Te Oneroa-A-Tōhē Board

Project: Beach Management Plan

He One, He Whenua

Project Charter: Ngā Whāinga

Document Control

Document Information and Revision History

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Original Author(s)	Ben Lee

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Associated Documents

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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. PROJECT PURPOSE AND OBJECTIVES

1.1. Project Purpose

The purpose of this project is for the Board to approve and adopt a beach management plan that identifies the vision, objectives, and desired outcomes for the Te Oneroa-a-Tōhē management area.

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

1.2. Project Objectives

The specific objectives of this project are:

- A Board approved BMP.

- For all members of the Board to actively and publicly support the development of the BMP

- For the member organisations to commit the time and resources necessary to prepare the BMP

- Those that have an interest in Te Oneroa-A-Tōhē have 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

1.3. Background Information

The settlement legislation requires the Board to prepare a BMP. The purpose of the BMP is set out below[1].

Part of the BMP must address Beach sites A, B, C, and D[2]. 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

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[1] Extracts from theTe 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**):

(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.*

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

2. RESPONSIBILITY

2.1 The Board

- Accountable for the preparation of the BMP

- Approves the project charter (this document) and the project plan (including budget)
- 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)
- Is the spokesperson for media
- Approves any contracts

2.2 Iwi members of the Board

- Accountable for the preparation of the BMP for beach sites A, B, C, and D.
- Approves the part of the BMP for beach sites A, B, C, and D)

2.3 Project financial controller

Jonathan Gibbard (Northland Regional Council):

- Approving expenditure within Board approved budget allocations and signed contracts

2.4 Project manager

Ben Lee (Northland Regional Council):

- Works with Technical Steering Group to prepare project plan and develop the BMP
- Directing the activities for the project
- Managing BMP allocated finances
- Managing the people involved to deliver outputs (e.g. contract management)
- Manage the submissions process
- Organise and run the hearing
- Administrative tasks (e.g. summarising public engagement feedback and organising advertising)

2.5 Technical steering group (TSG)

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

- Provide guidance and assistance to the Project Manager with preparing the project plan

- Prepares the public engagement proposal – either as part of project plan or separately.

- Makes recommendations on the scope and content of the BMP to the Board

- Ensures the direction of the Board is implemented in the BMP

- Oversees the drafting of the BMP (if drafted by consultant).

- Recommends to the Board preferred consultants (e.g. to draft and design the BMP)

- Each TSG member will keep their respective Board member updated on the project. In particular, the Board members must be fully up-to-date on the project for each Board meeting.

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Attributes:

- Will have particular expertise (e.g. policy, tikanga and/or legal).

- Have the time and energy to commit to the role

- Are accessible and responsive

2.6 Stakeholders

The stakeholders identified so far to be engaged with:

- Te Hiku o Te Ika iwi, hapu and marae

- Department of Conservation

- Te Hiku Development Trust

- Te Hiku Community Board

- Ngati Kahu

- 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

3. SCOPE

3.1. Scope Statement

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

3.2. Scope Inclusions

The scope of this project includes the following:

- Designing and running engagement process
- Preparing content for the BMP
- The 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).

3.3. Scope exclusions

- The BMP will not:
  - xxxxx
- Implementation of the BMP
- The design of the process for reviewing the BMP

4. KEY DELIVERABLES

4.1. Outcomes and Deliverables

The following have been identified as being key outcomes and deliverables:

- A project charter well understood and approved by the Board
- A public engagement process[3] approved by the Board.
- A project plan approved by the Board
- A BMP approved by the Board

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[3] There are two times where public engagement is proposed – at the start (to inform the preparation of the draft BMP) and then after the release of the draft BMP (to get feedback on the draft BMP).

5. TIME FRAMES

5.1. Milestones

The following are the key milestone dates and durations for the project. The tasks are an initial suggestion of a development process and so may change subject to the Boards direction. The timeframes are tight and on the basis of there being no delays.

Tasks	When	Who
Prepare project charter (this document) Prepare draft public engagement proposal	8 February 2019	TSG
Approve project charter and provide feedback on draft public engagement proposal Workshop project plan	21 February 2019	Board
Prepare draft project plan and next version of public engagement proposal	Late Feb 2019	TSG
Approve project plan and public engagement	22 March 2019	Board
Initial public engagement	May – July 2019	Implementation – TBC Board (public engagements)
Initial direction from Board on content of BMP	Early September 2019 (before elections)	Board
Prepare draft BMP and cost/benefit analysis	November 2019 – February 2020	TSG (assisted by consultants)
Summer awareness and public engagement programme	Dec 2018 – Jan 2019	TBC
Approve draft BMP for public feedback	March 2020	Board
Seek public feedback on draft BMP	April – June 2020	TSG (may be assisted by consultants) Board (public engagements)
Hearing	July 2020	Board
Direction for any changes to BMP in response to public feedback	August 2020	Board

Finalise BMP	September - November 2020	TSG
Approve BMP	December 2020	Board

6. COSTS

6.1. Indicative Budget

The following show the indicative budget costs for the project. It is based on assumption of Board approval of development process and use of consultants for engagement and preparation of the BMP.

Consultancy for design and implementation of public engagement (including communication plan)	$20,000 to $60,000
Consultancy for writing of BMP and cost/benefit analysis (draft and final version)	$30,000 to $40,000
Consultancy for design of BMP	$10,000
Printing	$5,000
Building hireage, catering, signage etc for public engagement	$2,000
Advertising	$2,000
Hearings recommendation report (consultant)	$8,000
Total	**$77,000 to $127,000**

7. RISKS IDENTIFIED

7.1. Risks

The following key areas of risk have been identified:

- Board cannot agree
- Board has significantly different views to TSG advice
- Board members do not support and champion BMP development process or BMP
- Costs exceed the budget
- Project members do not commit the necessary time
- Board members do not understand the project (e.g. scope and process)

- Significant public objection to BMP - gets ignored

- Board members withdraw (no quorum)

- Those that do not participate on the Board do not support the BMP.

- Insufficient engagement with iwi partners

8. CHANGE MANAGEMENT

8.1. Change Management Process

Change management on the project will be managed as follows:

- Any suggestions for changes to scope, time, or budget should be initially discussed with the project manager.

- Any change must be within the purpose, objectives and scope of the project.

- 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.

9. ISSUES MANAGEMENT

9.1. 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

10. COMMUNICATIONS

10.1. Reporting Requirements

The following reporting cycles are to be implemented:

- Project manager to provide a monthly progress report to the Board.

- 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.