



27 April 2022

Onoke Heights Limited
C/-Mark Holland
108 Osborne Road
RD 1
Hamilton 3281

Tēnā koe Mark

Offer Of Service: Cultural Impact Assessment (CIA) future development of Onoke, Kamo Whangārei

Thank you for the opportunity to provide an Offer of Service to prepare a CIA on behalf of the hapū for the proposed future development at Onoke, Kamo, Whangārei.

Please note the CIA will be prepared by Te Parawhau Hapū with members of Ngāti Kahu O Torongare contributing.

CIA Process

To ensure the Hapū understands the proposal and resultant effects on their cultural values, a number of hui (meetings) are required. An overview the anticipated hui required to facilitate the CIA process are listed below.

1. A hui with Hapū kaumatua including Georgina Olsen, (CIA writer/cultural RMA, environmental specialist). The purpose of this hui is to agree on the process, establish a working group (roopu kaumatua and an applicant's representative) and fully appraise the group of what the proposal entails. An online hui was held this morning.
2. Three hui with Hapū members.
3. Ropu Kaumatua CIA review hui.

Following the CIA review, any required changes will be made. The CIA will be signed by all kaumatua and the final approved version sent to you as the applicant. Please note, communications between yourself, kaumatua and me as the CIA author will also be required.

Scope

To prepare and submit a CIA on behalf of Te Parawhau and Ngāti Kahu O Torongare Hapū (Hapū). The assessment provided in the CIA will include the following details:

- the history and hapū ūara ahurea (cultural values) in relation to the project area;
- an assessment of the various activities within the scope of the re-consenting and identification of the potential effects of these activities upon the hapū ūara ahurea;
- an assessment of the relevant legislation when considering the potential effects upon these values;
- recommendation of mitigation measures that appropriately address potential adverse effects that could inform conditions of consent and, or a side agreement with Onoke Heights Limited (the applicant).

The scope of services and associated deliverables included in the CIA are as listed above.

Schedule of Fees:

Landform Consulting

Report Writing (CIA Report)

\$ 5,500.00 + GST

Hapū administration fee - 10% of CIA fee estimate

\$ 550.00 inc GST

Services Excluded From This Fee Estimate

- Additional meetings/communications (time is charged from office at Tutukaka to site/meeting venue return) where meetings are held away from our office. These services are included as provisional sum items in the table below.
- Please note that the hui held this morning (45 minutes online) will also be charged
- Mileage (charged from office to site return).
- Printing and disbursements (charged as required).
- Provisional Sum Items listed below are charged over and above the above CIA report writing fee.
- Hapū kaumatua/kaitiaki fees (see fees below).
- Catering and venue hire fees.

Provisional Sum Items

Three public hapū hui have been proposed along with participation in the working party hui (Hapū, your project team). It is not however known the level or degree of communication required by hapū. This will be charged as required and may differ to the provisional sum below.

Additionally, there is likely to be a degree of project related communications between myself, your appointed representative and hapū representatives. Provisional sum allowances for these items are provided in the table below:

Table 1: Provisional Sum Items

Item	Hours	Prov. Sum allowance (GST excl.)	Mileage to be charged (yes/no)
Roopu Kaumatua Hui/Communications	Estimated allowance – 10 hrs (note this includes 4 hrs already accrued) – attending an online meeting with WDC, B&A and yourself, communications with Matua Pari Walker, Melissa (B&A), WDC to date. 45-minute online hui with Hapū, email confirming outcome of hui to Hapū, email to WDC (30 minutes) 27/4/2022 Includes time to email panui for the 3 hapū hui.	\$1,700.00	Yes (where applicable)
Hapū hui (3)	3 hrs per hui + 1 hr return travel per hui	\$2,040.00	yes
Additional Hapū Engagement	Estimated allowance - 10 hrs (3 – 2 hr hui)	\$1,700.00	yes
Venue and Catering	Estimate 12 people pr hui (6 hui estimated) – \$25 per head	\$1,800.00 catering \$ 400.00 venue hire - pr venue	no

Fee Schedule

- Meetings/communications are charged at \$170/hour + GST (charged from our Tutukaka office to the venue where meetings are away from my office) return.
- Mileage - \$1.00/km + GST (charged from Tutukaka office to site/meeting venue) return.
- Printing as required.

Hapū Kaumatua/Kaiarahi/Kaitiaki

Whaea Mira Norris, Matua Pari Walker, Matua Benjamin Pittman, and other Te Parawhau kaumatua have been working on this project. Their time should be paid separately at the following rate (or as agreed directly with each kaumatua):

Kaumatua/Kaiarahi - \$150.00 pr hr

Kaitiaki - \$75.00 pr hr

Timing

Preparation of the CIA relies on information obtained from the project documentation and meetings with hapū.

Three Hapū hui approximately 2 weeks apart are proposed. Please allow a minimum of 2-3 weeks in addition to this timeframe to prepare, send panui, arrange hui venue and catering.

The CIA can be provided approximately 4 weeks after all information has been obtained, Hapū hui have been completed, hapū whakaaro has been obtained, receipt of all documents, including a copy of the AEE and supporting plans have been received to understand the potential effects and to allow sufficient time for the hapū representatives to agree on mitigation measures, and to review and approve the final document for release.

Information required from Onoke Heights Limited

The following information is required;

- All information mentioned above including a copy of the Resource Consent Application, Assessment of Environmental Effects (AEE) and supporting plans and assessments.
- Onoke Heights Ltd project team will be required to present technical information and answer any questions should they arise at our hui.

Note: this list is not exhaustive and is subject to change as we work through the project together.

Terms

An initial deposit of 30% plus GST will be invoiced upon acceptance of this fee estimate. Full payment is required within seven days of final invoice. All debt recovery costs will be the responsibility of the debtor.

Landform Consulting reserve the right to charge interest at 2.5% above bank rates on overdue accounts. All outstanding debts will be recovered at the cost of the debtor.

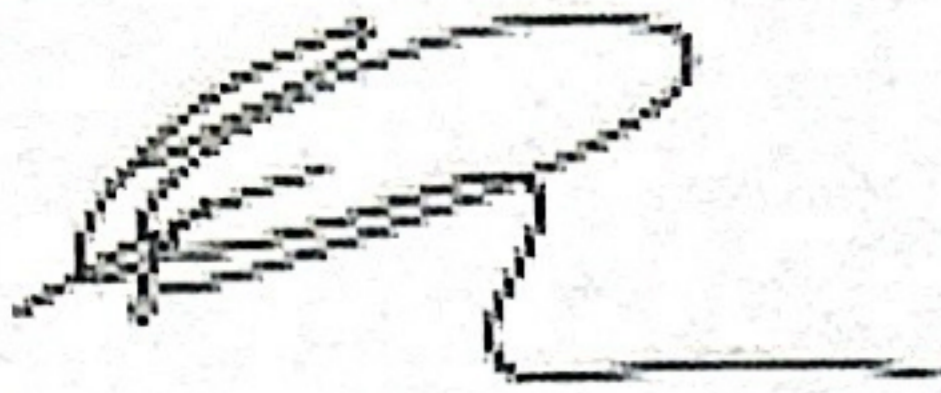
This fee estimate is valid for 60 days from date of issue.

Cancellation

In the event that for any reason you do not wish to progress the work to completion as outlined in the above fee estimate, a fair and reasonable charge will be levied for the work completed at that time.

Please contact me with any queries and/or instructions to proceed. I look forward to working with you on this project.


Noho ora mai



Georgina Olsen
Landform Consulting Ltd.

Please sign and return by email the following to agree to the terms and conditions as outlined in the fee estimate above and to instruct Landform Consulting Ltd to carry out the services above.

Name: Mark Holland

Signed: 

Date: 3RD June 2022

Billing Address: _____

Email: mark@ccdevelopments.nz.

Order No: _____