

1.1 Roles and Responsibilities

Title	Membership / Commitment	Role / Responsibilities
SP Committee		<ul style="list-style-type: none"> • To input at key milestones (workshops) • To give direction on approach, content, targets etc • To approve draft Spatial Plan for formal consultation
Hapū Governance Group	<p>Membership as follows:</p> <ul style="list-style-type: none"> • Ngāti Rēhia • Te Uri Taniwha • Ngāti Hineira • Te Whiu • Ngāti Rangī • Ngāti Mau • Ngāti Korohue <p>Support from Celia Witehira</p> <p>Meet monthly – coordinated around key milestones and following SG meetings.</p> <p>FNDC will provide administrative support and will work with iwi/hapū to land on an appropriate level and form of remuneration for members of the iwi/hapū Governance Group.</p>	<ul style="list-style-type: none"> • To provide iwi / Hapū advice and views prior to going to SP Committee • To ensure Hapū views are recognized and captured • To develop a mana enhancing agreement with Ngāti Rēhia leading this process. This will involve wananga and hui. • Fulfilling Council’s partnership obligations • To review and provide feedback at key milestones in liaison with the Steering Group • To endorse the Spatial Plan
Project Steering Group (PSG)	<p>Membership as follows:</p> <ul style="list-style-type: none"> • Darren Edwards (GM Strategy & Policy) – Project Sponsor and Chair • Andy Finch (GM Infrastructure) • Roger Ackers (Manager Strategy Development) – Council Project Lead 	<ul style="list-style-type: none"> • Monitors the strategic direction of the project and ensures alignment with organisational goals • Provides governance / input for the Project, and provide assurance to Council • Provide review and input at key milestones before going to SP Committee • Ensures the approach and project is well understood across the organisation

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	<ul style="list-style-type: none"> • Helen Ronaldson (Manager Infrastructure) • Greg Wilson (Manager District Plan) • Patrick Smith Pouhautu Te Hono - Manager Te Hono) • Rochelle Dean (Manager - Environmental Services) <p>Meets around key milestones –</p> <ul style="list-style-type: none"> • Proposed Approach • Scenario Development • Foundation Document • Draft Spatial Plan <p>The above are the decision makers – supported by advisors:</p> <ul style="list-style-type: none"> • Ree Anderson - Consultant Advisor / Document Development Lead • Ewen Skinner – Project Manager 	<ul style="list-style-type: none"> • Ensures integration with other areas of Council
Project Sponsor	Darren Edwards	<ul style="list-style-type: none"> • Accepts overall accountability for the delivery of the project • Authorises the high-level objectives of the project • Agrees to the project scope, deliverables, schedule, resources and budget • Secures the necessary authorisation, funding and resources
Council Project Lead	Roger Ackers	<ul style="list-style-type: none"> • Reviews status and progress of project (receives regular - fortnightly updates) • Oversees liaison with key stakeholders and Council

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		<ul style="list-style-type: none"> • Monitors issues and risks with the project and ensures these are being actively managed and resolved • Provides a contact point where key decisions can be reviewed and made, and escalated issues can be discussed and resolved • Coordinates any communications and media
Consultant Advisor / Document Development Lead	Ree Anderson	<ul style="list-style-type: none"> • Reports to PSG and Council Project Lead • Preparation of Foundation Document and Spatial Plan Document – analysis and review of inputs and writing document • Coordinates inputs into Spatial Plan (internal and external) • Coordinates Evidence Development stage • Developing briefs/scope for external work • Facilitates Developer / Property Industry Workshop
Project Manager	Ewen Skinner	<ul style="list-style-type: none"> • Support to Consultant Advisor / Document Development Lead and Council Project Lead • Preparation of status reports • Preparation of detailed programme of works, schedule tasks and monitor progress • Develop and maintain the risks and issues register and escalate risks and issues (with recommendations) • Help coordinate strategic and technical advice on work packages • Assist in ensuring delivery of planned tasks are on time and to the required level of quality and format • Assist in coordination of Project Team and Reference Group inputs
Project Team	Led by Ree Anderson who will develop the Spatial Plan with input from both external and internal	<ul style="list-style-type: none"> • Coordination of input and support from SMEs on topic areas • Assist in the coordination and input from the Reference Group and its members –

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	<p>resource</p> <p>Council members:</p> <ul style="list-style-type: none"> • Roger Ackers (Council Project Lead) • Briar Corbett (Engagement) • Celia Witehira (<i>Ngāti Rēhia</i>) • Owen Davis (Shorestone Consulting – Development Expert) • Conor McIntosh (The Property Group – GIS Support) • Admin Support – Helen Wing-Cumming • PM Support – Ewen Skinner <p>Optional:</p> <ul style="list-style-type: none"> • Matt McCambridge (Comms) • Kirsten Griffith (Population statistics and projections) • Donald Sheppard (Climate Change 	<p>particularly around scenario development and draft Spatial Plan workshops</p> <ul style="list-style-type: none"> • Ensure interrelationships between other areas of council are clearly understood, communicated and inputs are coordinated • Ensure any changes to the project’s scope, planned deliverables, timescales are properly scoped, communicated and managed • Plan and coordinate engagement – initial and informal. Including the development of any content and IT support • Plan and coordinate Communications • Provide Planning Support – including mapping, research and analysis • Plan and facilitate iwi engagement • Provision of supporting statistics and information • Provision of Climate Change Inputs
Subject Matter Expert (SME) Working Group	<ul style="list-style-type: none"> • Sheryl Gavin (Manager Community Development and corporate planning) • Ana Mules (Community Development) • Kim Cottle (Team Leader infrastructure, 3 waters and transport) • Ross Baker (Open Space and Reserves) • Andrew McPhee (District Plan) • Janice Smith (finance) 	<ul style="list-style-type: none"> • As a group to provide specialist advice into the Spatial Plan at key milestones - scenario development and draft Spatial Plan workshops • Meet up to 4 times on project (up to Foundation Document preparation) • As individuals to provide specialist advice into specific areas of the Spatial Plan • To ensure that wider council issues and implications taken into account and there is coordination / consistency across wider council

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	<ul style="list-style-type: none"> • Jaime Dyhrberg (transformation and change) • Briar Macken (policy and bylaws) • Esther Powell (consents) 	

1.2 Other Resources

Specific requirements are:

External

Requirement	Comments
Development Feasibility Study	<ul style="list-style-type: none"> • Required to inform Spatial Plan and Foundation Document – procurement for work put on hold. Still to be completed.
Current State Assessment	<ul style="list-style-type: none"> • Required to inform Foundation Document and Spatial Plan – completed in August 2022 by Fluid Industries Limited.
The Property Group	<ul style="list-style-type: none"> • GIS and mapping support -0 completed for Foundation document.
League of Live Illustrators	<ul style="list-style-type: none"> • Graphic Design Support – to be engaged for both Foundation Document and Spatial Plan
Ngāti Rēhia (<i>Celia Witehira</i>)	<ul style="list-style-type: none"> • Provide <i>Ngāti Rēhia</i> input into the Spatial Plan and supporting documentation
Infometrics	<ul style="list-style-type: none"> • Population and Economic profiles for Kerikeri-Waipapa - completed