheroa”

[Te reo]

Have your say

There are a range of ways you can have your say and find out more about the Beach Management Plan.

<Add website>

Send your feedback to <add email address>:

Post it to: <add postal address NRC?>

Come along to a drop-in session or hui:

<add venues and dates>

Please provide feedback by 16 August 2019.

[Te reo]

Meet the board

Te Oneroa-a-Tōhē Board was established through Treaty of Waitangi settlement legislation for Te Rarawa, Te Aupouri, Ngāi Takoto and Ngāti Kuri.

The board has an even split of Iwi and local government members and is chaired by Iwi.

[Photo] Haami Piripi (Te Rarawa) (Chairman)	[Photo] Waitai Petera (Te Aupouri)	[Photo] Graeme Noho (Ngāti Kuri)	[Photo] Rangitane Marsden (Ngāi Takoto)
[Photo] Paul Dimery (Councillor, Northland Regional Council)	[Photo] Mike Finlayson (Councillor, Northland Regional Council)	[Photo] John Carter (Mayor, Far North District Council)	[Photo] Mate Radich (Councillor, Far North District Council) (Deputy Chair)

Together, the board wants to ensure Te Oneroa-a-Tōhē | Ninety Mile Beach is managed in a way that ensures environmental, economic, social, cultural and spiritual well-being within the area, now and for the future.

[Te reo]

Want to talk to someone

<Add range of contacts>

[Te reo]

What happens next?

<Add time line including key opportunities for public input from now to and BMP being approved>

Te Oneroa-a-Tōhē Board

Request for Proposal:

**Te Oneroa-a-Tōhē Beach Management
Plan**

DRAFT

Disclaimer

1. This request for proposal is only an invitation.
2. This request for proposal must not be read as constituting an offer that is capable of acceptance by submitting a proposal in accordance with this request for proposal.
3. Northland Regional Council will not be liable in any way whatsoever and however caused, including any claim based on contract tort or equity, to any supplier related (directly or indirectly) to the awarding or failure to award a contract for goods or services identified in the proposal.
4. Any conditions or other statements in the request for proposal which specify how proposals will be evaluated, including conditions or statements which repeat or restate requirements of any Act of Parliament, must not be read as creating any obligation in law or equity owed by Northland Regional Council to service providers in accordance with those conditions or statements

Introduction

The purpose of this RFP is to secure the following services:

1. Prepare a Beach Management Plan for the Te Oneroa-a-Tōhē management area in accordance with the settlement legislation.
2. Assist with the consultation associated with the preparation of the Beach Management Plan.

Background

Te Oneroa-a-Tōhē Board

Te Oneroa-a-Tōhē Board (the Board) has been established as a statutory body via Treaty Settlement redress for Te Aupouri, Ngati Kuri, NgaiTakoto and Te Rarawa (includes Ngati Kahu as an interim measure¹). The Board is a permanent committee of the Far North District and Northland Regional councils and cannot be discharged without full agreement from all appointers. The Board membership consists of:

1. One member appointed by Te Aupouri
2. One member appointed by Ngati Kuri
3. One member appointed by NgaiTakoto
4. One member appointed by Te Rarawa
5. Two members appointed by Far North District Council (1 being the Mayor)
6. Two members appointed by Northland Regional Council

Purpose and function of the Board

The purpose of the Board is to provide governance and direction to all those who have a role in, or responsibility for, Te Oneroa-a-Tōhē management area, in order to protect and enhance environmental, economic, social, cultural, and spiritual well-being within that area for the benefit of present and future generations.

¹ Refer respective legislation for specific information on membership should Ngati Kahu participate.

The primary function of the Board is to achieve the purpose as well as to:

1. Prepare and approve a beach management plan that identifies the vision, objectives and desired outcomes for Te Oneroa-a-Tōhē management area; and
2. Provide direction to persons authorised to make decisions in relation to Te Oneroa-a-Tōhē area; and
3. Express the Board's aspirations for the care and management of Te Oneroa-a-Tōhē management area, in particular, in relation to the following priority areas:
 - (a) Protecting and preserving Te Oneroa-a-Tōhē management area from inappropriate use and development and ensuring that the resources of Te Oneroa-a-Tōhē management area are preserved and enhanced for present and future generations; and
 - (b) Recognising the importance of the resources of Te Oneroa-a-Tōhē management area for Te Hiku o Te Ika iwi and ensuring the continuing access of Te Hiku o Te Ika iwi to their mahinga kai; and
 - (c) Recognising and providing for the spiritual, cultural, and historical relationship of Te Hiku o Te Ika iwi with Te Oneroa-a-Tōhē management area.

The purpose of the BMP is set out below².

Part of the BMP must address Beach sites A, B, C, and D³. This part of the BMP is prepared and approved by the iwi members of the board i.e. it excludes the council members.

Purpose and contents of beach management plan

1. *The purpose of the beach management plan is to—*
 - (a) *identify the vision, objectives, and desired outcomes for the Te Oneroa-a-Tōhē management area; and*
 - (b) *provide direction to persons authorised to make decisions in relation to the Te Oneroa-a-Tōhē management area; and*
 - (c) *express the Board's aspirations for the care and management of the Te Oneroa-a-Tōhē management area, in particular, in relation to the following matters (priority matters):*
 - i. *protecting and preserving the Te Oneroa-a-Tōhē management area from inappropriate use and development and ensuring that the resources of the Te Oneroa-a-Tōhē management area are preserved and enhanced for present and future generations; and*
 - ii. *recognising the importance of the resources of the Te Oneroa-a-Tōhē management area for Te Hiku o Te Ika iwi and ensuring the continuing access of Te Hiku o Te Ika iwi to their mahinga kai; and*
 - iii. *recognising and providing for the spiritual, cultural, and historical relationship of Te Hiku o Te Ika iwi with the Te Oneroa-a-Tōhē management area.*
2. *The part of the beach management plan that relates to Beach sites A, B, C, and D —*
 - (a) *must provide for the matters set out in [section 41\(3\)](#) of the Reserves Act 1977; and*
 - (b) *is deemed to be a management plan for the purposes of that provision.*
3. *The beach management plan may include any other matters that the Board considers relevant to the purposes of the beach management plan.*

² Extracts from the Te Rarawa Claims Settlement Act 2015. All the settlement acts have the same wording regarding the preparation of the BMP.

³ Mai i Waikanae ki Waikoropūpūnoa (**Beach site A**): Mai i Hukatere ki Waimahuru (**Beach site B**): Mai i Ngāpae ki Waimoho (**Beach site C**): Mai i Waimimiha ki Ngāpae (**Beach site D**):

Te Oneroa-a-Tohe management area means the area shown on the plan in part 5 of the attachments, and includes—

- (a) the marine and coastal area; and
- (b) Beach sites A, B, C, and D vested under subpart 1; and
- (c) the Central and South Conservation Areas and Ninety Mile Beach marginal strip (to the extent that section 76 does not apply); and
- (d) any other area adjacent to, or that is within the vicinity of, the areas identified in paragraphs (a) and (b), with the agreement of—
 - i. the Board; and
 - ii. the owner or administrator of the land.



Scope of the Beach Management Plan

The geographic scope of the Beach Management Plan is the Te Oneroa-a-Tōhē management area (refer map).

The legislation also allows the BMP to cover other areas of land adjacent to the Te Oneroa-a-Tōhē management area with the agreement of the Board and the adjacent land owner. The Board has indicated that it will not actively pursue the inclusion of any such land for this first version of the Beach Management Plan, but will be open to considering it should a landowner wish to.

The legislation allows for the Beach Management Plan to address any matter relating to the care and management of the Te Oneroa-a-Tōhē management area. The scope for the content will be defined through the preparation of the Beach Management Plan. In other words, there will be no limitations of the scope of the content at the outset, but it will be defined as the Beach Management Plan goes through the preparation process.

Project overview, timeframes and deliverables

The key tasks for the whole project are set out below. Services required from the successful consultant are identified.

Please Note - due to the nature of the project, timeframes are subject to change. The consultant is asked to set out how they will manage changes to timeframes and/or may propose a process for how changes to timeframes are negotiated between the consultant and the Board.

All Board workshops and meetings will be in Te Hiku o Te Ika (generally Kaitia).

Tasks	When	Who
<p>Initial public engagement. Includes:</p> <ul style="list-style-type: none"> • Delivery of a consultation document to all postal addresses in Te Hiku o Te Ika • Written feedback • Radio • Offers to meet 1-on-1 with key stakeholders • Website • Community drop in events (3-4) • Public events (e.g. markets) • Hui (4-5) 	10 June – 16 August 2019 (10 weeks)	<p>NRC will organise and administer most of the engagement and the preparation of engagement material (e.g. the consultation document and banners).</p> <p>Technical steering group⁴ will assist with resourcing as necessary.</p> <p>Board members to attend hui and events as necessary.</p> <p>Consultant will:</p> <ul style="list-style-type: none"> • Lead one-on-one meetings with key stakeholders and take notes (either alone or with other members of TSG or Board) • Participate in community drop in events and take notes • Attend hui (observe and answer questions) and take notes
Initial direction from Board on content of BMP	September 2019	<p>Consultant to provide the Board a report summarising the feedback from the initial public engagement above and provide advice to the Board on issues and management options.</p> <p>Likely to be 1-2 workshops with Board.</p> <p>NRC to organise workshop(s).</p> <p>Consultant to lead and facilitate workshop(s) and record outcomes.</p>

⁴ The Technical Steering Group is made up of at least one member of each party on the Board. The members have particular technical expertise (e.g. policy, tikanga and/or legal).

Prepare draft BMP and a report setting out the potential alternatives to, and potential benefits and costs of, the matters provided for in the draft plan ("supporting report").	September 2019 – February 2020	Consultant will prepare draft the BMP and supporting report. TSG members will review. Assume 2-3 opportunities for TSG review (included within specified timeframe).
Summer awareness and public engagement programme	December 2018 – January 2019	To be confirmed. Any involvement of the consultant is not part of this request for services. Any involvement of the consultant will be negotiated separately.
Board considers draft BMP and supporting report for formal public feedback.	Feb - April 2020	consultant to attend, present draft BMP and respond to Board questions. Consultant may be required to make further amendments to the draft depending on feedback from the Board. Likely to require at a minimum 2 - 3 workshops/meetings. NRC to organise workshops.
Approve draft BMP and supporting report	Approve April 2020	Will be done at a Board meeting. Consultant to attend.
Seek public feedback on draft BMP	May – June 2020	Six-week feedback period. Details to be confirmed. Any involvement of the consultant is not part of this request for services. Any involvement of the consultant will be negotiated separately.
Hearing	September 2020	NRC will organise the hearing, including logistics and communications with 'submitters'. Consultant to prepare a report which responds to the feedback and recommends any changes to the BMP (to be provided to the Board and available to the public 2-3 weeks prior to the hearing). TSG provided at least 2 opportunity to provide feedback on the consultant's report prior to being presented to the Board. Consultant to attend hearing.
Deliberations (Direction for any changes to BMP in response to public feedback)	September 2020	Board will meet to provide direction (deliberations). Consultant to facilitate and make amendments to the BMP as directed by the Board.
Finalise BMP	September –	Consultant to prepare final version of BMP. Provision for review by TSG and/or Board

	November 2020	members.
Approve BMP	December 2020	Consultant to attend Board meeting to approve BMP.

Proposal requirements

The Board requires that suppliers demonstrate:

1. Experience in preparation of statutory and non-statutory management plans (or similar).
2. A good understanding of the legislative 'tools' that will or might implement the BMP, in particular the regional and district plans under the Resource Management Act 1991.
3. An appreciation and understanding of iwi Māori aspirations, tino rangatiratanga, and kawa relevant to Te Hiku o Te Ika.
4. Good understanding of Treaty of Waitangi and associated principles and its/their application in contemporary Aotearoa.
5. Proven ability to build relationships with Māori.
6. An excellent understanding of local and central government legislation and processes.
7. Strong relationship management and stakeholder engagement skills and experience.
8. Knowledge and experience in providing analytical and consultation services.

Other desirable attributes:

1. Comprehensive knowledge of Te Hiku o Te Ika iwi.
2. Demonstrated ability to converse in Te Reo Māori.
3. Understanding of Treaty settlement processes and legislative requirements.

Deadline for proposals

If you wish to submit a proposal, **please complete Section 2 "Response Template and Project Plan"** and email to Northland Regional Council mailroom@nrc.govt.nz **by 9.00am, 26 April 2019**. Late submissions may not be considered.

This RFP has the following 3 sections:

- Section 1: Requirements of Purchase
- Section 2: RFP Response template and project plan
- Section 3: Evaluation Criteria and Terms and Conditions of the RFP

Section 1: Requirements of services

SCOPE	
Request For Proposal (RFP) Objective	<p>The Te Oneroa-a-Tōhē Board (the Board) seeks assistance in the development of a Beach Management Plan (BMP) for Te Oneroa-a-Tōhē/90 Mile Beach.</p> <p>This work will be undertaken in accordance with the respective Treaty settlement legislation for Ngati Kuri, Te Aupouri, NgaiTakoto and Te Rarawa.</p> <p>The supplier will provide technical and procedural advice and support for the Board in relation to the development of the Beach Management Plan (BMP).</p> <p>NOTE: The supplier is not asked to provide services for the design of the BMP. However, the supplier will need to factor in time for the design work.</p>
Service Provision	<p>The services and the timetable for their delivery is set out below.</p> <p>Initial public engagement (10 June 2019 – 16 August 2019):</p> <ul style="list-style-type: none"> • Lead one-on-one meetings with key stakeholders and take notes (either alone or with other members of TSG or Board) • Participate in community drop in events and take notes • Attend hui (observe and answer questions) and take notes <p>Initial direction from Board on content of BMP (September 2019):</p> <ul style="list-style-type: none"> • Consultant to do the necessary preparation, lead and facilitate workshop(s) (1-2) and record outcomes. Workshops to be held between 2 September 2019 and 17 September 2019). • Consultant to provide the Board (prior to workshop(s)) a report summarising the feedback from the initial public engagement and provide advice to the Board on issues and management options. To be provided to Board before workshops. <p>Prepare draft BMP and supporting report (September 2019 – February 2020):</p> <ul style="list-style-type: none"> • Consultant to prepare draft BMP and a report setting out the potential alternatives to, and potential benefits and costs of, the matters provided for in the draft plan (the “supporting report”). To be ready to present to the Board by 14 February 2020. • Consultant to provide at least two opportunities for the TSG to review and provide feedback on the draft BMP and the supporting report before it is presented to the Board. • Consultant will need to factor in time for design work on the BMP. <p>Approve draft BMP and supporting report for public feedback (February - April 2020)</p> <ul style="list-style-type: none"> • Consultant to attend Board workshops and meeting and make further amendments to the draft and supporting report depending on feedback from the Board. Assume three workshops and one meeting, all to be held between 17 February and 17 April 2020. <p>Prepare documents for hearing (June – August 2020):</p> <ul style="list-style-type: none"> • Consultant to prepare a report which responds to the feedback and recommends any changes to the BMP. The report is to be provided to the

	<p>Board and available to the public 2-3 weeks prior to the hearing). Hearings are anticipated to start on Monday 7 September 2020.</p> <ul style="list-style-type: none"> • Consultant to provide at least two opportunities for the TSG to review and provide feedback on the draft BMP and the supporting report before it is presented to the Board. <p>Hearings (September 2020)</p> <ul style="list-style-type: none"> • Attend hearings. Assume six days over two weeks starting 7 September 2020. <p>Deliberations (September 2020):</p> <ul style="list-style-type: none"> • Consultant to attend and facilitate Board deliberations on the final content of the BMP. Assume two days over week starting 21 September 2020. <p>Finalise BMP (September - November 2020):</p> <ul style="list-style-type: none"> • Consultant to prepare final version of BMP. Will likely require review by TSG and/or Board members. Final version completed and ready to present to the Board by 20 November 2020. • Consultant to provide at least two opportunities for the TSG to review and provide feedback on the final version of the BMP before it is presented to the Board. • Consultant will need to factor in time for design work on the BMP. <p>Approve BMP (December 2020):</p> <ul style="list-style-type: none"> • Consultant to attend Board meeting sometime in December 2020. <p>Additional advice and assistance:</p> <p>The consultant may be asked to provide additional advice or assistance on the project, over and above the scope of this contract. This will be done on a case-by-case basis and it is recognised that the ability for the consultant to provide this will be contingent on their availability. The proposal is to include a charge-out rate for this service.</p> <p>There is the potential for the timeframes to change for various reasons, including because of the many parties involved in the project. Proposals should outline how they will manage dealing with changes to timeframes. The consultant may also consider proposing a process for how changes to timeframes are negotiated between the consultant and the Board.</p> <p>Proposals should include an outline of the methodology to be used for each milestone and preferably a draft project plan in accordance with the timeline set out below.</p> <p>A copy of the Board's project plan for the whole project is available on request.</p>
PRICE	
<p>The Board is seeking a quality, value-for-money proposal with a fixed fee (other than for any additional advice and assistance as described in the <i>Service Provision</i> section – a charge-out rate is to be provided for this). Funding available for this project is up to \$70,000.</p>	
TIMETABLE/TIMEFRAME	
Service is required for:	May 2019 - December 2020.

Service timetable:	Refer <i>Service Provision</i> section.
SUBMISSION	
Please submit your proposal in this format:	<p>Responses must be submitted via email by 9.00am, 26 April 2019. to mailroom@nrc.govt.nz with the title "Tender No xxxx" in the subject line.</p> <p>Attachments are to be formatted in a Microsoft Office application or PDF. It is the responsibility of the supplier to ensure that the emailed response has been received by NRC prior to the closing date and time. Where relevant, mark your responses "Commercial in Confidence".</p>
Selection process	<p>Proposals will be assessed against the criteria detailed in Section 3 of this RFP.</p> <p>Appointment is anticipated to be made mid-May 2019.</p>
CLARRIFICATION AND ADDITIONAL INFORMATION	
<p>All communications relating to this RFP, or requests for clarification or further information, should be directed in writing to the contact person below. All requests for clarification or further information must be made prior to 9.00am, 12 April 2019 Any requests received after this time and date may or may not be responded to, at our sole discretion.</p> <p>Any clarification or further information provided will, in general, be provided to all other prospective tenderers.</p> <p>You must not contact Board members, our staff or management in relation to this RFP, other than in accordance with this section. Unauthorised communication by you with Board members or us in relation to this RFP may, at our sole discretion, lead to your disqualification from this RFP process.</p> <p>The person named below is the Board's contact for all enquiries relating to this RFP.</p>	
Contact:	Ben Lee
Telephone:	09 470 1157
Email:	benl@nrc.govt.nz
Postal address:	Private Bag 9021, Whangārei Mail Centre 0148
Physical address:	36 Water Street, Whangārei 0110

Section 2: Response Template

NRC TENDER NO. XXXX	
SUPPLIER DETAILS	
Legal name of Supplier:	
Postal Address:	
Physical Address:	
Contact Person:	
Contact Phone:	
Contact Email:	
Insurance Details: (including name of Insurer, type and amount covered)	
CONFLICTS OF INTEREST	
Do you have any actual or potential conflicts of interest related to the delivery of the contract? If so, declare them here, along with how you would propose to manage the conflicts.	
SCOPE	
Service Provision includes:	
Service Provision excludes:	
METHODOLOGY & PROJECT PLAN	
Please detail your methodology and draft project plan here.	
CAPABILITY AND EXPERIENCE	
Please outline skills and experience of the proposed personnel undertaking this work including their overall experience, experience on similar projects relevant to providing the required services. Please provide a short CV (including 2 referees) of all personnel involved, including those of any third party that will be sub-contracted.	

PROJECT RESOURCING AND CAPACITY	
Detail the resources, capability, and capacity relevant to this RFP including relevant relationships, facilities and networks to assist in the delivery of this contract	
Outline any collaboration, partnering or subcontracting arrangements that you will use.	
PRICING	
Please provide a fixed price quote (excl GST) and a breakdown of the expenses including the personnel to be used (hours and hourly rates), the cost of obtaining any additional information required, and any travel and accommodation costs associated with this work.	
TERMS AND CONDITIONS	
Declaration	<p>Having read and understood the RFP, the Supplier named above agrees to the terms and conditions set out in the RFP.</p> <p>Signature:</p> <p>Name:</p> <p>Title:</p> <p>Date:</p>

Section 3: Evaluation criteria and terms & conditions of the RFP

The Board will evaluate responses based on the criteria described below. These criteria are provided as an indication as to the relative importance The Board is placing against each criteria. Whilst price will be a factor, the response with the lowest price may not be the response that is accepted, as it is essential that the listed criteria are also met. Assessment of the supplier's capability to deliver the required goods or services will be based on the responses provided, previous experience of the supplier in delivering goods or services as well as any subsequent due diligence undertaken by the Board.

Focus	Criteria	Weighting
Suppliers approach (this includes a draft project plan that demonstrates complete and clear understanding of the requirements, formal methodology and approach, and a breakdown of services and timeframes)	<ul style="list-style-type: none"> The quality of the draft project plan and level of detail on how the requirements will be delivered The likelihood that the Proposal will exceed our requirements or add value The extent to which risks and mitigation measures are identified 	25%
Capability, capacity and experience (this includes comprehensive appreciation and understanding of Te Ao Māori, Te Hiku o Te Ika Iwi, Te Reo and the ability to work with Iwi/Māori to incorporate Māori values and aspirations into planning documents. Also, knowledge and experience of, local government processes, stakeholder engagement, and capacity to complete deliverables in a timely manner at an appropriate quality.)	<ul style="list-style-type: none"> The relevant qualifications and experience of the named personnel The track record of the named personnel / organisation(s) in delivering similar goods and services The extent to which the proposal demonstrates an understanding of Te Ao Māori, Te Hiku o Te Ika Iwi and Te Reo The extent to which the proposal demonstrates an understanding of and local government processes and stakeholder engagement 	35%
Project resourcing (this includes details of who will be involved, when, the tasks they will undertake)	<ul style="list-style-type: none"> Whether the level of resourcing is adequate to deliver on key milestones Whether resourcing is adequate to deliver on timeframes 	20%
Pricing (this includes a detailed pricing schedule for the various stages/tasks and value for money)	<ul style="list-style-type: none"> Total price Breakdown / allocation of costs against milestones 	20%

Scoring Proposals

Rating	Description	Score
Excellent	Significantly exceeds the criterion	10
Good	Exceeds the criterion in some aspects	7 - 9
Acceptable	Meets the criterion in full	4 - 6
Reservations	Meets the criterion in part	1 - 3
Unacceptable	Does not meet the criterion	0

TERMS AND CONDITIONS OF THIS RFP

Supplier's Obligations:

The Board will rely on the information in, and given about, a response. The supplier's response (and any information about the response) must, therefore, be complete, accurate and not misleading. The supplier represents and warrants to this effect. It is the responsibility of the supplier to ensure that they are fully informed about this RFP.

Use of Information:

Suppliers may not use any information in this RFP, or provided in relation to it, except to prepare their response.

Confidentiality of Supplier Information:

The Board will make every effort to maintain confidentiality in respect of information supplied by any supplier. However, confidentiality cannot be guaranteed because of the application of enactments including the Official Information Act 1982 and Orders of Court.

Validity Period:

Once submitted, each response remains open for acceptance by the Board, and is irrevocable, and may not be withdrawn or modified, except with the written consent of the Board, until expiry of 90 days after submission closing time.

Rights reserved by the Board:

To the maximum extent allowed by law, the Board reserves the unrestricted rights at any time to:

- (a) make any change to the RFP and to the RFP process. Where a significant change affects either the scope of work or the RFP process the Board will either notify the person or organisation initially advised of the RFP or, where the RFP was advertised then through this process;
- (b) apply, or change, any policy relating to participation in this RFP process or the evaluation of responses;
- (c) exclude any person from this RFP process (whether on the grounds of capability, price, security, operational requirements or otherwise);
- (d) reject or not consider any non-compliant response;
- (e) liaise, negotiate or contract with any supplier or other person at any time without disclosing this to, or involving or doing the same with, any other supplier or person (whether before, during or after this RFP process);
- (f) have any of the Board's representatives at any reasonable time inspect any property, or interview any personnel of any supplier or other person as part of its evaluation process;
- (g) suspend or cancel this RFP or any process arising from it at any time and for any reason by notice;
- (h) not accept the lowest or any response, or not enter into any contract;
- (i) enter into one or more contracts in respect of any part of the requirement;
- (j) not give any reason to any person for the rejection, failure or otherwise of any supplier or response, or any suspension or cancellation of this RFP process;
- (k) select a single supplier or a mix of suppliers as it sees appropriate to fulfil the objectives;
- (l) withhold any information from any person for any reason, and will not be responsible to any person for any information provided under or in connection with this RFP;

- (m) consider a response that has been submitted after the RFP Closing Date at its discretion; or alternatively, decline any response not received before the RFP Closing Date;
- (n) seek additional information about suppliers from any source;
- (o) require suppliers to submit further information or make presentations;
- (p) undertake due diligence relating to any supplier at any time during the RFP process;
- (q) enter into discussions and negotiations with any person or organisation(s), not necessarily restricted to those who responded to this RFP;
- (r) re-advertise the RFP at any time.
- (s) The respondent authorises the Board to seek and obtain from any person or organisation (including the respondent) any information about the respondent's history, or any other information which is considered necessary to make a proper assessment of the RFP. Where the Board collects personal information about the respondent or officers of the respondent, the respondent has the right of access to and correction of that information.

Acceptance of response not a contract:

Should the Board advise a supplier that their response is acceptable to the Board or may provide the basis for an agreement (namely, that the supplier is a preferred supplier), there will be no contract between the parties in relation to the procurement until a written agreement is entered into.

Advice of outcome:

The Board will advise a supplier if their response has been unsuccessful. Should a supplier wish to understand why their response may have been unsuccessful the supplier should contact the Board Contact Person to arrange for a tender debriefing.

Health and Safety:

Each RFP shall provide proof that they have effective health and safety policies.

The Board's Disclaimer of Liability:

While the Board makes every effort to provide accurate information, it does not accept any responsibility or liability (whether in tort, contract or otherwise) to any person for errors of fact, omission, interpretation or opinion that may be present, nor for the consequences of any decision based on this information.

Privacy:

The information suppliers provide will be held and used by the Board for the purposes described in, or contemplated by, this RFP. Such information will be disseminated on a "need to know" basis only to the Board advisors tasked with setting up the procurement.

A responding supplier has rights of access to, and correction of, personal information provided by the supplier, in accordance with the information privacy principles of the Privacy Act 1993.

Any personal information submitted to the Board in response to this RFP will only be retained as long as necessary by the Board in accordance with its obligations under the Privacy Act 1993.

Any non-personal information may be retained, returned or destroyed at the Board's sole discretion.

Proprietary Rights:

Every proprietary right of information provided in, or by, the Board during the course of this RFP belongs to the Board.

The Board not liable for costs:

The Board will not be liable (in contract or tort, including negligence) for any direct or indirect damage, loss or costs (including legal and lawyer/client costs) to any supplier or other person in respect of this RFP process.

No undisclosed benefits:

Suppliers must not directly or indirectly provide any form of inducement or reward to any representative of the Board in respect of this RFP.

No Publicity:

Suppliers must not, without the Board's prior consent in writing, make any public statements about:

- (a) this RFP or their participation in it; or
- (b) the suppliers or anyone else's success, or lack of success, with a response.

This does not apply to information on this RFP which is already in the public domain.

NZ\$ (currency):

All pricing presented within a response is to be in New Zealand dollars and exclude GST unless specified otherwise in each case.

New Zealand time:

New Zealand time and dates apply to this RFP.

New Zealand law:

New Zealand law governs and New Zealand courts have exclusive jurisdiction.

Date: 15/03/2019

Category	Who	Start	Task	Notes	End
Key Milestone	N/A	Mon-10-Jun-19	Initial public engagement	10 weeks	Fri-16-Aug-19
Key Milestone	N/A	Mon-2-Sep-19	Initial direction from Board on content of BMP		Fri-27-Sep-19
Key Milestone	N/A	Fri-27-Sep-19	Prepare draft BMP and cost/benefit analysis		Fri-14-Feb-20
Key Milestone	N/A	Thu-26-Dec-19	Summer awareness and public engagement programme		Fri-24-Jan-20
Key Milestone	N/A	Mon-17-Feb-20	Approve draft BMP and cost/benefit analysis for public feedback	Assume 2 - 3 workshops	Fri-17-Apr-20
Key Milestone	N/A	Mon-18-May-20	Seek public feedback on draft BMP	6 weeks	Fri-26-Jun-20
Key Milestone	N/A	Mon-29-Jun-20	Prepare reports and organise for hearings		Fri-21-Aug-20
Key Milestone	N/A	Mon-7-Sep-20	Hearings and deliberations	Assume 2 weeks max for hearings then x include into deliberation of 1	Fri-25-Sep-20
Key Milestone	N/A	Mon-28-Sep-20	Finalise BMP	Tidying up BMP after deliberations	Fri-20-Nov-20
Key Milestone	N/A	Tue-1-Dec-20	Approve BMP		Sun-20-Dec-20
Consultation doc (Auricle lead)	Ben L	Mon-11-Mar-19	Content to Board for approval (english only)		Fri-22-Mar-19
Consultation doc (Auricle lead)	Auricle R	Mon-18-Mar-19	Prepare draft brief for contract		Wed-27-Mar-19
Consultation doc (Auricle lead)	TSG and Board	Thu-28-Mar-19	Review brief for contract		Fri-29-Mar-19
Consultation doc (Auricle lead)	Auricle R	Mon-1-Apr-19	Finalise brief for contract		Wed-3-Apr-19
Consultation doc (Auricle lead)	Board	Wed-3-Apr-19	Board approval of brief	Assume approval has been delegated.	Fri-5-Apr-19
Consultation doc (Auricle lead)	Auricle R	Mon-8-Apr-19	Get 3 x quotes		Fri-12-Apr-19
Consultation doc (Auricle lead)	TSG	Mon-15-Apr-19	Initial assessment of proposals and recommendation		Wed-17-Apr-19
Consultation doc (Auricle lead)	Board	Wed-17-Apr-19	Board approval of consultant		Fri-19-Apr-19
Consultation doc (Auricle lead)	Auricle R	Mon-8-Apr-19	Preparation of contract		Fri-19-Apr-19
Consultation doc (Auricle lead)	Board	Mon-22-Apr-19	Signing of contract		Wed-24-Apr-19
Consultation doc (Auricle lead)	Consultant	Wed-24-Apr-19	Consultant prepares draft for TSG and Board (english only version)		Wed-8-May-19
Consultation doc (Auricle lead)	TSG and Board	Wed-8-May-19	Feedback from TSG and Board		Fri-10-May-19
Consultation doc (Auricle lead)	To be confirmed	Wed-8-May-19	Translation of content to Maori		Wed-15-May-19
Consultation doc (Auricle lead)	Consultant	Wed-15-May-19	Final ready for signoff		Fri-17-May-19
Consultation doc (Auricle lead)	Auricle R	Mon-20-May-19	Board sign off		Wed-22-May-19
Consultation doc (Auricle lead)	Consultant	Wed-22-May-19	Final tweaks (e.g. insertion of venue details) and send for printing and maildrops		Fri-24-May-19
Consultation doc (Auricle lead)	Mail drop company	Mon-27-May-19	Printing and mail drop organisation		Fri-31-May-19
Consultation doc (Auricle lead)	Auricle R	Wed-5-Jun-19	Mail drop		Wed-12-Jun-19
RFP - BMP preparation (Ben lead)	Ben L	Mon-11-Mar-19	Draft RFP to Board for approval		Fri-22-Mar-19
RFP - BMP preparation (Ben lead)	Ben L	Mon-25-Mar-19	Finalise RFP		Wed-27-Mar-19
RFP - BMP preparation (Ben lead)	Ben L	Thu-28-Mar-19	Advertise RFP	4 weeks	Fri-26-Apr-19
RFP - BMP preparation (Ben lead)	TSG	Fri-26-Apr-19	Initial assessment of proposals and recommendation		Fri-3-May-19
RFP - BMP preparation (Ben lead)	Board	Mon-6-May-19	Board approval of consultant	Assume approval has been delegated.	Wed-8-May-19
RFP - BMP preparation (Ben lead)	Ben L	Thu-9-May-19	Preperation of contract		Wed-25-May-19
RFP - BMP preparation (Ben lead)	Ben L	Wed-15-May-19	Signing of contract		Fri-17-May-19
Online feedback (Ben lead)	Ben L and Debbie W	Mon-25-Mar-19	Prepare draft online feedback form and email address		Fri-12-Apr-19
Online feedback (Ben lead)	TSG	Fri-12-Apr-19	TSG review of online form and email address		Fri-19-Apr-19
Online feedback (Ben lead)	Ben L and Debbie W	Mon-22-Apr-19	Finalise online form and email address		Fri-26-Apr-19
Online feedback (Ben lead)	Rachel K	Mon-25-Mar-19	Set up process and database for receiving online feedback		Fri-10-May-19
Radio (Auricle lead)	Auricle R	Mon-25-Mar-19	Prepare phase 1 key messages sheet for Chairman going on radio	Phase 1 = pre engagement period	Fri-26-Apr-19
Radio (Auricle lead)	Chairman	Mon-13-May-19	Phase 1 radio appearances by Chairman		Fri-7-Jun-19
Radio (Auricle lead)	Auricle R	Wed-1-May-19	Prepare phase 2 messages sheet for Chairman going on Radio	Phase 2 = during engagement period	Fri-31-May-19
Radio (Auricle lead)	Chairman	Mon-10-Jun-19	Phase 2 radio appearances by Chairman		Fri-2-Aug-19
1-on-1 meetings (Ben L lead)	Ben L	Mon-25-Mar-19	Prepare draft letter and stakeholder list		Fri-5-Apr-19
1-on-1 meetings (Ben L lead)	TSG	Mon-8-Apr-19	TSG review of letter and stakeholder list		Fri-12-Apr-19
1-on-1 meetings (Ben L lead)	Ben L	Mon-15-Apr-19	Finalise letter and stakeholder list		Fri-19-Apr-19
1-on-1 meetings (Ben L lead)	Ben L	Mon-3-Jun-19	Letters sent		Fri-7-Jun-19
1-on-1 meetings (Ben L lead)	Consultant	Mon-10-Jun-19	Meetings		Fri-16-Aug-19
Website (Auricle lead)	Auricle R	Mon-18-Mar-19	Prepare draft brief for contract		Wed-27-Mar-19
Website (Auricle lead)	TSG and Board	Wed-27-Mar-19	Review brief for contract		Fri-29-Mar-19
Website (Auricle lead)	Auricle R	Fri-29-Mar-19	Finalise brief for contract		Wed-3-Apr-19
Website (Auricle lead)	Board	Wed-3-Apr-19	Board approval of brief	Assume approval has been delegated.	Fri-5-Apr-19
Website (Auricle lead)	Auricle R	Mon-8-Apr-19	Get 3 x quotes		Fri-12-Apr-19
Website (Auricle lead)	TSG	Mon-15-Apr-19	Initial assessment of proposals and recommendation		Wed-17-Apr-19
Website (Auricle lead)	Board	Wed-17-Apr-19	Board approval of consultant		Fri-19-Apr-19
Website (Auricle lead)	Auricle R	Mon-8-Apr-19	Preperation of contract		Fri-19-Apr-19
Website (Auricle lead)	Board	Mon-22-Apr-19	Signing of contract		Wed-24-Apr-19
Website (Auricle lead)	Consultant	Wed-24-Apr-19	Consultant prepares draft for TSG and Board (english only version)		Wed-8-May-19
Website (Auricle lead)	TSG and Board	Wed-8-May-19	Feedback from TSG and Board		Fri-10-May-19
Website (Auricle lead)	Consultant	Wed-8-May-19	Translation of content to Maori		Wed-15-May-19
Website (Auricle lead)	Consultant	Wed-15-May-19	Final version ready for signoff		Fri-17-May-19
Website (Auricle lead)	Board	Mon-20-May-19	Board sign off		Wed-22-May-19
Website (Auricle lead)	Consultant	Wed-22-May-19	Final tweaks (e.g. insertion of venue details)		Fri-24-May-19