



Mackenzie

DISTRICT COUNCIL

115TH MEETING

Notice is given of an Ordinary Meeting of Council to be held on:

Date: Tuesday, 19 October 2021

Time: 9.30am

Location: Council Chambers

Fairlie

AGENDA

Ordinary Council Meeting

19 October 2021

Note: This meeting may be digitally recorded by the minute-taker.

Council Membership:

Graham Smith (Chair)

James Leslie

Anne Munro

Stuart Barwood

Murray Cox

Emily Bradbury

Matt Murphy

The purpose of local government:

(1) The purpose of local government is—

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses.

(2) In this Act, good-quality, in relation to local infrastructure, local public services, and performance of regulatory functions, means infrastructure, services, and performance that are—

- (a) efficient; and
- (b) effective; and
- (c) appropriate to present and anticipated future circumstances.

(Local Government Act 2002)

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- 1 OPENING, APOLOGIES AND PUBLIC FORUM**
- 2 VISITORS**
- 3 DECLARATIONS OF INTEREST**
- 4 BEREAVEMENTS**

5 MAYOR'S REPORT

5.1 MAYORAL ACTIVITIES REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

SUMMARY OF ACTIVITIES

THREE WATERS

Meeting with Minister Mahuta.

Raised Mackenzie District Council's concerns regarding the reform. Not only had I not heard back from the Department of Internal Affairs (DIA) but had Morrison Low check data. This process has exposed some wrong assumptions made that will have a direct affect on the Mackenzie region.

I also raised our submission with her and requested, along with other Canterbury Mayors, for a pause in reform. While not pausing the reform, she is prepared to offer a longer lead time for Rural Waters.

The Minister feels that integrity has to work both ways. She will receive submissions and following this cabinet will make a decision in late October.

LINZ Funding Announcement – Tekapo

Media Announcement with Minister O'Conner.

Up to \$18.4 million will be invested into restoring the South Island's braided river valleys, alpine and pastoral lands over four years, creating more than 60 jobs a year, provide a much-needed employment boost to the district.

As part of the Government's Jobs for Nature programme, Toitū Te Whenua Land Information New Zealand (LINZ) is funding three projects in river catchments across South Canterbury focussing on pest and weed control, and habitat restoration,

The largest of these investments is in the Te Manahuna Aoraki project in the upper Mackenzie Basin where up to \$12 million will be spent improving the habitat of some of the country's most fragile plants and animals over four years.

Working towards the issue of wilding pines, endeavouring to be predator free and it gives us some certainty that we can go ahead, and manage our environment. This is good news for Mackenzie but the Government needs to continue with funding to protect Mackenzie.

Essential Freshwater

Zoom meeting with Minister Parker.

Ashburton District is currently sitting at nitrate levels of 6.9 however the new Freshwater rules requires it to be at 2.7. To get to that level, Ashburton will face a 50% reduction in dairy creating huge uncertainty for farmers. This will also result that the Synlait Factory wouldn't be there. Huge financial impact on the district. Furthermore, what do farmers do with the land if this was to occur?

Does this land get planted in trees? Etc. ECAN understanding issues and acknowledging rural sector. They're changing the way from Zone committees into Catchment Groups that are community driven whilst co-designing with Rūanaga.

The Minister did say when pushed around speed change that the change is generational. Minister recognizes good work being done. Farm plans are essential and if they are adhered to we can back off regulation.

RMA Changes

Minister wants to see this less regulated, and Councils having more weight with their District Plans. It is their plan, not those of planning professionals. Councils should be in control of their planning developments.

Highly productive soils are being developed on, but some changes imminent as there's not enough protection around this.

MEETINGS

27 July 2021

- Council Workshop

28 July 2021

- Lunch with Lake Tekapo Enterprises

29 July 2021

- Meeting with Brian Blanchard
- Wilding Trust Meeting
- Meeting with Tim Rayward – Air Safaris

30 July 2021

- Te Manahuna Ki Uta Governance Group Meeting

2 August 2021

- Downlands Site Visit

3 August 2021

- Filming Video Promo – MTFJ
- Council Meeting
- Meeting with Greg Anderson

4 August 2021

- LGNZ Zone 5 & 6 Working Lunch – Christchurch
- Progressing the Takiwa Approach to Three Waters

5 August 2021

- Meeting with Principal Kate Staniford – Twizel Area School

6 August 2021

- Canterbury Mayoral Forum
- Flood Recovery Hui

9 August 2021

- Mackenzie & Waitaki DC A20 Governance Meeting – Waimate
- Canterbury Mayoral Forum Zoom

- Mackenzie & Waitaki DC Shared Sustainable Building Services Meeting – Waimate
- Three Waters Webinar for Elected Members

11 August 2021

- Meeting with Leaine – MTFJ
- Meeting with Waitaki & MDC CE's / Mayors – Zoom
- Meeting with Jim & Anne Murray
- Te Manahuna Ki Uta Working Group Meeting
- Mayor Bruce Smith – 3 Waters Discussion

12 August 2021

- NZ Rail
- Meeting with Nikki Wagner
- Mackenzie Country Scholarship Trust Meeting

13 August 2021

- Radio slot on The Breeze with OJ

14 August 2021

- Road Maintenance Contract Renewal
- Meeting with Murray Bell

17 August 2021

- Committee Meeting Day

19 August 2021

- CMTE: Regional Transport

20 August 2021

- Canterbury Mayoral Forum – Zoom
- Civil Defence Emergency Management CDEM Group Joint Committee

23 August 2021

- Progressing the Takiwa Approach to Three Waters – Hui
- Council Workshop

25 August 2021

- Te Manahuna Ki Uta – Working Group Meeting
- Albury Water Meeting

26 August 2021

- Review Meeting
- Mackenzie Tourism Zoom Meeting

27 August 2021

- Te Manahuna Ki Uta – Governance Group Meeting

30 August 2021

- Meeting with John Farrow
- Te Mokihi / CE's, Manawhenua: Co-Governance proposal and work progressed

31 August 2021

- Council Workshop

- Review Meeting

1 September 2021

- Tekapo Community Board Meeting

2 September 2021

- Three Waters Update
- Fairlie Community Board Meeting
- CMF Oral Submission

3 September 2021

- MTFJ-MSD Community Recovery Programme – Zoom Meeting
- Three Waters Webinar for Elected Members

6 September 2021

- Inquiry on the Natural and Built Environment Bill: Parliamentary Paper
- Radio NZ

7 September 2021

- Council Workshop
- Audit and Risk Committee Meeting
- Progressing the Takiwa Approach to Three Waters

9 September 2021

- Waitaki Shorelines Authorities Committee Meeting
- Workshop: Rivers Work Programme
- 3 Waters Reform Alternatives – TDC

10 September 2021

- Radio Slot with OJ on the Breeze

11 September 2021

- Fire Brigade Tekapo

13 September 2021

- Mid & South Canterbury Trust Board Meeting
- SCDHB and MDC Psychosocial Partnership Meeting
- RTC Workshop: Strategy to Action Forward Work Programme

14 September 2021

- Bylaw Hearing
- Extraordinary Council Meeting

15 September 2021

- Tekapo Hotel Construction Launch

16 September 2021

- Three Waters Update

20 September 2021

- Progressing the Takiwa Approach to Three Waters
- A2O Trail Meeting – Mayor, CE's & Runanga Chairs

21 September 2021

- Council Workshop
- 3 Waters Weninar

23 September 2021

- Meeting with Councillor Murphy and Cox
- Albury Hall Committee Meeting

24 September 2021

- Meeting with the Minister of Agriculture – Tekapo

27 September 2021

- Webinars for Elected Members
- CMF Meeting with Minister Mahuta

28 September 2021

- Extraordinary Council Meeting
- Council Workshop
- Remote Water Supplies Workshop

30 September 2021

- Councillor Workshop – Tekapo
- Three Waters Update
- Progressing the Takiwa Approach to Three Waters

1 October 2021

- MTFJ Road Trip for Businesses

5 October 2021

- Council Workshop

5.2 CHIEF EXECUTIVE'S REPORT

Attachments: Nil

RECOMMENDATIONS

That the report be received.

STRATEGIC PROJECTS

Long Term Plan

The audit was finalised on 7 October 2020 and an audit opinion was issued. The audit opinion was relatively clear with a few paragraphs noting a few matters of emphasis.

The Consultation Document was adopted by Council on 7 October 2021 and consultation started on 8 September.

Community engagement drop in-sessions are planned as follows:



Annual report

Work is progressing well on the 2021/2022 Annual report but Audit New Zealand are still to confirm the date of the audit for the Annual Report and to send through the Audit Engagement letter. This poses a risk to Council meeting our statutory deadline. Audit have advised that other audits have been rescheduled due to the COVID Lockdown and resourcing local government audits with scarce resources is proving difficult. Confirmation has been sought from Audit New Zealand. It is very likely that the final audit of the Long Term Plan and the Audit Report will occur simultaneously placing

pressure on the small finance team. This has been mitigated by the use of external financial and corporate planning resources.

Te Manahuna Ki Uta

Mackenzie District Council, Mana whenua, Government and the community have continued to work together to curate a 100-year vision for Te Manahuna/Mackenzie District.

August continued to be a very busy month with community engagement being finalised on the 23 August 2021..

A video and suitable content was updated on the website and the community was consulted about what's important for the Mackenzie District. Submissions are still in the process of being analysed to determine how they will inform the development of the Destination management plan.

In the month of August several documents were finalised and distributed for feedback:

- Vision and Aspirations for Manawhenua
- Vision and Aspirations for Mackenzie and the various agencies
- Decision Making Framework
- High Level Scenario Development

Due to the recent lockdown in August, critical workshops were postponed and given the uncertainty remaining as to when we would return to Level 1, the time to produce a quality Destination Plan would be severely truncated. It was agreed that for the next few months to rather take time to focus on:

- More fully understand the feedback provided from the engagement and how this will inform the development of the Destination Management plan
- Complete Wananga 3 and 4
- Confirm the decision making framework with its proposed outcomes, criteria and measures developed
- Finalise and agreed the scenarios to be developed for the Draft Destination Plan

A draft project timeline has been drafted and agreed with the Working Group and a time variation is to be sought for the grant made to Council.

LEGISLATIVE REFORMS

Water Reform

During the month of August and September information about the Three Waters Reform was updated onto Let's Talk platform on the Council website about the Three Waters Reform detailing:

- The increased compliance requirements that will be monitored and enforced by the New Regulatory authority Taumata Arowai
- Expanding and the strengthening of New Zealand's water regulatory regime
- Proposed transition planned from provision of services by Council to multi regional entities

In addition, council staff worked with Morrison Low to undertake a review of the Scottish Water WICS data for Mackenzie District Council. The WICS investment numbers were based on Scottish Waters' experience and applied to a NZ context using high level statistics and allocated using a formula to estimate investment costs. Sensitivity analysis suggests the scale of the difference

between the entity and council scenarios is likely a lot less than WICS analysis indicates. In some modelled investment scenarios, it is possible that household charges could be lower for Mackenzie ratepayers under continued council service delivery than with Entity D. The sensitivity analysis indicated that ratepayers in Mackenzie District may be financially better off under a continued council led service delivery than under Entity D.

Council held two webinars about the Three waters Reform with the community and a webinar with about Rural Water Schemes and the new compliance requirements.

Council provided a submission to the Department of Internal affairs about the proposed legislative reforms. The Mackenzie District Council opposed the Crown's proposed model to establish four large water entities and remove the three waters assets and services from local councils based on the information supplied by the Crown to date.

Council is not convinced that the proposed model provides the best outcomes for our District, our people, or New Zealand.

Councils' independent analysis seriously questions the validity of the information supplied to date. The Council is very disappointed by the significant amount of information missing at this stage of the process. Councils modelling shows that the large entities does not deliver economic benefits for Mackenzie District and so this leads them to question all of the projected economic benefits.

Mackenzie District Council believe it is imperative that the Crown recalculate its position using correct data, integrates all its reform processes relating to local government, set realistic timeframes around the process and proceed in true partnership with Councils, runanga and our communities. Council believes that the Crown must approach water reform in an integrated manner alongside RMA reform, local government reform and local government funding reform.

CUSTOMER SERVICES

Staffing

No changes to either Twizel or Fairlie staffing.

Team Outstanding Annual leave hours balance (as at 21 September 2021) – 839.26 hours.

Team members used 3 days annual leave, 4.5 hours sick leave and 3 days bereavement leave during September.

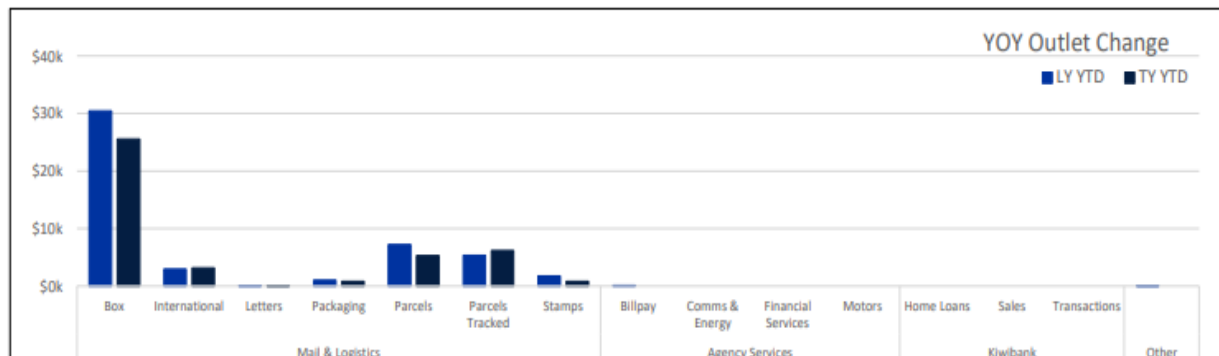
During Level 3 Lockdown staff attended both offices on a roster basis to provide continuity of service to both internal and external customers.

Twizel Office Customer Numbers

Customer numbers recorded for September 2021 = 1686 (noting that this includes 3 days where Reception was closed to the public due to COVID Level 3 Lockdown together with a Statutory Holiday – South Canterbury Anniversary).

NZ Post Scorecard

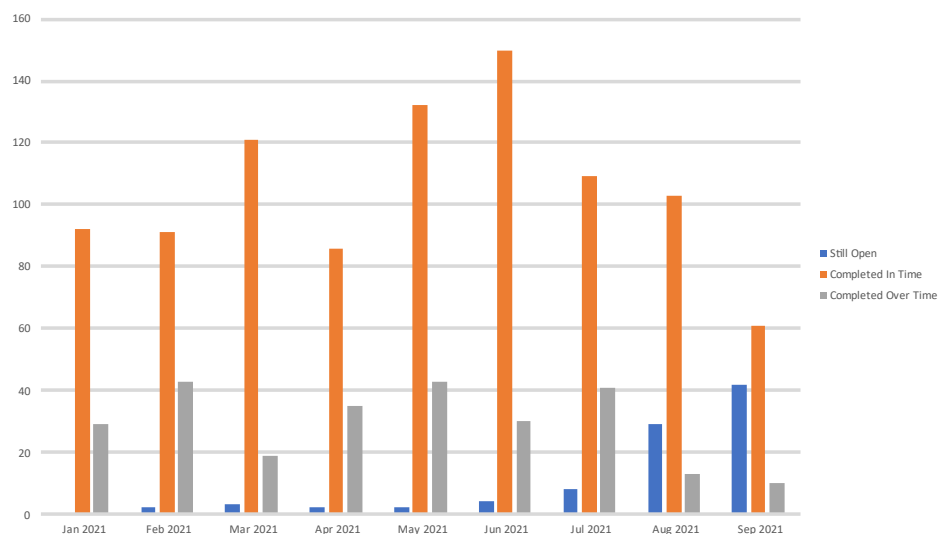
Twizel PostCentre		Partner Scorecard Aug-2021						
		Current	QTD	LY QTD	Var	YTD	LY YTD	Var
Mail & Logistics	Box	\$2,205	\$6,405	\$7,679	●	\$25,517	\$30,429	●
	International	\$228	\$561	\$990	●	\$3,148	\$2,923	●
	Letters		\$7	\$81	●	\$35	\$100	●
	Packaging	\$102	\$133	\$203	●	\$814	\$1,002	●
	Parcels	\$10	\$272	\$2,083	●	\$5,249	\$7,220	●
	Parcels Tracked	\$804	\$2,235	\$1,317	●	\$6,132	\$5,313	●
	Stamps	\$13	\$101	\$331	●	\$812	\$1,761	●
Sub Total		\$3.4k	\$9.7k	\$12.7k	●	\$41.7k	\$48.7k	●
Agency Services	Billpay						\$150	●
	Sub Total	\$0.0k	\$0.0k	\$0.0k		\$0.0k	\$0.2k	●
Other	Other						\$13	●
	Sub Total	\$0.0k	\$0.0k	\$0.0k		\$0.0k	\$0.0k	●
GRAND TOTAL		\$3.4k	\$9.7k	\$12.7k	●	\$41.7k	\$48.9k	●



Figures supplied are for coaching conversations and should not be used for accounting/tax purposes. Sending figures assume stock purchased within a month is sold in the same month.

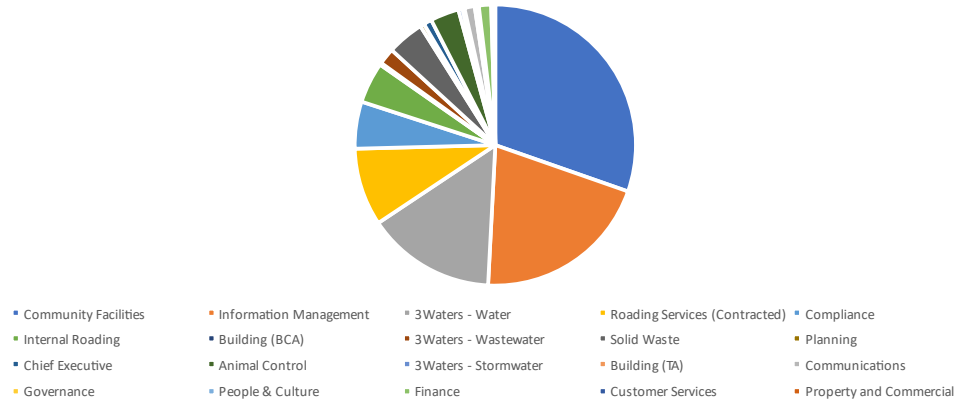
Service Request Summary Report

Service Requests Received Open/Closed Per Month

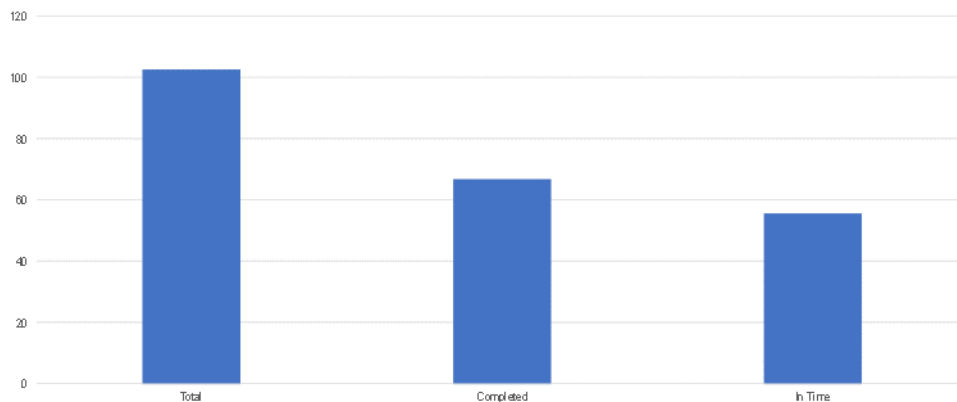


Service Requests Received Financial Year to Date by Department

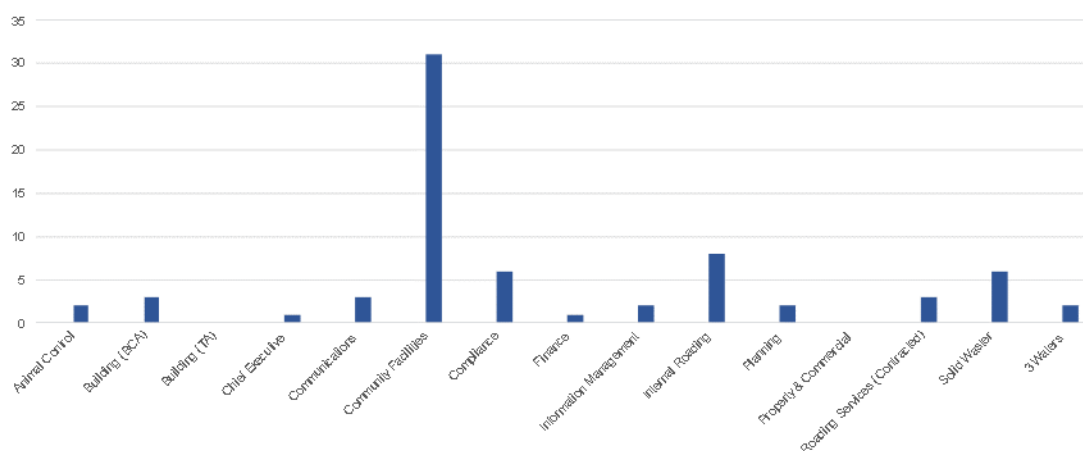
Service Requests This Financial Year by Department



Service Requests Received September 2021



Open Service Requests by Department - September 2021



Complaints Register Summary

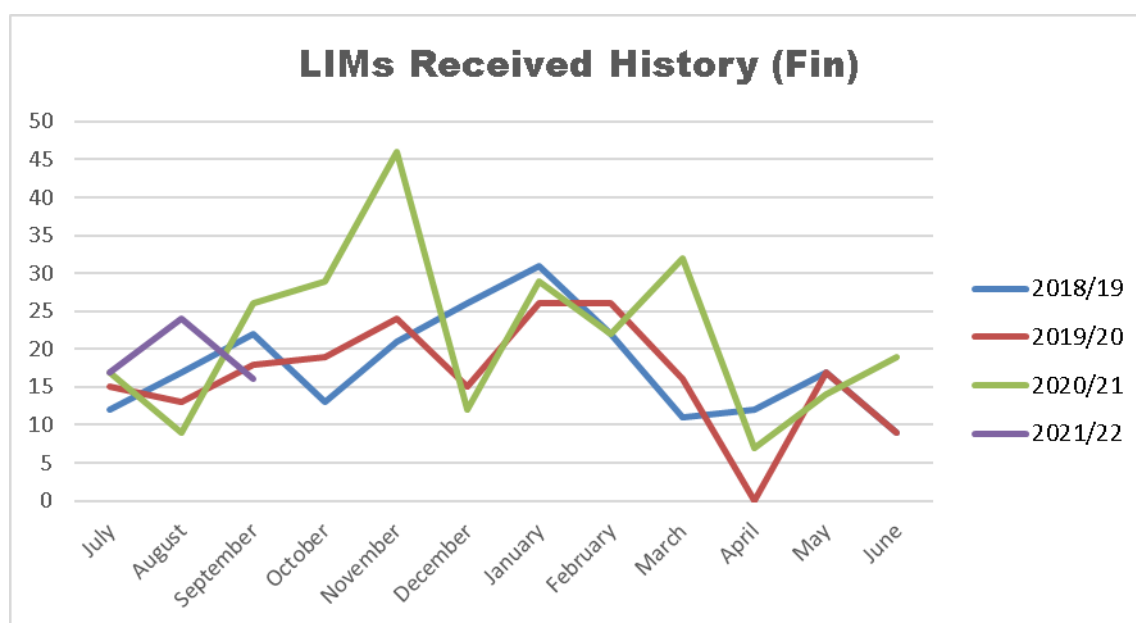
There were no formal complaints received during September:

One request from July escalated to Stage Two with the complainant requiring further explanation of the processing of a resource consent. Investigation is in progress.

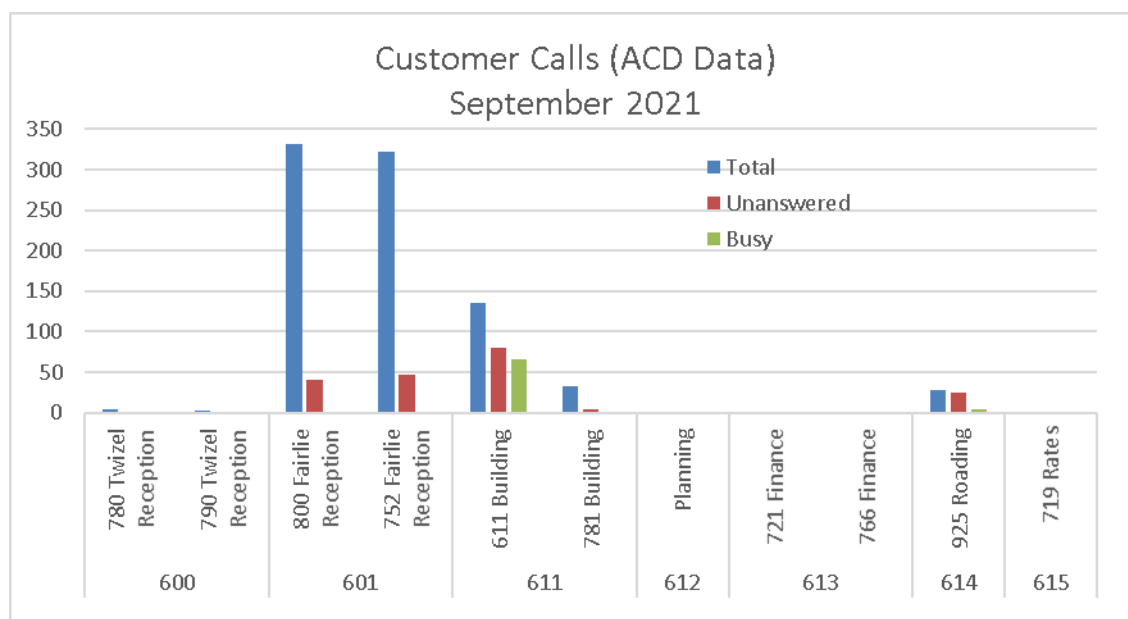
Land Information Memorandums (LIM)

For the period 1 September 2021 to 31 September 2021 16 LIM applications were received. This compares with 26 for the same period last financial year.

Trend by calendar month is shown below:



Customer Calls



- *NOTE Unanswered call numbers include calls transferred to another extension to be answered. These transferred calls are then recorded as “unanswered” calls.*
- *During COVID Lockdown Customer Services had one person at each office answering phones. Phones which were not answered in Fairlie were answered in Twizel. These non transferred “fail over” calls are recorded by the system as unanswered.*

Community Centre Bookings

Fairlie Community Centre – total bookings 64.25 hours (there were no bookings for Mackenzie District Council).

Lake Tekapo Community Hall – total bookings 9.5 hours (includes 1 hour used by Mackenzie District Council).

Albury Hall – total bookings 16 hours.

Twizel Events Centre – total bookings 72 hours (no bookings recorded for Mackenzie District Council).

PEOPLE AND CULTURE MONTHLY REPORT

September 2021

1. RECRUITMENT UPDATE (INCLUDING APPOINTMENTS TO ROLES):

Recruitment in September continues to be busy with several roles being in various stages of the recruitment process. An update on the recruitment and the stage of the recruitment is below.

- Manager Engineering – final interviews are scheduled for early October 2021.
- Manager Community and Places – a preferred candidate was identified for this role, however due to personal reasons they've had to withdraw from the process. We will look to readvertise this role in the near future.
- IT Support Analyst – ongoing, no suitable candidates identified at this stage. A review of the position description is underway.
- Senior Corporate Planner – currently being advertised.
- Principal Policy Planner – District Plan Review – currently being advertised.
- Administration Support Officer, Engineering – two interviews have been conducted with a preferred candidate being identified. Reference checks underway.
- Senior Planner – internal advertising underway.

2. RESIGNATIONS:

- Phillip Mackay – 29 October 2021.
- Tim Harty – 29 October 2021.

3. ANNUAL SALARY REVIEW PROCESS:

The annual salary review process is well underway with all proposed salary increases now with the CEO for review and approval.

PEOPLE AND CULTURE KEY METRICS

Full Time Employee (FTE) information for MDC – September 2021

FTE stands for full time equivalent and refers to the number of hours considered full time. For example, an employee working full-time equals 1 FTE while an employee working 60% of full-time hours equals 0.6 of an FTE. The FTE values of all employees are added up to give the total number of FTE employees in an organisation. For the headcount metric, each employee is counted as one. However FTE excludes Casuals and Contractors.

MONTH	TOTAL MDC HEADCOUNT (FTE)
August 2020	47
September 2020	47
October 2020	45
November 2020	49
December 2020	47
January 2021	48
February 2021	48
March 2021	41.7
April 2021	43.8
May 2021	43.9
June 2021	41.5
July 2021	38.9

August 2021	36.7
September 2021	35.7

Headcount by Business Unit – September 2021

Headcount refers to the number of employees working at MDC (with headcount, each individual counts as 'one' regardless of the number of hours worked).

BUSINESS UNIT	TOTAL HEADCOUNT BY BUSINESS UNIT
CEO	3
Finance	6
GM Operations	3
Planning	3
Regulatory	4
Engineering	5
GM Corporate Services	4
Customer Service	5
Information & Engagement	6
Fleet / Cars	1
TOTAL	40

Turnover rates by Business Unit and Termination reasons**Monthly Voluntary Attrition**

Total number of permanent employees who resigned over the past month divided by FTE for current month. Excludes casual and fixed-term employees.

MONTH	EXITS	TOTAL FTE	% ATTRITION
August 2020	0	47	0.0%
September 2020	1	46	2.2%
October 2020	4	45	8.8%
November 2020	2	49	4.1%
December 2020	2	49	4.3%
January 2021	0	48	0.0%
February 2021	1	48	2.08%
March 2021	0	41.7	0.0%
April 2021	1	43.8	2.28%
May 2021	0	43.9	0.0%
June 2021	1	41.5	2.4%
July 2021	1	39.3	2.5%
August 2021	2	36.7	5.4%
September 2021	1	35.7	2.8%

Annual Voluntary Attrition

Annual voluntary attrition (turnover) is a ratio of the number of employees that have left MDC over a 12 month period (September 2020 – September 2021 – based on the above) compared with the average number of FTE over that same period.

Average FTE is calculated by the total number of exits divided by the average FTE (adding the FTE at the beginning of the period and the FTE at the end of the period, dividing it by two) x 100%. Excludes casual and fixed-term employees.

Total exits (September 2020 – September 2021):	16
Average FTE (September 2020 – September 2021):	41.35
Annual Voluntary Attrition:	38.69%

Termination Reasons – September 2021

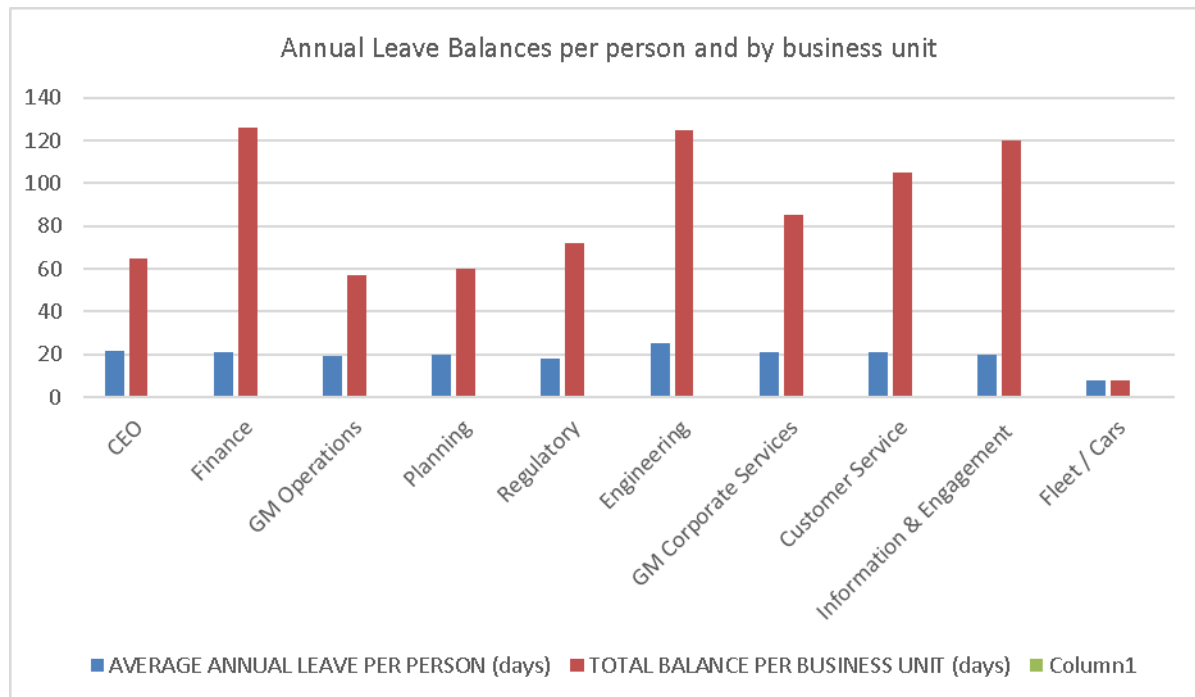
This information includes all termination reasons (voluntary and involuntary) including end of fixed term.

Redundancy	
Resignation	2
Dismissal	
Transfer to another BU	
Abandonment	
Fixed Term Expiry	
Retirement	
Other	

Annual Leave by Business Unit

Includes current and advancing annual leave. Annual Leave liability includes all permanent and fixed term employees by Business Unit.

BUSINESS UNIT	AVERAGE ANNUAL LEAVE PER PERSON (days)	TOTAL BALANCE PER BUSINESS UNIT (days)
CEO	21.67	65
Finance	21	126
GM Operations	19	57
Planning	20	60
Regulatory	18	72
Engineering	25	125
GM Corporate Services	21.25	85
Customer Service	21	105
Information & Engagement	20	120
Fleet / Cars	8	8
TOTAL:	194.92	823

Accrued Annual Leave Balances in Graph Format**Total annual leave liability in dollars and hours per business unit**

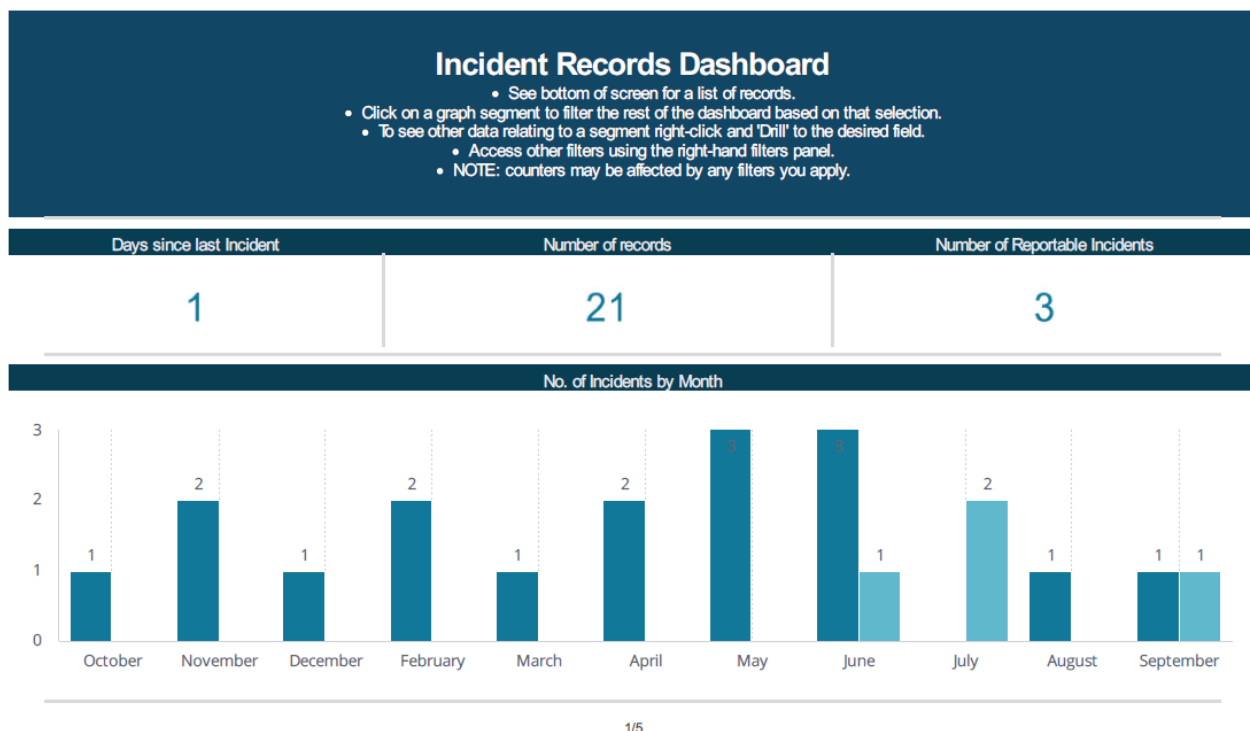
BUSINESS UNIT	TOTAL ANNUAL LEAVE LIABILITY \$	TOTAL ANNUAL LEAVE LIABILITY HOURS
CEO	\$38,151.59	471.01
Finance	\$25,289.51	656.29
GM Operations	\$24,160.72	424.77
Planning	\$21,274.22	500.73
Regulatory	\$10,810.55	325.50
Engineering	\$41,335.75	891.27
GM Corporate Services	\$35,253.04	630.29
Customer Service	\$28,230.27	867.95
Information & Engagement	\$25,392.97	660.66
Fleet / Cars	\$366.02	20.33
TOTAL	\$250,264.64	5,448.80

HEALTH, SAFETY AND WELLBEING

- Refer to the Incident Report for MDC as at 30 September 2021. Key points to note about this report are as follows:
 - There has been one incident reported for September 2021.
 - Most incidents that have been reported to date are minor and have not included any first aid or medical treatment.

- Most incidents that occur at MDC appear to happen on a Wednesday.
- There is still a lot of education and encouragement needed with Team Mackenzie to report incidents and hazards and this an ongoing piece of work.
- A relaunch of health and safety is planned for later in the year which will include closing the offices for a few hours so that we can focus on why health and safety is important at MDC as well as having a guest speaker present to talk about their health and safety journey. This was initially programmed for a June launch, however due to LTP demands the ELT felt that it was best to wait to get this over the line first.

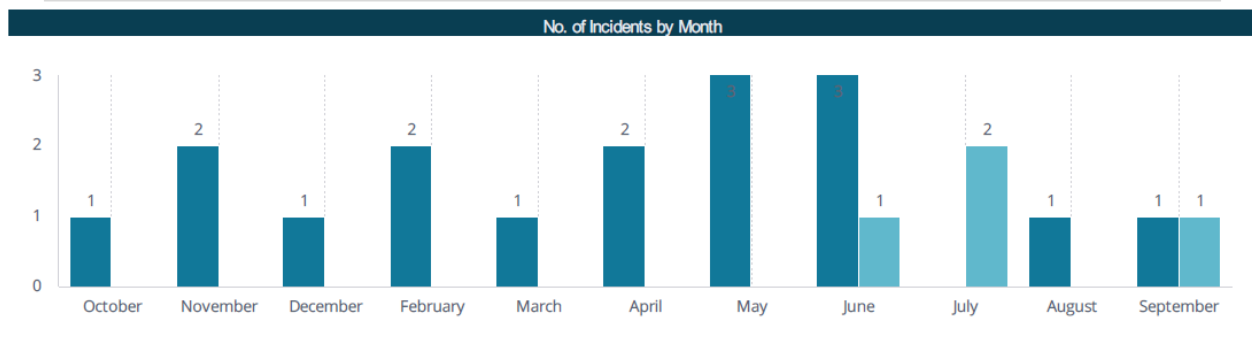
Incident Records - Staff 2021-09-01T00:04:32.124Z



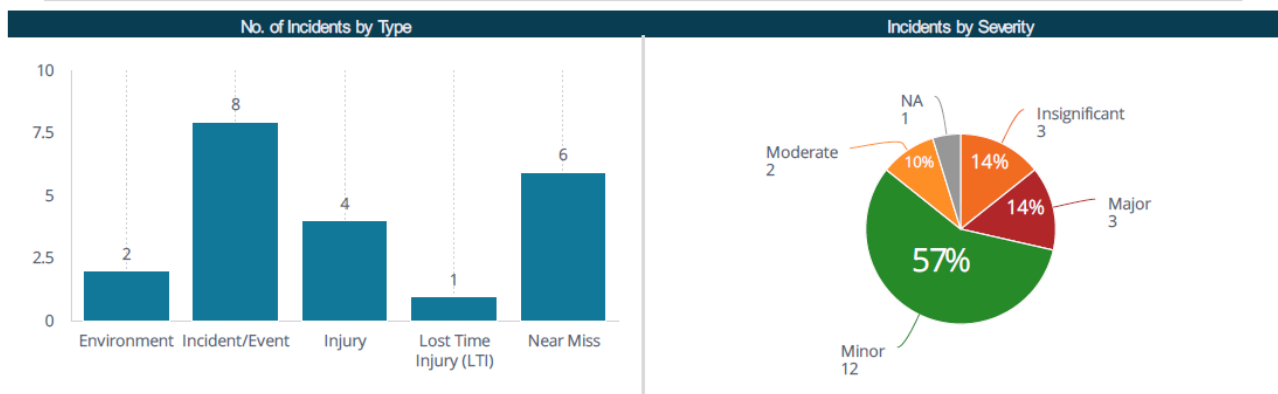
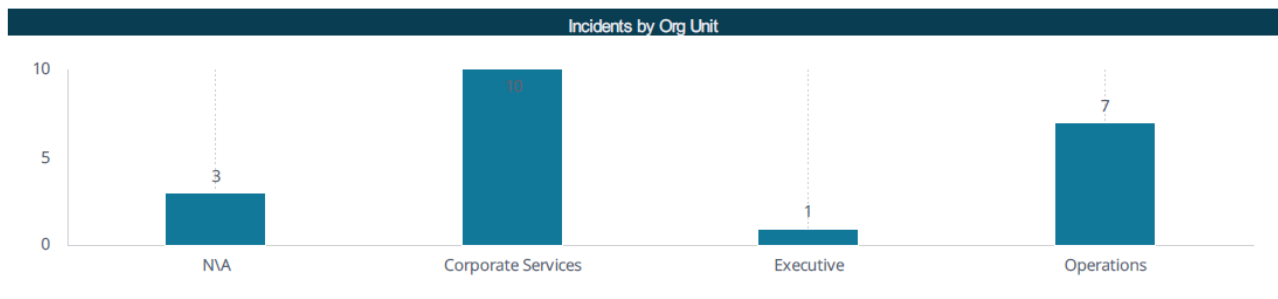
Incident Records - Staff 2021-09-01T00:04:32.124Z

Incident Records Dashboard

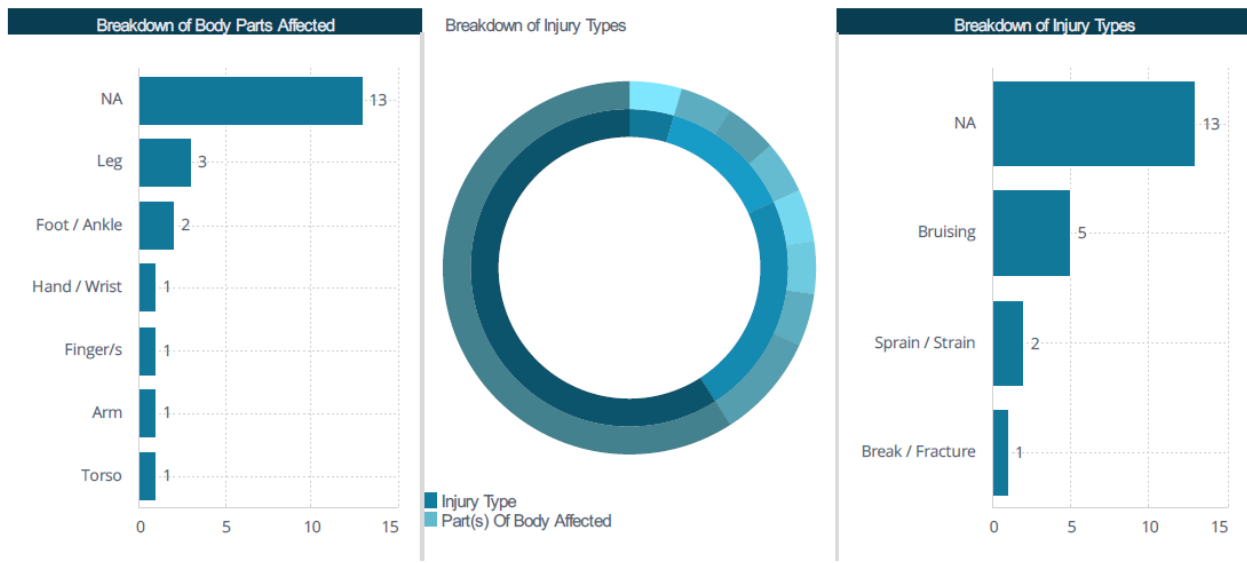
- See bottom of screen for a list of records.
- Click on a graph segment to filter the rest of the dashboard based on that selection.
- To see other data relating to a segment right-click and 'Drill' to the desired field.
 - Access other filters using the right-hand filters panel.
- NOTE: counters may be affected by any filters you apply.



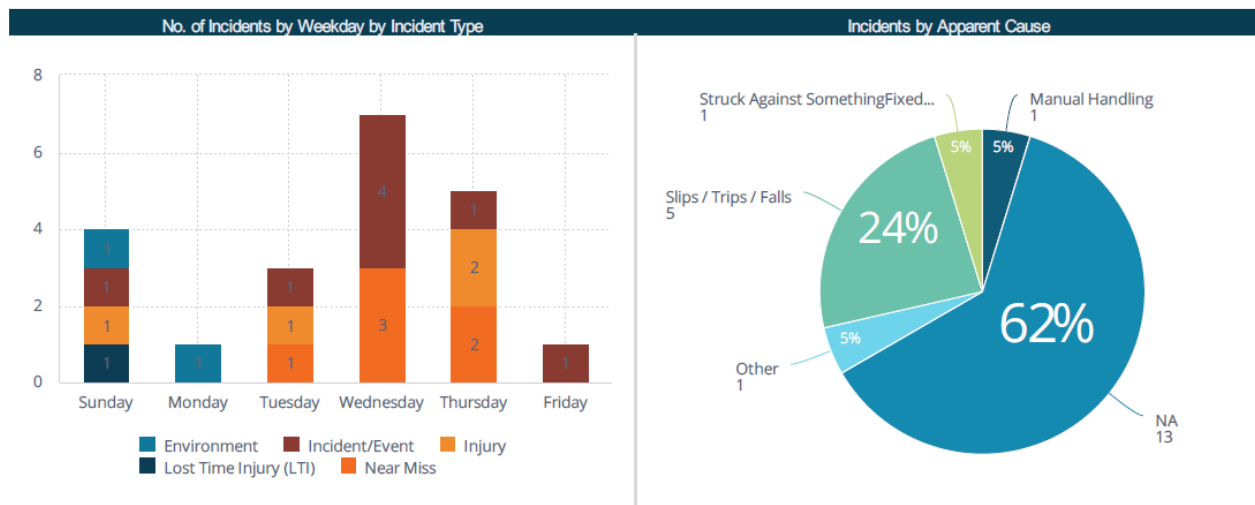
Incident Records - Staff 2021-09-01T00:04:32.124Z

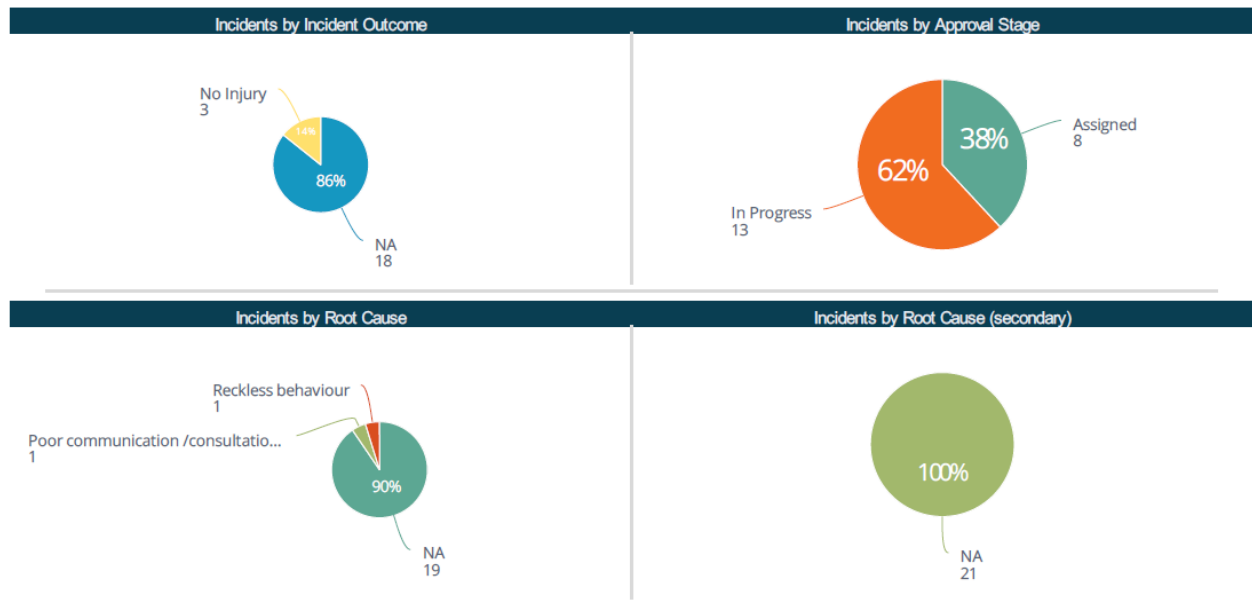


Incident Records - Staff 2021-09-01T00:04:32.124Z



Incident Records - Staff 2021-09-01T00:04:32.124Z





MEETINGS HELD

DATES	MEETING
9/8, 16/8, 19/8, 3/9, 6/9, 13/9, 16/9, 18/9,	LGNZ Water Reform Meetings
20/9	Progressing the Takiwa meeting
9/8,	Three Water Project meetings
2/8	Rural Water Community Meeting
3/8, 9/9,	Audit NZ Meeting – Long Term Plan
23/8, 3/9, 15/9	Te Manahuna Project meetings
4/8	Te Manahuna Ki Uta Tekapo Drop-in
9/8, 11/8, 25/8, 20/9	Waitaki and Mackenzie Joint Meeting – Alps 2 Ocean and Shared Building Services
11/8, 6/9	Te Manahuna Ki Uta Working Group Meeting
27/8	Te Manahuna Governance Group meeting
27/8	South Canterbury DHB Meeting – Psychosocial Support meeting
30/8	Te Mokihi CE's, Mana Whenua Meeting – Co-governance proposal
11/8	J and A Murray – Development in Tekapo
3/8, 14/9, 28/9, 7/10	Council meetings
2/9	Submission on Natural and Built Environment Bill
25/8	Regulatory and BCA meeting
30/8, 1/9, 2/9,	Community Board Meetings
24/8, 31/8, 7/9, 21/9,	Council workshops
3/9	Meeting with the independent chair : Audit and Risk
7/9	Audit and Risk
17/8	Committee Meetings
20/8,	Canterbury Mayoral Forum and Canterbury Emergency Management Group Meeting
5/8, 2/9	TEAM MACK meeting
9/8	Canterbury Mayoral meeting with Waka Kotahi
14/9	Bylaw Hearings
17/9	Managing Mental Health Webinar
23/9, 24/9, 28/9	Leadership Development (Culture by Design)

CONCLUSION



August and September proved to be busy months with good progress being made on strategic projects.

6 REPORTS

6.1 PROPOSAL AND PROCUREMENT PLAN FOR THE DETAILED DESIGN OF THE FAIRLIE WTP

Author: Tim Harty, General Manager - Operations
David Adamson, Engineering Manager - Acting

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments: 1. Exemption and Procurement Plan for the Design of the Fairlie Water Treatment Plant  

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

The purpose of this report to Council is to provide a Proposal and Procurement Plan for the procurement of detailed design of the Fairlie Water Treatment Plant to enable direct appoint of Beca to undertake the design. A Proposal and Procurement Plan is required by the Mackenzie District Council Procurement Policy, version 2020-08-25.

STAFF RECOMMENDATIONS

1. That the report on the procurement of the design services for the Fairlie Water Treatment Plant be received.

2. The Proposal and Procurement Plan (attached) be accepted and the Beca be direct appointed to undertake detailed design for the Fairlie Water Treatment Plant.

BACKGROUND MEETING

The draft preliminary design of the Fairlie Water Treatment Plant (FWTP) has been received and review comments are currently being closed out. As the preliminary stage is being finalised engagement of a consultant to undertake the next stage of design is now required.

At a workshop on the 16th July 2021 with the General Manager of Operations, GHD Technical Reviewer and the Beca Programme/Project Manager the procurement strategy for the FWTP was discussed with the general agreement of the following high-level strategy:

- The FWTP membranes, mechanical and electrical and building is proposed to be a design and build contract. This will fast track the membranes being ordered which currently have a lead time of between 12 to 18 months. This element is key to the plant performance and will provide the Council with a clear single point of responsibility and accountability for the performance of the FWTP.
- An Expression of Interest (EOI) is planned to be issued to understand the market capabilities/availability, preselect vendors for the design and build contract for the FWTP and provide the opportunity for comment on the procurement approach.
- The civil design is intended to be a separate standard contract, to aid local contractors to undertake the work, to not hold up the procurement of the FWTP and to do some early enabling works.
- The reservoirs are proposed to be a separate design and build contract to enable Council to have more control over the selection of a reservoir supplier.

The physical works procurement outlined above will be included in a separate procurement plan. With the general principles of the procurement agreed it was then discussed of who would undertake the performance specifications for the WTP and the reservoirs, the civil design and the consenting. It was proposed that Beca would be best placed to do this for the following reasons:

- Beca have undertaken the preliminary design so are familiar with the Councils requirements and the FWTP design, which will result in design efficiencies
- The proposal is for time and expenses, so only time spent of the project will be billed
- Beca have the current resources to do these works
- This provides Council with consistency of a designer and clear lines of responsibility
- Going out to market for these works would require an open and competitive process which would delay the project and add additional procurement costs
- The Council is responsible for compliance with the Drinking Water Standards of New Zealand. Progressing with Beca undertaking the design will enable progress to achieving compliance and reduce delays
- GHD have undertaken a report that confirms that the Beca preliminary design was appropriate and GHD do not see any good reason why they should not undertake the next stage of delivery of the FWTP on behalf of Mackenzie District Council.
- GHD will provide impartial review of the Beca proposal to undertake these works

Following the procurement criteria outlined in the Mackenzie District Council Procurement Policy, version 2020-08-25:

- An open and competitive RFX process is required for work with a value over \$50,000 (Appendix 10 of the Policy)
- For Contracts over \$150,000, when the additional sum is beyond 10% of the total value of the contract, the contract variation must be presented to Council for approval (Section 5.3)

As per section 5.7.2 where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:

- evidence documenting the reason for the exception
- a procurement plan developed and submitted with the request for exception
- Confirmation that estimated contract costs are over the \$50,000 threshold.

This report and the attached proposal and procurement plan cover the above points to allow the direct engagement Beca to undertake the following:

1. Completion of the performance specification for the FWTP (membranes, mechanical and electrical and building).
2. Completion of the performance specification for the reservoirs
3. Detailed design of the civil works (access, ponds, soak pit etc.).
4. Preparation of the consents and work to support the consents (Detailed Site Investigations, Assessment of Environmental Effects, coordination with Iwi (Aoraki Consulting) etc.
5. Tender evaluation and technical support for tender queries, evaluation of the tenders and technical support during construction.

While no proposal has been provided yet, it is expected that the fee for the above would be around \$150,000 to \$200,000. This is in line with the professional fee cost estimate prepared in the Concept Report and draft Preliminary Design Report (see snip below). It is noted that the fee for preliminary design has not been fully spent and that the preliminary design is approx. \$50,000 under budget (due to removing some scope i.e. consenting, preparation of performance specs for the membrane etc.).

This exception to the procurement policy is being undertaken before the completion of the procurement plan for construction to not cause delays to the project.

POLICY STATUS

Under the Mackenzie District Council Procurement Policy, version 2020-08-25:

- An open and competitive RFX process is required for work with a value over \$50,000 (Appendix 10 of the Policy)
- For Contracts over \$150,000, when the additional sum is beyond 10% of the total value of the contract, the contract variation must be presented to Council for approval (Section 5.3)

Following the procurement criteria outlined in the Mackenzie District Council Procurement Policy, version 2020-08-25, to increase the current budget for Beca under the Deliver substantial Capital Works Projects 2020-21 project to include the preliminary design for the FWTP:

As per section 5.7.2 where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:

- evidence documenting the reason for the exception
- a procurement plan developed and submitted with the request for exception
- Confirmation that estimated contract costs are over the \$50,000 threshold.

To increase the current budget for Beca under the Deliver substantial Capital Works Projects 2020-21 project to include the detailed design for the FWTP and approximately 10% contingency.

SIGNIFICANCE OF DECISION

Following the Significance and Engagement Policy 2014 the design of the FWTP has been identified as High Significance. The justification for this has been provided below using the criteria set out in the Policy:

- The Council is responsible for compliance with the Drinking Water Standards of New Zealand. Direct appointing the preliminary design of the FWTP will reduce any delays in the design programme and enable progress to achieving compliance and reduce delays.

OPTIONS

Option 1 Approve the recommendations contained within this report (recommended)

The approval of the recommendation will ensure this project is completed in the timeliest fashion, has clear accountability, will ensure continuity of concept and provide Council with the best value.

Option2 Decline the recommendations contained within this report

The decision would mean that this work would be placed on the open market and this would risk delays, discontinuity of design and concept, potential rework, reduced accountability and loss of IP relating to the project.

CONSIDERATIONS

The key reasons for the exemption are as follows:

- Beca have undertaken the preliminary design so are familiar with the Councils requirements and the design, which will result in efficiencies
- The proposal is for time and expenses, so only time spent of the project will be billed
- Beca have the current resources to do these works
- This provides Council with consistency of a designer and clear lines of responsibility
- Going out to market for these works would require an open and competitive process which would delay the project and add additional procurement costs
- The Council is responsible for compliance with the Drinking Water Standards of New Zealand. Progressing with Beca undertaking the design will enable progress to achieving compliance and reduce delays
- GHD have undertaken a report that confirms that the Beca preliminary design was appropriate and GHD do not see any good reason why they should not undertake the delivery of the FWTP on behalf of Mackenzie District Council
- GHD will provide impartial review of the Beca proposal to undertake these works

Financial

In the draft FWTP Preliminary Design report a complete project budget estimate was prepared with an indicative professional fee of \$640,000 to complete design as can be seen below:

Item	Estimate	Inclusions
Intake modifications	\$15,000	Modifications to the intake including raising the plinth
Process equipment	\$1,159,000	Membranes and chemical storage and dosing
Treated water storage	\$1,800,000	2 x 1,000 m ³ treated water reservoirs
Process pipework	\$105,000	
Backwash ponds	\$160,000	
Civil	\$765,000	Site clearance and earthworks, new building, fencing
Electrical	\$765,000	Generator and EI&C
Testing and commissioning	\$50,000	
Main Contractor Overhead Costs	\$720,000	
Contingencies	\$980,000	
Professional fees	\$640,000	
Total	\$7,160,000	Expected Estimate Range -15% + 20% i.e. \$6.1 million to \$8.6 million

See below a table showing the professional fee budgets and spend to date (not including the land procurement costs some of which are yet to be determined):

Professional fee	Budget \$ (excluding GST)	Spend to date \$ (excluding GST)
Programme and project management	90,160.00	50,655.95
Concept Design	35,000.00	34,958.00
Land Options Report	14,000.00	13,958.00
Preliminary Design	217,500.00	136,542.00
Probity (Audit NZ)	15,000.00	0
Property Consultant	31,500	17,925.00
Detailed Design	To be determined	To be determined
Total	389,660.00	240,080.95

CONCLUSION

It is recommended that:

1. This report be received.
2. The Proposal and Procurement Plan (attached) be accepted and the Beca be direct appointed to undertake detailed design for the Fairlie Water Treatment Plant.

Proposal and Procurement Plan for the Detailed Design of the Fairlie WTP as part of the Capital Works for 2020/21 Programme Support Contract

Prepared by: Pete Dawson (Beca Ltd.)

Reviewed by: David Adamson (Interim Engineering Manager)

Accepted for use: Tim Harty (General Manager of Operations)

Revision: 1

Date: 29/09/2021

1.1 Background

As part of the \$10m dollars to undertake capital works within this financial year and the engagement of Beca Ltd. to undertake the programme management support, additional design work has been undertaken to enable these works to be constructed.

At the time of engagement, the scope of these works was to provide MDC delivery and programme management support to deliver the following works within the 2020/21 financial year:

- Approximately \$7.0m of District Wide Water-main renewal Works
- Design and construction of a Water Treatment Plant Servicing Fairlie (budget of approximately \$2.0m). Council had been working with Filtec on this project and considered them to be a preferred supplier
- \$1.0m of District Wide footpath and shared pathway upgrades.

The fee (excluding design) for these works was originally \$270,480. At the initiation of the project it was identified that there had been no design undertaken and that the design work would be required to be undertaken under the contract as a variation.

To reduce any delays and aid in meeting Councils objectives to meet the June 30th completion deadline, the fee was initially updated to approx. \$500,000 and design was commenced immediately.

While the shared use path and the watermain renewals could go directly into detailed design there were too many options/risks and unknowns in the Fairlie WTP to proceed directly into preliminary/detailed design, and it was decided the best approach was to undertake a concept design as an intermediary.

At previous Council meetings, the General Manager of Operations explained to the Councillors the lack of design and the additional budget required for Beca to undertake this process. At that stage the concept design for the Fairlie WTP had just started and a cost for completing more detailed design to enable construction was unknown.

In the Fairlie WTP Concept Design report a complete project budget estimate was prepared with an indicative professional fee of \$590,000.

After completion of the concept design a proposal for the preliminary design of the Fairlie WTP was prepared which included a fee estimate of \$217,500. This increased the Beca Ltd. total fee to be



around \$720,000 (including the design of the shared use path, watermain, programme and project management) without provision of any council assigned contingency. To direct engage Beca to undertake the preliminary design an exception to the procurement policy was created and submitted to the Councillors for approval for the following reasons:

- The proposal from Beca Ltd. (attached to this document) for the preliminary design of the WTP have used the same rates as tendered for the programme delivery support proposal and propose using the same contract conditions which are still appropriate
- The proposal is for time and expenses, so only time spent of the project will be billed
- Beca Ltd. have the current resources to do these works
- This provides Council with consistency of a designer and clear lines of responsibility
- Going out to market for these works would require an open and competitive process which would delay the project and add additional procurement costs
- The Council is responsible for compliance with the Drinking Water Standards of New Zealand. Progressing with the preliminary design will enable progress to achieving compliance and reduce delays

The Councillors accepted the exception to the procurement policy but wanted assurances that the fee, scope and programme is appropriate as the Council have limited experience undertaking projects of this scale. GHD (an engineering consultancy) have since been engaged to provide the Council technical review support on this project and have undertaken an assessment of the Beca fee, scope and programme (see attached Appendix).

As preliminary design has almost been completed and the review comments from GHD, iwi and the MDC Engineering Team are being closed out the engagement of a consultant to undertake the next stage of design is now required.

At a meeting on the 16th July 2021 with the General Manager of Operations, GHD Technical Reviewer and the Beca Programme/Project Manager in Christchurch at the Beca office the procurement strategy for the WTP was discussed with the general agreement of the following high-level strategy:

- The WTP membranes, mechanical and electrical and building is proposed to be a design and build contract as this will fast track the membranes being ordered which currently have a lead time of between 12 to 18 months and provide the Council with one line of responsibility for the performance of the WTP.
- An Expression of Interest (EOI) is proposed to be issued to understand the market capabilities/availability, preselect vendors for the design and build contract for the WTP and provide the opportunity for comment on the procurement approach.
- The civil design is proposed to be a separate standard contract, to aid local contractors to undertake the work, to not hold up the procurement of the WTP and to do some early enabling works.
- The reservoirs are proposed to be a separate design and build contract to enable Council to have more control over the selection of a reservoir supplier.

The above will be included in a separate procurement plan. With the general principles of the procurement agreed it was then discussed of who would undertake the performance specifications for the WTP and the reservoirs, the civil design and the consenting. Due to the following reasons it was proposed that Beca would be best placed to do this for the following reasons:

- Beca have undertaken the preliminary design so are familiar with the Councils requirements and the design, which will result in design efficiencies



- The proposal is for time and expenses, so only time spent of the project will be billed
- Beca Ltd. have the current resources to do these works
- This provides Council with consistency of a designer and clear lines of responsibility
- Going out to market for these works would require an open and competitive process which would delay the project and add additional procurement costs
- The Council is responsible for compliance with the Drinking Water Standards of New Zealand. Progressing with Beca undertaking the design will enable progress to achieving compliance and reduce delays
- GHD have undertaken a report that confirms that the Beca preliminary design was appropriate and GHD do not see any good reason why they should not undertake the next stage of delivery of the Fairlie Water Treatment Plant on behalf of Mackenzie District Council.
- GHD will provide impartial review of the Beca proposal to undertake these works

Following the procurement criteria outlined in the Mackenzie District Council Procurement Policy, version 2020-08-25:

- An open and competitive RFx process is required for work with a value over \$50,000 (Appendix 10 of the Policy)
- For Contracts over \$150,000, when the additional sum is beyond 10% of the total value of the contract, the contract variation must be presented to Council for approval (Section 5.3)

As per section 5.7.2 where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:

- evidence documenting the reason for the exception
- a procurement plan developed and submitted with the request for exception
- Confirmation that estimated contract costs are over the \$50,000 threshold.

This proposal and procurement plan aims to cover the above points to reduce the requirement to go out to the open market and to direct engage Beca to undertake the following:

1. Completion of the performance specification for the WTP (WTP membranes, mechanical and electrical and building).
2. Completion of the performance specification for the reservoirs
3. Detailed design of the civil works (access, ponds, soak pit etc.).
4. Preparation of the consents and work to support the consents (Detailed Site Investigations, Assessment of Environmental Effects, coordination with Iwi (Aoraki Consulting) etc.
5. Tender evaluation and technical support for tender queries, evaluation of the tenders and technical support during construction.

While no proposal has been provided yet it is expected that the fee for the above would be around \$150,000 to \$200,000. This is inline with the professional fee cost estimate prepared in the Concept Report and draft Preliminary Design Report (see snip below). It is noted that the fee for preliminary design has not been fully spent and that the preliminary design is approx. \$50,000 under budget (due to removing some scope i.e. consenting, preparation of performance specs for the membrane etc.).



Item	Estimate	Inclusions
Intake modifications	\$15,000	Modifications to the intake including raising the plinth
Process equipment	\$1,159,000	Membranes and chemical storage and dosing
Treated water storage	\$1,800,000	2 x 1,000 m ³ treated water reservoirs
Process pipework	\$105,000	
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Civil	\$765,000	Site clearance and earthworks, new building, fencing
Electrical	\$765,000	Generator and EI&C
Testing and commissioning	\$50,000	
Main Contractor Overhead Costs	\$720,000	
Contingencies	\$980,000	
Professional fees	\$640,000	
Total	\$7,160,000	Expected Estimate Range -15% + 20% i.e. \$6.1 million to \$8.6 million

See below a table showing the professional fee budgets and spend to date (not including the land procurement costs some of which are yet to be determined):

Professional fee	Budget \$ (excluding GST)	Spend to date \$ (excluding GST)
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Probity (Audit NZ)	15,000.00	0
Property Consultant	31,500	17,925.00
Detailed Design	To be determined	To be determined
Total	389,660.00	240,080.95

This exception to the procurement policy is being undertaken before the completion of the procurement plan for construction to not cause delays to the project.

1.1.1 Evidence Documenting the Reasons for the Exception

The key reasons for the exemption are as follows:

- Beca have undertaken the preliminary design so are familiar with the Councils requirements and the design, which will result in efficiencies
- The proposal is for time and expenses, so only time spent of the project will be billed
- Beca Ltd. have the current resources to do these works



- This provides Council with consistency of a designer and clear lines of responsibility
- Going out to market for these works would require an open and competitive process which would delay the project and add additional procurement costs
- The Council is responsible for compliance with the Drinking Water Standards of New Zealand. Progressing with Beca undertaking the design will enable progress to achieving compliance and reduce delays
- GHD have undertaken a report that confirms that the Beca preliminary design was appropriate and GHD do not see any good reason why they should not undertake the delivery of the Fairlie Water Treatment Plant on behalf of Mackenzie District Council
- GHD will provide impartial review of the Beca proposal to undertake these works

1.2 Statement of requirements

1.2.1 Description of the works

The original scope of these works was to provide MDC delivery and programme management support to deliver the following works within the 2020/21 financial year:

- Approximately \$7.0m of District Wide Water-main renewal Works
- Design and construction of a Water Treatment Plant Servicing Fairlie (budget of approximately \$2.0m) Council had been working with Filtec on this project and considered them to be a preferred supplier.
- \$1.0m of District Wide footpath and shared pathway upgrades.

The description of the works that this exception to the procurement plan are as follows:

1. Completion of the performance specification for the WTP (WTP, membranes, mechanical and electrical and building). Outputs include a performance specification which will include all the requirements to put out to tender.
2. Completion of the performance specification for the reservoirs. Outputs include a performance specification, design of the foundations, drawings, safety in design register and design report.
3. Detailed design of the civil works (access, ponds, soak pit etc.). Outputs include a detailed design report, safety in design register, drawings and a specification
4. Preparation of the consents and work to support the consents (Detailed Site Investigations, Assessment of Environmental Effects, coordination with Iwi (Aoraki Consulting) etc.
5. Tender evaluation and technical support for tender queries, evaluation of the tenders and technical support during construction

Project management and tender evaluation etc will be undertaken by Pete Dawson (Beca) as required as part of the original commission to provide MDC delivery and programme management support to deliver the following works within the 2020/21 financial year.

1.3 Risk management

There is limited risk around engagement of these works as the works will be undertaken under the same contract as the Programme Management Support which is appropriate for works of this nature.



The main risks are around Beca Ltd. undertaking the work within the timeframes required and the providing the services requested to the quality expected.

Beca Ltd. currently have the resources and experience to undertake these works.

1.4 Procurement strategy

The procurement strategy is to continue to engage Beca Ltd. to undertake the detailed design of the Fairlie WTP.

1.5 Proposed contract terms and conditions

The contract conditions are as per the original contract with Beca Ltd for the Capital Works for 2020/21 which follows the requirements in the Councils Procurement Policy.

Appendix

Appendix A – GHD Review of the Beca Preliminary Design Proposal



Memorandum

Internal use only

21 July 2021

To	Tim Harty: Operations Manager MacKenzie District Council		
Copy to	Pete Dawson: PM Mackenzie District Council		
From	Martin Smith: Technical Director GHD Ltd	Tel	0272089177
Subject	Design fee for Preliminary Design of Fairlie WTP	Project no.	12552048

Appraisal of Beca Scope of Work and Design Fee for Fairlie WTP

Mackenzie District Council have appointed GHD Ltd to provide support services to the Council Engineering team during the Concept and Preliminary Design stages of the Fairlie Water Treatment Plant.

Part of GHD's brief is to review the scope of works and design fee for Beca as the Council's designer.

The Council's PM provided the following documents for GHD to review:

1. Fairlie Water Treatment Plant Concept Design Report
2. Beca Scope of Design Services and Fee
3. Fairlie Water Treatment Plant Preliminary Design Report
4. Drawings and layout plans

The scope of work and fee estimate have been reviewed by GHD Ltd, and following discussions with the design team during the Preliminary Design Review of the project, GHD have the following comments regarding the review:

1. Based on the design scope for the preliminary design of the water treatment plant, the Beca design team appear to be suitably qualified and have the required level of experience to undertake the concept and preliminary design.
2. It is considered that the Beca Design Manager and Project Manager identified in the scoping document have the right level of project management and supervision skills and experience to manage the project and undertake the correct level of quality reviews required for the project.
3. The estimated design time to deliver the project is considered to be at the right level for a project of this complexity.
4. The estimated fee is considered by GHD to be at an acceptable level for the design scope and the level of experience and knowledge required to deliver the design.
5. Design undertaken by Beca to date includes the concept and preliminary design with an outline of the procurement processes for the water treatment plant, site works and reservoir tank supply and construction.

6. Further work is required once the Preliminary Design has been accepted by the Council and the time frames for achieving these are realistic, based upon similar projects of this scale.

The total fee estimate for delivery of the project is \$590,000. The fee for the preliminary design, to enable procurement of the construction and process contracts is \$217,500. Included in this fee is:

1. Production of the Preliminary Design Report, to enable MDC to procure the water treatment plant, including Safety in Design, Hazop and Risk workshops.
2. Managing the consenting for the works and consultation with key stakeholders.
3. Managing the site investigation work, including a site survey.
4. Detailed design of the site works based on the accepted preliminary design.
5. Compiling the procurement documentation for the construction, treatment plant process design and build and reservoir tank design and supply.

A breakdown of the fees has been provided in the proposal submitted by Beca on 18 February 2021.

It is noted that the fee of \$217,500 does not include managing the procurement of the works, evaluation of tenders and proposals from contractors and suppliers, or the construction contract management and supervision.

The fees for the above will need to be negotiated separately following completion of the Preliminary Design phase of the project. It is recommended by GHD that a decision on whether to negotiate with Beca for these services is made by MDC prior to issuing the tender documents for the works to ensure that there is some continuity and reduce the risk of potential delays to the delivery of the project.

Based on the above and Beca's capability and qualification GHD do not see any good reason why they should not undertake the delivery of the Fairley Water Treatment Plant on behalf of Mackenzie District Council.

Regards






Martin Smith
BSc Civil, CPEng NZ, CEng, CIWEM
Technical Director Water; GHD NZ Ltd

6.2 LOW ACCESS ROAD BRIDGE MANAGEMENT

Author: Tim Harty, General Manager - Operations
David Adamson, Engineering Manager - Acting

Authoriser: Suzette van Aswegen, Chief Executive Officer

Attachments: 1. Property Group Cass River Advice [↓](#) 
2. Cass River Aerial [↓](#) 
3. Cass River SFA [↓](#) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

A secure Council support for the process to engage with owners of properties serviced by sole access bridges.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council support the dialogue process outlined within this report to progress property and stakeholder discussions on bridge management and renewal processes on the listed structures, and further that,
3. The Property Group be engaged to commence discussions on the Cass River Bridge process, for a cost of \$20,000 as outlined in the attached offer of service, and further that

4. Council fund the Property Group work from the 2021/22 Bridge Maintenance activity as outlined in the draft 2021/31 Long term Plan

BACKGROUND

Council's transportation network consists of approximately 732 kilometres of road and associated assets. In accordance with Waka Kotahi's One Network Road Classification (ONRC) the network consists of 29% secondary collector road, 9% access road and 60% low volume roads.

The network has several bridges and river/stream crossings, with many of these being simple box culverts and/or fords. The nature of the network means that many of these structures are on low volume roads servicing single properties and/or stations.

Council road maintenance funding comes from both the community (49%) and Waka Kotahi (51%). Funding is limited given the small rate payer base and Council must look at how it manages the network to ensure safety of users first and foremost, followed by meeting the levels of service set out in its Long Term Plan and agreed with the community.

The challenges faced by Council in the management of the network are varied and can range from ensuring all season access to backcountry stations, to managing use and pressures placed on it through tourism and related activities.

Council undertakes annual inspections on all its bridge assets. This ensures that the structures are safe and are managed appropriately, focusing on the early identification of any interventions required, undertaking these and posting structures appropriately. Council also undertakes a detailed structural inspection of all its bridges at least once every 5 years.

Council Long Term Plan 2021/31 identifies several bridges that need intervention over the term of the plan. It allocates funding to undertake some of this work and indicates that Council will look at other options for managing some of these assets.

DISCUSSION

Bridge Assets for Replacement Strategy

Councils LTP 2021/31 has the following bridges listed as needing attention over the term of the plan:

- Otama Road
- Coal Pit Rd No 2
- Goodmans Bridge
- Nixons Road
- Clayton Settlement
- Single Hill
- Cass River
- Black Birch Stream

Given the funding challenges that Council has identified through the LTP, an alternate approach to managing the works required had to be identified. The LTP proposes the following approach:

"In Lieu of replacing these bridges, Council will instead conduct regular inspections to ensure the bridges are safe to use. Each bridge generally only services a single owner and is therefore not

seen as an immediate priority for Council. As funding becomes available, Council will prioritise the Cass River bridge (due to the increased number of heavy vehicles accessing the site) and Otama Road Bridge (as this bridge services three properties and has only 3 to 10 years of remaining useful life). Council will also look at alternative options such as fords if applicable”.

Strategy Implementation

To action the above strategy, Council have engaged The Property Group (TPG) to determine a process by which Council can engage with property owners serviced by the bridges. This engagement is focused on understanding the use and need of the bridge, the options for renewal and how costs and ownership may be allocated in the future, amongst other matters.

Council has been clear that this open and collaborative process is the preferred methodology, running in parallel with the ongoing bridge inspection process, which will ensure the safety of users whilst the process progresses.

TPG have provided two pieces of advice on this matter, which are attached. Whilst the advice is focused on Cass River Bridge, the underlying process, as shared with Council at the workshop on the 29 September, is transferable to all bridge assets listed.

Next Steps

TPG have provided a proposal based on the above approach. The proposal proposes to open a dialogue with property owners and appropriate stakeholders (Cass River Bridge initially) and move through a process culminating in a joint agreement between all parties on the need for the bridge, funding, ownership and renewal.

It is proposed that whilst TPG lead the process from a technical perspective, staff will be involved as and when appropriate. Staff resourcing availability and skills does mean that securing external resources is needed to move this process forward in a timely manner.

Any final agreement between parties will need to be brought back to Council for endorsement and sign off.

POLICY STATUS

This paper and its recommendation align with Councils Asset Management plans, policies and strategies. It also aligns with the approach adopted in the Draft Long Term Plan.

SIGNIFICANCE OF DECISION

At this stage it is not possible to determine if one, or more of these discussions would trigger the Significance and Engagement Policy. Each of the individual agreements will need to be measured against the policy at the time of Council approval.

OPTIONS

There are three options for Council to consider:

Option 1: Support the engagement proposal and secure TPG to support roll out

Under this option, Council would support the opening of dialogue with property owners and stakeholders related to the listed bridges and engage TPG to support staff rolling out this process. Adoption of this recommendation would also test run this process that may then be deemed applicable to other situations across the network.

This is staff's preferred option

Option 2: Support the engagement proposal and request staff to undertake the process

Under this option Council would support the opening of dialogue with property owners and stakeholders related to the listed bridges, however, would request that staff undertake the process in preference to engaging TPG.

Staff would be challenged to undertake this work from both a resourcing and skills perspective.

Option 3: Do not support the process

Under this option Council does not support the dialogue process and would request staff to identify an alternate way to manage or fund renewal of the listed bridge structures

CONSIDERATIONS

Legal

There are several legal matters that would need to be considered as the process moved forward. TPG have Property Lawyers on staff and able to support this process and ensure that all matters are managed appropriately and any final agreements are legally sound. Public access and the level of service appropriate is a major consideration

Financial

Funding for this work comes from the Roading budgets and has been allocated through the 2021/31 Long Term Plan. As the plan is yet to be approved, staff require Council approval of the budget to progress the works.

The TPG proposal for Cass River Bridge is \$20,000.

CONCLUSION

Negotiations may take time and therefore it is important that an appropriate process commences sooner rather than later. Councils' records indicate that the Cass Bridge has some 8 years of remaining life at this stage for light vehicles. This report offers a pragmatic and affordable way to move forward with finding a long term solution to this issue agreeable to the major stakeholders.



Email Memorandum

The Property Group Limited
Wellington Office
PO Box 2874 Wellington 6140
Level 11, Cornerstone House
36 Customhouse Quay
Wellington 6011

To Tim Harty, Mackenzie District Council
From Kristi Law
Date 15 July 2021
Job No. 717559
Subject Cass River bridge – liability to maintain

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Hi Tim

Thanks for your request for advice regarding repairs to the Cass River Bridge. The bridge needs costly maintenance and Council wishes to understand options it has to resolve in light of limited funds available. We understand this is not an isolated problem as there are other roads/bridges in the district requiring maintenance which provide access to only one or two properties. Similar thoughts may come into play, too, as local authorities across New Zealand are forced to consider land made unsustainable due to the effects of climate change.

Background

The bridge at this location provides access to a single property. The subject property is Crown land, leased to Verity Farms NZ Limited under a pastoral lease. The leasehold property is held in Record of Title CB30B/914. The property is accessed from the south from Godley Peaks Road and the Cass River bridge (refer to aerial plan attached). Other than Verity Farms, the bridge is only occasionally used by others (Department of Conservation and for hut access by an "out of district" school). Apart from a ford used by Verity Farms when river levels permit, the bridge provides the only viable access.

We understand that due to the current condition of the bridge, weight and height restrictions are in place. Verity Farms are unable to shift livestock and other supplies and equipment to the property. Recently a fire occurred at the property. Due to weight restrictions, the fire brigade had to empty its tank before crossing the bridge which added significant delay before it was able to attend the fire.

Executive Summary

1. Council has the power to repair roads under the Local Government Act 1974, but there is no statutory obligation to repair.
2. Historic case law supports the position that local authorities have no duty to repair roads and would not be liable for any damage caused as a result of a road falling into disrepair.
3. Despite no statutory duty to repair, Council has a discretion as to whether it should repair the road and the decision to repair must be made in accordance with proper decision-making processes and considering all relevant information. If the decision is not made in accordance with public law principles, it will be vulnerable to challenge by judicial review proceedings.
4. It may be unreasonable for Council not to undertake the repairs if it that decision meant the bridge would become a danger or a nuisance.
5. Road stopping is not an option as there is no alternative access available to Verity Farms and consent to a stopping is unlikely to be forthcoming.
6. Doing nothing as a primary strategy is not a realistic or sustainable solution as allowing the bridge to continue to fall into disrepair presents a reputational risk. Verity Farms would be likely to use the media and political levers, and could bring judicial review proceedings, to secure a favourable outcome.
7. We recommend Council opens discussions with Verity Farms and the Commissioner of Crown Lands with a view to agreeing a reasonable cost sharing arrangement for repair of the bridge.

Council's rights and obligations in relation to roads

Statutory obligations

Council's obligations in relation to roads is set out in the Local Government Act 1974 (**LGA 74**). Road is defined in section 315 and includes bridges belonging to roads or lying on the line of the road. All roads in the district are under Council's control (section 317 LGA 74).

Council has the power to construct, upgrade and repair all roads with such materials and in such manner as the council thinks fit (section 319(1)(a) LGA 74). This section gives Council the power to repair roads but does not impose an obligation to do so.

Section 353 requires Council to "take all sufficient precautions for the general safety of the public and traffic ... on or near any road" and is an important factor in any Council decision regarding whether or not to exercise its power to repair or maintain.

Under section 11 of the Local Government Act 2002 (**LGA 02**), a local authority's role is to give effect to the purpose of local government stated in section 10 and to perform the duties and exercise the rights conferred on it. One of the purposes of local government, as set out in section 10, is to promote the social, economic, environmental, and cultural well-being of communities (known as the four well-beings).

Interestingly, this wording was inserted by section 6(1) Local Government (Community Well-being) Amendment Act 2019 which took effect in May 2019. It replaced more targeted wording that had been introduced by the last National Government whereby local government's purpose was to "meet the current and future needs of communities for **good quality local infrastructure** ... in a way that is most cost-effective for households and businesses". Good-quality was defined at section 10(2) LGA 02 as infrastructure that is efficient, effective and appropriate to present and anticipated future circumstances, but that wording has been repealed also.

We would not read anything into the 2019 changes as it appears they were aimed at reinstating former wording that existed prior to the National Government-led changes. Logically we think the provision of good quality local infrastructure can be inferred as being part and parcel of delivering the four well-beings. As such, the previous wording provides a useful guide.

Case law

In *Stowell v Geraldine County Council* (1890) 8 NZLR 720, ratepayers brought an action against the Council to make the Council repair and maintain a bridge. The Court noted that Council's powers to make and repair roads is permissive only and not mandatory. The Court held that the Council must keep roads in a state reasonably safe for the traffic it is intended for. Importantly, however, the Court qualified that by saying Council has a discretion as to how far the road is to be maintained, considering population and traffic on the road.

Later in *Tuapeka County Council v Johns* (1913) 32 NZLR 618, the Court noted that the relevant statutes were empowering only and, on this basis, the local authority could not be compelled to maintain a road. The Council therefore had no duty to repair a road and would not be liable for any damage as a result of the road falling into disrepair.

The Court in *Tuapeka* relied on a Privy Council decision in an Australian case, *Municipal Council of Sydney v Bourke* [1895] AC 433. In *Bourke* it was alleged that the Council had been negligent in allowing a road to fall into disrepair, which had led to the driver of a cart being killed. The case was decided in Council's favour on the basis of what is known as the nonfeasance rule – that is, a local authority is immune from liability for damage caused as a result of an unsafe or dangerous road as long as it adopts a merely passive role.

In *Hocking v Attorney General* [1963] NZLR 513 North J noted that the nonfeasance rule "does not invoke much enthusiasm among modern lawyers". Although the Court of Appeal considered the rule anomalous and archaic it did not overturn it. The rule was abolished by the High Court in Australia and there has been criticism of it in New Zealand. Given the age of the cases underpinning the rule, the absence of recent relevant case law in New Zealand and the commonly held view that the rule is outdated it is not certain whether Council could sustain a defence to an alleged public law duty of care based on the rule.

Bosworth v Rodney County Council (A350/81, High Court 24/2/1983) also considered whether Council had a duty of care to maintain a road that was subject to coastal erosion. The Court said this would involve a consideration of the facts and circumstances, assessment of risk, the practicability of

preventing or minimising the foreseeable injury or damage, the probable cost of the work involved and the relative financial and other resources of the parties (at page 62). The Court said:

The policy matters which must be considered by a local authority before committing itself to a large expenditure could militate against the existence of a common law duty of care parallel with the statutory powers in the [LGA 74].

In summary, the above case law is somewhat dated but it does help to give some vision as to matters that would be considered in New Zealand today.

Discretion to repair and risks

So, to briefly summarise the common law position, although Council has the power to repair the bridge, there is no statutory or legal obligation on Council to repair or maintain it. As the Court said in *Stowell*, the Council has a discretion as to how to fulfil a duty to repair road. As can be seen from *Bosworth*, the discretion should be properly exercised considering a number of relevant factors.

Council's decision whether or not to repair will need to be made in a robust manner, in accordance with proper decision-making processes and considering all the relevant information.

Council's decisions are subject to the decision-making rules in sections 76 to 82 LGA 02, which should be familiar to Council. A decision not to repair the bridge will also need to be made in accordance with these principles.

Additionally, Council must act in accordance with principles of public law. This means Council must act in accordance with law, reasonably and fairly.

If Council were not to act in such a manner, its decision not to act could be vulnerable to challenge by way of judicial review proceedings. Potential grounds for judicial review include taking into account irrelevant circumstances or considerations, or not taking into account relevant factors and acting unreasonably or irrationally.

Relevant considerations as to whether Council should repair the bridge will include:

- the feasibility and cost of the repairs
- the number of properties that use the bridge for access (cost/benefit analysis)
- the fact the property has no alternative access
- alternative options available to Council and the advantages and disadvantages of those options
- safety (Council is obliged to take sufficient precautions for the general safety of the public on roads under section 353 LGA 74)
- the communities' views (as required under section 14(1)(b) LGA 02)
- the impact of the decision on the community (section 14(1)(c)(iii) LGA 02) and in particular, the impact of not repairing the bridge on the affected owner

- the statutory context of the LGA, including the purposes of local government and the need to provide good quality infrastructure.

Council will need to weigh up all these factors to reach a decision. Council will be in a position to defend any decision if it has properly considered all the relevant information.

With regard to reasonableness, it may be unreasonable for Council not to undertake works if that decision meant the bridge would become a danger or a nuisance. The current imposition of height and weight restrictions helps to ameliorate that risk but at the obvious expense of Verity Farms' existing use. In time too, current restrictions may create further risk, noting recent emergency services difficulties accessing the property. In this situation, when there is a risk to life or property, a decision not to repair a bridge may become so unreasonable that no reasonable local authority could have reached that decision, equating essentially to a public law duty to act.

It is foreseeable that there will be financial implications for Verity Farms' business if access is not maintained. This is likely to motivate any challenge to Council's decision that is not in its favour. Additionally, an economic loss sustained because the bridge is not useable for its existing purpose could add weight to an argument that Council owes a duty of care to maintain the bridge.

Balanced against these factors, Council of course has a duty to its ratepayers to ensure that public funds are used sensibly and cost-effectively to deliver services to the community. This has informed Council decision making to date on the basis the cost of repair works, understood to be approximately \$600,000, cannot be justified given the very limited segment of the community that will benefit from the works. That seems at face value a reasonable position for Council to take but we think the outcome would be far from certain if, as part of judicial review proceedings, a duty of care was asserted due to risks to life or property.

Options available to Council

Road stopping

Council has asked for advice on whether it can stop the road providing access to the property and divest itself of the bridge. It would need to stop part of Godley Peaks Road south of the bridge, which would landlock the property, unless vested in the owner. Vesting of the road seems an unlikely outcome given the cost consequence that would entail for the owner.

There are two methods to stop a road:

- By the Minister for Land Information under section 116 of the Public Works Act 1981 (**PWA**); or
- By Council under sections 319, 342 and Schedule 10 LGA 74.

A PWA road stopping would only be possible if adequate alternative road access were provided, or the adjoining owners provided written consent to the stopping (section 116(2)(b) PWA). Council has indicated that there is no alternative access to the subject property and Godley Peaks Road provides the only viable means of access.

The land on the western side of Godley Peaks Road that would need to be stopped is leased to parties that appear unrelated to the lessee on the northern side of the bridge. The land on the eastern side is not titled. Both parcels of land will be Crown land under the Land Act 1948. As there is no alternative access proposed or realistically achievable, it is unlikely the Commissioner of Crown Lands would consent to the road being stopped, which means the LGA 74 process would need to be used.

Under an LGA 74 road stopping, the adjoining owners and occupiers would need to be notified of the proposed road stopping. Those parties would have a right of objection to the road stopping and it is likely that Verity Farms would object. The Environment Court would need to consider the district plan, Council's reasons for stopping the road, and the objections and would either confirm, modify or reverse Council's decision.

It is highly unlikely that a road stopping would be approved by the Environment Court without alternative access being provided. The owners also have a common law right for a frontage to a road (see *Fuller v MacLeod* [1981] 1 NZLR 390). In *Fuller*, the Court of Appeal held that the local authority did not have the right to do something across the street frontage where that would interfere with the adjoining owner's right to ingress or egress, unless that thing is specifically provided for in statute. Here, there is no specific statutory empowerment to landlock the land and so any decision to stop the road without buy-in from adjoining owners would be further vulnerable to challenge on these grounds.

Cost sharing

A pragmatic solution may be for Council to seek to share the costs of repairs with Verity Farms and the owner. That Council has limited funds to resolve what is a novel though not isolated set of circumstances speaks to this being a reasonable first step.

As Council has no statutory obligation to repair the bridge and Verity Farms is for all intents and purposes the only user, it would seem a fair and reasonable "middle ground" solution that part of the cost be met by them.

Verity Farms' pastoral lease was renewed in 2017 and will expire on 1 July 2050. As such Verity Farms will be motivated to resolve the bridge issue. If a negotiated outcome could be achieved it would of course be personal as between Council and Verity Farms, but the remaining lease term is significant enough to make this an avenue worth pursuing. Prior memorials on the record of title for the lease show that the lease has been transferred a number of times over the years so we would recommend that any terms agreed be protected by registration of a covenant in gross. That will ensure that any agreed cost sharing arrangements continue to run with the lease if later transferred.

Sensibly Council should also approach the Commissioner of Crown Lands (CCL) for a contribution also. The CCL has an obvious interest in seeking to ensure that practical legal access is retained so as to safeguard presumed rental returns enjoyed from the property. The CCL will also have greater financial resources at its disposal to provide meaningful assistance and may through existing arrangements be able to pass on costs to other occasional bridge users.

Noting Council's limited funds, we expect there must be some level of financial commitment to bridge repairs that can be sustained by Council. Costs will need to be agreed on

commercial terms so Council should turn its mind to the minimum and open-minded maximum contribution it would be prepared to commit in the current circumstances before commencing discussions.

Do nothing

This is not a realistic or sustainable solution as allowing the bridge to continue to fall into disrepair presents a reputational risk for Council. Given financial consequence for Verity Farms, we think they would be likely to use the media and political levers (through direct approaches to the mayor's office, say) and could bring judicial review proceedings, to secure a favourable outcome. However, if reasonable cost contribution discussions with the CCL and Verity Farms are exhausted this approach may be forced on Council by necessity.

This option would entail Council deciding to maintain the status quo in reliance on the statutory framework and case law outlined above. Of particular relevance here is the *Bosworth* decision which noted a range of compelling policy factors that might reasonably guide a local authority before committing public funds. Council's decision would need to be made using proper processes and considering the relevant issues in a robust manner.

This option is not free of risk, as set out above, but given there are other bridges in the district subject to similar considerations there could be wider value for Council in having the matter tested, if forced to this position.

Conclusion

Council has no statutory obligation to repair the bridge. However, it may have a common law duty of care. If it decides not to repair the bridge, that decision is likely to be subject to scrutiny by Verity Farms and may be subject to challenge by judicial review if considered unreasonable.

We trust the above advice assists here. Please let us know if you wish to discuss.

Prepared by:

Reviewed by:



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 <p>the propertygroup Corporate Property Advisors and Negotiators®</p>	<p>Property boundaries sourced from Land Information NZ. Crown Copyright. Where used, property boundaries are accurate: +/-1m in urban areas, +/-30m in rural areas. Areas are approximate and subject to survey.</p> <p>This map was produced with ArcGIS Online (ESRI).</p>	<p>Cass River bridge</p>	<p>PREPARED BY The Property Group DATE 09/7/2021</p>	<p>TPO REF SHEET 1 OF 1</p>	<p>0 0.085 km</p>
			<p>A4 Scale: 1:4,514</p>		

Short Form Agreement for Consultant Engagement

Between: Mackenzie District Council

(Client)

and: The Property Group Ltd

(Consultant)

Collectively referred to herein as the "Parties" and individually as a "Party"

Project: Cass Bridge Negotiations

Location: Cass River

Scope & nature of the Services As per 20210902_MDC_Cass River Bridge_Proposal document attached to this Agreement

Programme for the Services: As per 20210902_MDC_Cass River Bridge_Proposal document attached to this Agreement .

Fees & timing of payments: As per 20210902_MDC_Cass River Bridge_Proposal attached to this Agreement. To complete the above scope we propose a monitoring fee of \$20,000.

Additional services to be agreed in writing and charged on a time cost basis using TPG's All of Government hourly rates outlined below:

Role	Rate (plus GST)
Role 1	\$115
Role 2	\$155
Role 3	\$175
Role 4	\$205
Role 5	\$245
Corporate Counsel	\$305

We intend to use a combination of Shaun Dornbusch (Role 4) and Grace Murphy (Role 1) where required

Information or services to be provided by the Client: N/A

The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services for the remuneration provided above. Both Parties agree to be bound by the provision of the Short Form Model Conditions of Engagement (overleaf), including clauses 2, 11 and 12 and any variations noted below. Once signed, this agreement, together with the conditions overleaf and any attachments, will replace all or any oral agreement previously reached between the Parties.

Variations to the Short Form Model Conditions of Engagement (overleaf):

Client authorised signatory (ies):

[Redacted Signature]

Print name: [Redacted]

Date: [Redacted]

Consultant authorised signatory (ies):

[Handwritten Signature]

Print name: Shaun Dornbusch

Date: 17 September 2021

Short Form Model Conditions of Engagement

1. The Consultant shall perform the Services as described in the attached documents.
2. The Client and the Consultant agree that where all or any of, the Services are acquired for the purposes of a business the provisions of the Consumer Guarantees Act 1993 are excluded in relation to those Services. However, nothing in this Agreement shall restrict, negate, modify or limit any of the Client's rights under the Consumer Guarantees Act 1993 where the Services acquired are of a kind ordinarily acquired for personal, domestic or household use or consumption and the Client is not acquiring the Services for the purpose of a business.
3. In providing the Services, the Consultant must use the degree of skill, care and diligence reasonably expected of a professional consultant providing services similar to the Services.
4. The Client shall provide to the Consultant, free of cost, as soon as practicable following any request for information, all information in the Client's power to obtain which may relate to the Services. The Consultant shall not, without the Client's prior consent, use information provided by the Client for purposes unrelated to the Services. In providing the information to the Consultant, the Client shall ensure compliance with the Copyright Act 1994 and shall identify any proprietary rights that any other person may have in any information provided.
5. As soon as either Party becomes aware of anything that will materially affect the scope or timing of the Services, the Party must notify the other Party in writing and where the Consultant considers a direction from the Client or any other circumstance is a variation the Consultant shall notify the Client accordingly.
6. ~~The Client may order variations to the Services in writing or may request the Consultant to submit proposals for variations to the Services.~~
7. The Client shall pay the Consultant for the Services the fees and expenses at the times and in the manner set out in the attached documents. Where this Agreement has been entered by an agent (or a person purporting to act as agent) on behalf of the Client, the agent and Client shall be jointly and severally liable for payment of all fees and expenses due to the Consultant under this Agreement.
8. All amounts payable by the Client shall be due on the 20th of the month following the month of issue of each GST Invoice or at such other timing as stated elsewhere in this Agreement. If the Client fails to make the payment that is due and payable and that default continues for 14 days, the Consultant may provide written notice to the Client specifying the default and requiring payment within 7 days from the date of the notice. Unless payment has been made by the Client in full, the Consultant may suspend performance of the Services any time after expiration of the notice period. The Consultant must promptly lift the suspension after the Client has made the payment. Regardless of whether or not the Consultant suspends the performance of the Services in accordance with this clause, the Consultant may charge interest on overdue amounts from the date payment falls due to the date of payment at the rate of the Consultant's overdraft rate plus 2% and in addition the costs of any actions taken by the Consultant to recover the debt.
9. ~~Where the nature of the Services is such that it is covered by the Construction Contracts Act 2002 (CCA) and the Consultant has issued a payment claim in accordance with the CCA, the provisions of the CCA shall apply. In all other cases, if the Client, acting reasonably, disputes an invoice, or~~



- part of an invoice, the Client must promptly give the reasons for withholding the disputed amount and pay any undisputed amount in accordance with clause 8.
10. Where Services are carried out on a time charge basis, the Consultant may purchase such incidental goods and/or Services as are reasonably required for the Consultant to perform the Services. The cost of obtaining such incidental goods and/or Services shall be payable by the Client. The Consultant shall maintain records which clearly identify time and expenses incurred.
 11. Where the Consultant breaches this Agreement, the Consultant is liable to the Client for reasonably foreseeable claims, damages, liabilities, losses or expenses caused directly by the breach. The Consultant shall not be liable to the Client under this Agreement for the Client's indirect, consequential or special loss, or loss of profit, however arising, whether under contract, in tort or otherwise.
 12. The maximum aggregate amount payable, whether in contract, tort or otherwise, in relation to claims, damages, liabilities, losses or expenses, shall be five times the fee (exclusive of GST and disbursements) with a minimum of \$100,000 and a maximum limit of \$NZ500,000.
 13. Without limiting any defences a Party may have under the Limitation Act 2010, neither Party shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on a Party within 6 years from completion of the Services.
 14. The Consultant shall take out and maintain for the duration of the Services a policy of Professional Indemnity insurance for the amount of liability under clause 12. The Consultant undertakes to use all reasonable endeavours to maintain a similar policy of insurance for six years after the completion of the Services.
 15. If either Party is found liable to the other (whether in contract, tort or otherwise), and the claiming Party and/or a Third Party has contributed to the loss or damage, the liable Party shall only be liable to the proportional extent of its own contribution.
 16. Intellectual property prepared or created by the Consultant in carrying out the Services, and provided to the Client as a deliverable, ("New Intellectual Property") shall be jointly owned by the Client and the Consultant. The Client and Consultant hereby grant to the other an unrestricted royalty-free license in perpetuity to copy or use New Intellectual Property. The Clients' rights in relation to this New Intellectual Property are conditional upon the Client having paid all amounts due and owing to the Consultant in accordance with clauses 7 and 8. Intellectual property owned by a Party prior to the commencement of this Agreement (Pre-existing Intellectual Property) and intellectual property created by a Party independently of this Agreement remains the property of that Party. The Consultant accepts no liability for the use of New Intellectual Property or Pre-existing Intellectual Property other than to the extent reasonably required for the intended purposes.
 17. ~~The Consultant has not and will not assume any duty imposed on the Client pursuant to the Health and Safety at Work Act 2015 ("the Act") in connection with the Agreement.~~
 18. The Client may suspend all or part of the Services by notice to the Consultant who shall immediately make arrangements to stop the Services and minimise further expenditure. The Client and the Consultant may (in the event the other Party is in material default that has not been remedied within 14 days of receiving the other Party's notice of breach) either suspend or



terminate the Agreement by notice to the other Party. If the suspension has not been lifted after 2 months the Consultant has the right to terminate the Agreement and claim reasonable costs as a result of the suspension. Suspension or termination shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.

19. ~~The Parties shall attempt in good faith to settle any dispute by mediation.~~

20. This Agreement is governed by the New Zealand law, the New Zealand courts have jurisdiction in respect of this Agreement, and all amounts are payable in New Zealand dollars.

Further Terms

The Short Form Model Conditions of Agreement are added to or substituted by the following clauses.

3A. Other Consultants

The Consultant must direct and/or co-ordinate the work of Other Consultants where required by the Services. The Consultant shall not be responsible for the services and/or work of Other Consultants.

3B. Ordering Client Materials and Services

The Consultant must obtain the Clients written approval before purchasing or ordering any good or services, materials or equipment on behalf of the Client.

4B. Consultant Obligations

The Consultant must:

4B1. identify Confidential Information at the time it is supplied by the Client; and

4B2. keep all Confidential Information relating to the Client or the Client's project confidential and only use it for the purposes it was made available; and

4B3. not disclose any Confidential Information relating to the Client or the Client's project or the Works without the Client's written approval, unless it is necessary for the purposes of the Services or Works to disclose it to any appropriate third party, or as required by law.

4C. Exclusions

Information shall cease to be Confidential Information when the information is publicly available through no unauthorised act of either Party. If either Party is legally bound to disclose Confidential Information, that Party must first advise the other Party what information will be provided and limit the information that is required by law.



4D. Return of Confidential Information

Upon request the Consultant must promptly return to the Client or destroy all Confidential Information which is in the Consultant's possession or control.

6. Variations

6.1 Variations to the Services

6.1.1 The Consultant must notify the Client in writing within 10 Working Days if the Consultant thinks a Client direction is a Variation, and as soon as practicable if the Consultant thinks any other circumstance is a Variation. The notice shall include details of the estimated cost of the Services, likely or estimated impact on the programme and completion date for the Services and make recommendations on how to proceed.

6.1.2 The Client may order a variation to the Services in writing, or may ask the Consultant to propose a Variation to the Services, the impact of which on the cost, programme and completion date for the Services shall be agreed as in clause 6.2.

6.1.3 Where the Consultant notifies the Client under clause 6.1.1 that any direction or circumstance should be treated as a Variation, the Client shall as soon as practicable after receiving such notice, but within 10 Working Days, notify the Consultant in writing whether or not it considers the direction or other circumstances to be a Variation.

6.1.4 If the Client does not consider the direction or other circumstance to be a Variation then the Client and Consultant shall attempt to resolve the matter as soon as practicable, and if a Variation entitlement is agreed, proceed as in clause 6.2.

6.2 Agreement of Variations

6.2.1 The Client and the Consultant shall agree, in writing, the value of the Variation and its impact on the programme and completion date for the Services, or the mechanism under which the value and impact on the programme and the completion date for the Services will be derived.

6.2.2 Where practicable the value of the Variation and impact on the programme and completion date for the Services shall be agreed between the Parties' prior to the Variation works progressing.

6.2.3 Where the value of the Variation cannot practicably be agreed between the Parties prior to the Variation works commencing, the parties shall agree to a budget for the Variation works that shall not be exceeded without further agreement between the Parties.

6.2.4 Failure to Agree

In the event that the Parties are unable to reach agreement on the value and impact on the programme and completion date for the Services, the matter shall be treated as a dispute and resolved in accordance with clause 19.

17. Health and Safety



17. The Consultant must comply at all times comply with the requirements of the Health and Safety at Work Act 2015 (HSW Act) and its regulations and subsequent amendments and in particular but without limitation the Consultant must:

17.1 Ensure that appropriate health and safety systems and processes are in place and effectively managed in accordance with the HSW Act;

17.2 Promptly bring to the Client's attention any notice issued under the HSW Act and take whatever action is necessary to comply with any notice, following consultation with, and subject to the express approval of, the Client;

17.3 Where undertaking a role as a PCBU (person conducting a business or undertaking), provide a primary duty of care by ensuring, so far as is reasonably practicable, the health and safety of workers and other people are not put at risk by their work;

17.4 Update its health and safety systems and processes in response to any legislative changes, changes recommended by WorkSafe New Zealand or as otherwise reasonably required by the Client from time to time.

19. Disputes

19.1 Any dispute, which may arise between the parties concerning the interpretation of this agreement or relating to any other matter arising under this agreement will be actively and in good faith negotiated by the parties with a view to a speedy resolution of such disputes.

19.2 If the dispute is not resolved within 10 working days of the dispute arising, the dispute shall be referred to the Chief Executives of the parties for negotiation and resolution.

21. Conflicts of Interest

21.1 The Consultant must try to ensure that conflicts of interest do not arise, and notify the Client immediately in writing if it is thought that a conflict of interest may arise or has arisen.

21.2 Where a conflict of interest is identified and the Client has given informed consent, the Consultant must establish structures and practices which:

21.2.1 ensure that the conflict is avoided in practice; or

21.2.2 if avoidance is not practicable, ensure that the effects of the conflict are minimised.

In either situation, the Consultant must inform the Client of the structures and practices that have been established.

22. Delay

If at any time the Consultant's performance falls behind the programme (as amended from time to time in accordance with the Agreement), the Consultant shall notify the Client and, where due to matters within the control of the Consultant, shall take all practicable steps to remedy such delay.

Email Memorandum

The Property Group Limited
Christchurch Office
PO Box 7240 Christchurch 8240
Level 2, Lion House
169 Madras Street
Christchurch 8011

To Tim Harty
From Shaun Dornbusch
Date 01 September 2021
Subject Mackenzie District Council – Cass River Bridge - Negotiations

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Cass River Bridge - Negotiations

Thank you for the opportunity to present Mackenzie District Council (Council) with a proposal to assist the Council seek a resolution to the issue of replacing the Cass River Bridge (Project). This proposal confirms our recent discussions around how TPG can assist with the Project.

Background

The Council owns and administers a number of bridges in its roading network. In several cases these bridges (which are public road) serve a limited number of properties. Of immediate concern is the Cass River Bridge which provides access to a single property (pastoral lease). The affected parties of this pastoral lease are LINZ, DOC, and Verity Farms NZ Ltd (affected parties). Council wishes to enter negotiations with these parties to come to an arrangement over the future upgrade and maintenance of this bridge/road.

Scope

Council has previously sought legal advice regarding its obligations to maintain road. While the advice pointed to case law and legislation which clearly suggests that given the current facts, no obligation lies with the Council to maintain this bridge, it is recommended that Council makes an attempt to work with the affected parties to determine whether a group arrangement can be made. Council has asked

TPG to commence discussions with the affected parties to determine whether a cost share arrangement to upgrade the bridge can be achieved. We note that there is no statutory process or compulsion for any party to openly participate or contribute towards any bridge replacement and therefore anticipate that negotiation will be continually evolving. Considering this, a guideline to our suggested approach to progress matters is detailed below.

Proposed process

Council Meeting

Provide the abovementioned legal advice to Councillors and attend a Council meeting to present on this issue and bring into the picture additional situations (noting this is a wider issue than just Cass Bridge). Opportunity for Council to ask questions around the legal advice and proposed process moving forward.

In addition to the above, we also intend to work with the Council to create a 'decision tree' that helps Council determine how it intends to deal with matters such as this moving forward. Overtime, a policy/ process for addressing bridge repair/ replacement of this nature could be worked through.

Verity Farm meeting

Meeting with Verity Farm to continue discussion around Council's (financial) limitations for replacing the Cass River Bridge. Approach discussion around negotiating an outcome to replace the bridge and vest ongoing maintenance on the users.

Land Information NZ & Department of Conservation Meeting

Liaising with both LINZ and DOC to discuss issue and seek contribution to bridge replacement and ongoing maintenance.

Facilitate negotiations and agreement

Ongoing liaison with affected parties to secure agreement over contribution to replace the Cass River bridge as well as vest ongoing maintenance in those parties that use the bridge/ road. The intended outcome is to agree a process where the Cass River bridge is replaced, while also vesting future maintenance on those that predominantly use it (abovementioned parties).

Pricing and timing

Fee estimate

The cost to reach a negotiated outcome is largely dependent on the attitude each of the affected parties. There is a lot of uncertainty around the cooperation of the parties and the potential outcome. Due to a number of complexities with estimating the time it takes to resolve this, we propose a monitoring budget of **\$20,000.00 plus GST** (and disbursements). We will only charge for time spent on the job and will keep you informed as to how we are progressing with budget. This budget will be updated once we have a better understanding around the scale of the scope.

We have not included a budget for disbursements as, at present, these are unknown. We don't foresee a great deal of disbursements but will seek your approval in advance of incurring any costs.

Our estimate is valid for a period of three months from the date of this proposal. No estimate around timing can be given as this is heavily reliant on a number of third parties.

Hourly Rates

Senior Property Consultant (Role 4 – 5)	\$205.00 - \$245.00 per hour
Property Consultant (Role 1-3)	\$115.00 - \$175.00 per hour
Senior Corporate Counsel	\$310.00 per hour

Project Team

Shaun Dornbusch – Senior Property Consultant

Grace Cody – Property Consultant

Mel McCrone – Senior Corporate Counsel.

Terms of engagement

Should you wish to engage TPG for this work, we propose to use our revised ACENZ Short Form Agreement (attached).

Summary

Should you accept this proposal we can commence immediately. We look forward to working with you on this project and await confirmation from you to proceed. In the meantime, if you have any queries, please do not hesitate to call us to discuss.

Kind regards,



Shaun Dornbusch

Senior Property Consultant

027 462 9861

sdornbusch@propertygroup.co.nz

6.3 PARKS AND COMMUNITY FACILITIES STRATEGY**Author:** Brian Milne, Community Facilities and Services Officer - Contractor**Authoriser:** Tim Harty, General Manager - Operations**Attachments:** 1. MDC Parks and Open Spaces Strategy (under separate cover) **Council Role:**

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

To obtain Council approval to release of four Council Strategies for community engagement. These strategies being the draft Parks, Trails, Playgrounds and Public Toilets Strategies. After feedback has been undertaken and incorporated, the strategies will be adopted by Council.

To gain support to release the Top Ten Project lists that were collated through strategy development to the Community Boards for feedback.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That the Draft Strategies (Parks, Trails, Playgrounds and Toilets) be approved for release to undertake a public and stakeholder engagement process, and further that,
3. Staff inform those parties that provided input into the strategies of the engagement process, and further that,
4. The supporting Priority Project list be reported to Community Boards through the October meeting round for feedback

BACKGROUND

Council has prepared of a set of four strategies covering the main parks and community facilities activity areas, namely Parks, Trails, Playgrounds and Public Toilets. The need for these core strategic documents was identified in the July 2020 review of the Open Spaces undertaken by Xyst Limited. This review highlighted a number of areas for improvements in the Open Spaces and Facilities area, many of which are currently being actioned.

The lack of strategic direction in these key areas was seen as a critical gap for Council, which made it difficult to understand where gaps in service provision might lie, but also where investment (particularly the funds collected from development) should be focused.

Council agreed to develop these strategies as a key first step in better understanding the service gaps and funding required.

Through an open tender process Council engaged Beca Limited to undertake both the Parks and Trails Strategies, while Xyst Limited was engaged to lead both the Playground and Toilet Strategies. For ease, it was determined early in the process that it would be best to collate these four strategies into one, as there were many issues and areas in common and cross overs.

The development of the strategies has been through a full engagement process with both key and identified stakeholders and the Community Boards. Council has twice workshopped the individual strategies, in the last six months.

PROJECT LIST

'The strategies have identified a 'Priority project list'. These projects are aligned to the draft strategic outcomes contained in the strategies, and have been divided into those: that can be completed in years 1-3 (after adoption of the strategies); and then years 4-7. It is proposed, the projects are funded from the Land Subdivision fund and work is currently underway to align that funding with locations across the district.

It is proposed that the project list is taken to Community Boards for comment and prioritisation, prior to Council considering them alongside the strategies. Any final project list would be included an Action Plan focused on bringing the strategies to life post adoption.

It is important to note that, should the strategies change over engagement, the project list will need reviewing.

The Project Priority List is attached for information. This list is not to be released for community feedback at this stage, so as to ensure the strategic 'scene setting' by the wider strategies is adopted first. It is important to have this in place, prior to the detail of individual projects being assessed.

NEXT STEPS

This report seeks approval to undertake the next step of releasing the strategies for community and stakeholder engagement.

A draft document in (text only in word format), (attached) is ready for public engagement which is planned to be undertaken during November 2021.

Feedback from this process will be incorporated into the final documents for Council approval in February 2022. Following approval of the draft document (text) by Council, the strategy will undergo graphic design formatting prior to being released for wider public engagement. A draft section of strategy graphic design is included to show the look and feel for the final document.

POLICY STATUS

There are no current Council Policies aligned to this area of works.

SIGNIFICANCE OF DECISION

The project is significant in terms of the scope and scale of Strategy's vision, objectives, recommendations, and key projects. It will guide Council's decision-making processes in this area for the following 3 years.

The Strategy itself does not directly commit Council to any specific expenditure. This decision only relates to approval of a draft for feedback. Years 4-7 will focus on implementation and the Top 10 project list.

Due to the significance of the Strategy, a month-long public engagement period is proposed, prior to final adoption.

OPTIONS

Option 1: Approve the draft as presented, for public engagement.

Council approves the attached documents for community and stakeholder feedback through the Lets Talk platform. It would also see the Project Priority List being formally reported to Community Boards for their input and feedback.

Option 2: Refer the document back to staff for further work to address any specific issues or changes identified by Council.

CONSIDERATIONS**Legal**

The document is non statutory and therefore there are no legal implications related to the proposed engagement process.

Financial

No direct financial implications from this decision.

Implementing recommendations and key projects once the strategies are formally approved and adopted will be subject to existing budgets or require specific approval as implementation progresses.

CONCLUSION

The recommendation from staff is to release the draft Strategies for feedback and release the Project Priority List to Community Boards for feedback.

6.4 TWIZEL EVENTS CENTRE - BUILDING CONDITION

Author: Angie Taylor, Community Services and Solid Waste Officer

Authoriser: Tim Harty, General Manager - Operations

Attachments: 1. Twizel event Centre Condition Assessment [↓](#) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

To inform Council of the works required at the Twizel Events Centre to secure a Code Compliance Certificate and gain approval to commence works prior to the sign off of the 2021-31 Long Term Plan.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council support the engagement of a suitably qualified Project Manager to oversee the scoping and delivery of the works required at the Twizel Events Centre, and further that
3. The Project Manager be funded from the Twizel Events Centre maintenance budget in the 2021/31 Long Term Plan, and further that
4. Beca Limited be engaged to provide technical support to the Project Manager in the delivery of the works required to secure a Code Compliance Certificate for the Twizel Event Centre, and further that
5. The Project Manager provide Council with monthly reports on the progress of the works

BACKGROUND

At the August 2021 Council meeting, staff presented a report requesting approval to, amongst other matters, scope the works required to bring the Twizel Event Centre up to a standard so that a Code Compliance Certificate (CCC) could be issued.

Beca Limited (Beca) have completed the work and a draft report has been delivered (attached).

The Twizel event Centre is currently operating on a Certificate of Public Use (CPU). A CPU is generally issued when a building is under construction or building work is underway, and part of the site is open for public access and use. It is issued for the event centre as there has been no CCC issued, and the building needs to remain open for public use.

Council secured a CPU in April 2021 and an extension of 6 months was issued in August 2021 and will expire in January 2022. The Building Control Authority have been clear with staff that a third CPU extension is unlikely to be issued, particularly if works have not progressed on addressing the issues of noncompliance with the Building Act.

Failure to address the issues at the site and securing a CCC will likely result in the building being required to be shut down to public access.

DISCUSSION**Scope of the review**

The scope of the Beca works was to undertake a building services review to support the identification of works that were required to be completed to enable the issuing of a CCC. Whilst on site, the commission also requested that a review of deferred maintenance matters was also undertaken.

The building services review consisted of full assessments of the following building elements:

1. Structural,
2. Heating Ventilation, air conditioning (HVAC)
3. Plumbing and drainage,
4. Electrical, and
5. Fire Engineering

The assessment has identified a number of matters that need to be dealt with as a matter of urgency. Many of these relate to lack of maintenance whilst others are discrepancies between what was constructed and what was documented to be constructed.

Summary of Issues

The attached Beca report fully outlines the works required to be undertaken within the Event Centre to secure a CCC and address significant deferred maintenance activities.

A summary of the most urgent matters is outlined within the tables below:

Structural

Add connections to the theatre seating LVL beam supports

Complete an Initial Seismic Assessment (ISA) of the gymnasium and squash courts buildings.

Mechanical services

If missing, provide new fire shutdown

Provide mechanical ventilation to Gymnasium

Repair auditorium ventilation system

Replace auditorium heating system

Repair auditorium fire dampers

Provide compliant kitchen ventilation

Fit ball repelling guards to one of the sports hall electric fan heaters

Replace sports hall air filters

Provide mechanical ventilation to internal rooms: Foyer, Access corridor, Mezzanine, Projector Room, Plantroom

Plumbing and Drainage

Gas certifier to review gas installation and advise of any modifications to meet gas regulations.

If the gas enclosure is intended to store more than 100kg of LPG, HSNO advice and compliance certification must be sought.

Reticulate Sports Hall plumbing electrical cables in conduit

Install waterless traps (HEPVO or equivalent) to all air conditioning units

Confirm dishwasher backflow provision. If missing, install dual check valve

Electrical

Install emergency lighting to illuminate the Auditorium stairs

Fire

Upgrade the fire alarm system to an automatic smoke detection system with manual call points throughout

Remove the manual locks fitted to all the existing fire exits. The manual lock fitted to the gymnasium fire exit can be retained as-is. Provide panic fastening to doors on escape routes

Egress through the Community Lounge requires a hinged door adjacent of in lieu of the operable wall

Fire rate all penetrations through the fire rated auditorium wall

Fire rate the stores ceiling beneath the tiered seating for 60 minutes

Replace main entrance EXIT signs with new as they are not working

Remove the existing exit sign fitted to the door leading to the Gymnasium and provide an illuminated EXIT sign to this door on corridor side

Install EXIT signs to the kitchen and office

Proposed Way Forward

Council has placed at total of \$500,000 in years one and two (\$250,000 each year) of the Long Term Plan 2021/31 to address matters related to the condition of the event centre. Whilst the LTP is yet to be finalised, progress needs to be made to address the issues raised in the report as a matter of urgency. Failure to make progress will likely see the CCC not being able to be issued and risk the building being closed down.

Council has commissioned Beca to undertake the initial inspection works and they have a strong working knowledge of the site. Beca would be best placed to continue to provide technical support in the delivery of the works required to address the list of urgent matters outlined above. The scope and scale of the work needed to complete this is unknown at the time of drafting this report.

The scale and complexity of the work would benefit from a dedicated project manager being assigned to support delivery. Council staff lack the capacity to provide this service at this time and it is recommended that a fixed term contract be put in place for a suitable project manager to be appointed. The cost of this role can be funded from the project budgets.

To move the project forward it is therefore recommended that a dedicated and technically competent Project Manager be appointed to oversee the project and that Beca be direct appointed to undertake technical design works as required, with the exact scope of these works to be confirmed by the Project Manager and approved in accordance with Councils Procurement Policy.

All physical works required by the project will be secured via the open market, or as appropriate.

POLICY STATUS

There are no Council policies that directly cover this issue.

Council, as the Building Control Authority (BCA), does have a regulatory requirement to ensure that all buildings within the district comply with the Building Act 2004. In this case, Council has issued the CPU for the event centre and will be required, on reapplication (on the basis that all work cannot be completed by January 2022), to determine if sufficient action has been made on addressing the issues of concern and to either provide a further extension of the CPU or take the appropriate legal action under the act.

SIGNIFICANCE OF DECISION

The budget to undertake the remedial works on the Twizel Event Centre is subject to public consultation via the 2021/31 Long Term Plan. This process will allow the community to have a say on the works and the budget allocation and addresses the need to undertake a Significance Assessment under the policy.

Given the level of works and potential disruption on users, prior to any construction activities commencing, community engagement will be required.

OPTIONS

There are three options available to Council on this matter:

Option 1: Approve funding and progress works in accordance with this report

Under this option Council would approve progressing the works prior to the approval of the 2021/31 Long Term plan. It would also approve the appointment of a dedicated Project Manager and the appointment of Beca to work with the Project Manager to scope works required for the open market.

Option 2: Do not approve funding

Under this option Council would not approve expenditure prior to the adoption of the 2021/31 Long term plan. This would increase the risk of being able to satisfy the BCA requirements in terms of the CPU and securing a CCC.

Option 3: Approve the funding and request that staff to go to the open market to secure services required.

Under this option Council would approve the funding and request that staff undertake an open market process to engage a suitably qualified company to undertake the required design and tender works.

This has the potential to add both time and cost to the process, without any subsequent benefits.

CONSIDERATIONS

Legal

Under the Building Act 2004 all buildings are required to have a CCC. A code compliance certificate is a formal statement issued under section 95 of the Building Act 2004 that certifies that the building work carried out under a building consent complies with that consent.

The absence of a CCC, particularly in the case of the Event Centre, given its high level of public use and access, does place a risk on Council as the operator of the facility. Failure to act in a timely manner to address the risks may result in the Council excising its regulatory functions and take the appropriate legal actions to ensure compliance.

Financial

Councils 2021/31 Long Term Plan has \$500,000 allocated over years 2021/22 and 2022/23 for the maintenance of the Twizel Events Centre. The funding is allocated to ensure that Council provides safe and resilient facilities for our residents to use moving into the future.

There is also a funding allocation from years 2022/23 onwards for the ongoing maintenance of the building to ensure that matters such as those raised within this report are minimised.

At the time of drafting this report the LTP was not yet approved for consultation. Given the urgency of this work it is critical that preparatory works are completed as soon as practical with a view of to making as much progress as possible by January 2022.

Other

Risk Analysis

An initial assessment of risk has been undertaken and is outlined below.

A key first task for the Project Manager, when appointed, will be to develop a Project Plan, with a more detailed Risk Management section.

Risk	Level	Treatment	Residual risk	Comment
Works not progressed to a point in January 2022 where CPU extended/CCC issued	High	Council direct appoint PM and Beca to undertake the works ASAP	Medium	Project Manager to monitor risk
Support resources not available to deliver the works	High	Council approves appointment of PM and Beca via this report	Low	
Supply Chain delays works	High	Early engagement of PM will allow management of the supply chain to minimise this risk.	Medium	Early identification of these issues is

				critical to success
Lack of external resources to deliver works	High	Recommended contractors invited to price. Procurement plan to be drafted by PM.	Low	Contractor selection critical Cost vs. quality

CONCLUSION

The Twizel Event Centre has no Code Compliance Certificate resulting in staff applying for a Certificate of Public Use to allow the building to continue to be operated.

The CPU has a timeframe by which Council needs to identify and undertake the works required to secure a CCC. One extension of the CPU has been granted to Council to date and it is unlikely that another will be unless significant progress on the required works is made.

Beca have identified the works required and funding is allocated in the draft 2021/31 Long Term Plan. Council support is needed to progress the works with urgency to ensure the building remains open and operating for the Twizel Community, past the CPU expiry date of January 2022.



Twizel Event Centre - Services Condition Report

Prepared for Mackenzie District Council
Prepared by Beca Limited

16 September 2021



Creative people together transforming our world

Revision History

Revision N°	Prepared By	Description	Date
A	Kieran Harnett, Alyssa Yu, Rey Sidon, Charlotte Lordan	Issued for Client Comment	17 September 2021

Document Acceptance

Action	Name	Signed	Date
Prepared by	Kieran Harnett, Alyssa Yu, Rey Sidon, Charlotte Lordan		10 September 2021
Reviewed by	Jaclyn Pow, Fadi Jirjees, Andrew Jackson John Heenan	  	17 September 2021
Approved by	John van Cingel		17 September 2021
on behalf of	Beca Limited		

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This report has been prepared by Beca on the specific instructions of our Client. It is solely for our Client's use for the purpose for which it is intended in accordance with the agreed scope of work. Any use or reliance by any person contrary to the above, to which Beca has not given its prior written consent, is at that person's own risk.

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Appendix A – Fire Engineering Sketches

Executive Summary

In 2020 a Building Warrant of Fitness (BWofF) inspection carried out by FFP found several fire safety related defects for which Mackenzie District Council (MDC) sought a second opinion from Beca fire engineers. On 23 October 2020 MDC also became aware that the building did not have a Code Compliance Certificate (CCC) and was still operating under an expired Certificate of Public Use (CPU) for its original construction in 2001. This prompted the council to engage Beca to provide an architectural building condition assessment of the entire centre to identify any further defects it may not be aware of. The architectural report was issued on 21 April 2021. MDC have now requested Beca to also provide this building services report to assist in obtaining a CCC. The building services assessment includes structural, heating, ventilation, air conditioning (HVAC), plumbing and drainage, electrical and fire engineering.

The Twizel Events Centre was constructed around 2001 and consists of an amalgamation of a new sports hall, theatre and front of house area, flanked by existing relocated squash courts and fitness gymnasium building to provide a variety of community facilities in one venue. The building services compliance assessment, completed 20 years after the construction of the building, has highlighted a number of non-compliance items. Some are related to a lack of maintenance while others are discrepancies between what has been constructed, against what has been documented. Below we summarise the most urgent items to address for the various services, with the colour representing the condition rating defined in 1.3

Methodology;

Structural

Add connections to the theatre seating LVL beam supports

Complete an Initial Seismic Assessment (ISA) of the gymnasium and squash courts buildings.

Mechanical services

If missing, provide new fire shutdown

Provide mechanical ventilation to Gymnasium

Repair auditorium ventilation system

Replace auditorium heating system

Repair auditorium fire dampers

Provide compliant kitchen ventilation

Fit ball repelling guards to one of the sports hall electric fan heaters

Replace sports hall air filters

Provide mechanical ventilation to internal rooms: Foyer, Access corridor, Mezzanine, Projector Room, Plantroom

Plumbing and Drainage

Gas certifier to review gas installation and advise of any modifications to meet gas regulations.

If the gas enclosure is intended to store more than 100kg of LPG, HSNO advice and compliance certification must be sought.

Reticulate Sports Hall plumbing electrical cables in conduit

Install waterless traps (HEPVO or equivalent) to all air conditioning units

Confirm dishwasher backflow provision. If missing, install dual check valve

Electrical

Install emergency lighting to illuminate the Auditorium stairs

Fire

Upgrade the fire alarm system to an automatic smoke detection system with manual call points throughout
Remove the manual locks fitted to all the existing fire exits. The manual lock fitted to the gymnasium fire exit can be retained as-is. Provide panic fastening to doors on escape routes
Egress through the Community Lounge requires a hinged door adjacent of in lieu of the operable wall
Fire rate all penetrations through the fire rated auditorium wall
Fire rate the stores ceiling beneath the tiered seating for 60 minutes
Replace main entrance EXIT signs with new as they are not working
Remove the existing exit sign fitted to the door leading to the Gymnasium and provide an illuminated EXIT sign to this door on corridor side
Install EXIT signs to the kitchen and office

1 Introduction

1.1 Purpose

In 2020 a Building Warrant of Fitness (BWofF) inspection carried out by FFP found a number of fire safety related defects for which Mackenzie District Council (MDC) sought a second opinion from Beca fire engineers. On 23 October 2020, MDC also became aware that the building did not have a Code Compliance Certificate (CCC) and was still operating under an expired Certificate of Public Use (CPU) related to its original construction in 2001. A Notice to Fix was issued by the Building Consent Authority (BCA) to force compliance issues to be remedied by 25 January 2021 and ultimately issue a CCC. The Notice to Fix items were completed and MDC is now working towards obtaining a CCC. In May 2021 Beca submitted an architectural condition assessment of the entire centre to identify any further defects it may not be aware of. MDC has now engaged Beca to provide a similar report, but this time for building services, to highlight items that need to be addressed to obtain the CCC and recommend any future maintenance work.

1.2 Scope of the Report

Beca has been engaged to carry out a building services condition assessment of the entire Events Centre complex (including the theatre, sports hall, squash courts and gymnasium) to identify what's required to obtain a CCC. The building services include structural, mechanical, plumbing and drainage, electrical and fire engineering. The scope of this report is detailed in our offer of service dated 22 July 2021 and includes a visual walk through the centre and a review of drawings received from MDC. The drawings received are a mix of architectural, structural and building services drawings, some of which are dated 3-12-2001. None of the drawings are approved building consent drawings. Maintenance schedules, operational manuals and as-built drawings were also requested but none were available for review.

1.3 Methodology

The report is based on a visual (non-destructive) assessment on 13th August 2021 by Charlotte Lordan (Structural Engineer), Kieran Hartnett (Building Services Engineer), Rey Sidon (Electrical Engineer) and Alyssa Yu (Fire Engineer) to identify those items that need rectification to obtain a CCC, deviation with the drawings sighted and significant maintenance items. The assessment is limited to viewing from ground level and the first floor level mezzanine/balcony.

1.3.1 Structural Methodology

A visual inspection of the structure to identify:

- Areas of the building that were not documented as part of the consent i.e. buildings relocated to the site as part of the overall development with no building information included with consent documents.
- Any variation between consented structural drawings and construction.
- Any work that does not meet suitable construction practice.

1.3.2 Building Services Methodology

A visual assessment in attendance with the electrician Steve Greenall and mechanical service technician Scott Aronsen to identify the existing HVAC, plumbing and electrical services and provide comment on the suitability and general arrangement of equipment, condition and any significant maintenance items.

Section 3 Building Services Condition Assessment provides high level commentary on the state of the current equipment, while Section 4 Building Services Compliance Assessment summarises the key non-compliance features prioritised on their 'life safety' importance.

1.3.3 Fire Regulatory Environment and Compliance Methodology

The building was constructed in 1999. A fire safety design report dated 30 November 2001 and titled *Twizel 2000 Fire Safety Summary* (hereafter referred to as base build fire report), was issued for building consent by Cosgrove's Major (now trading as Cosgrave's). The fire safety design at that time adopted the Compliance Documents C/AS1 2001.

For the purpose of this assessment, the building is assessed to the base build fire report design requirements, to identify any gap with the relevant provisions of the New Zealand Building Code (NZBC) **at the time of the design**. Any upgrade works required for the identified gaps are considered 'Alterations to an Existing Building' and hence Section 112 of the **current** New Zealand Building Act 2004 (NZBA) applies. Work undertaken to meet Section 112 is required to comply with the NZBC on an As Nearly As is Reasonably Practicable (ANARP) level as required by the NZBA.

Early engagement with the territorial authority is recommended to discuss the proposed compliance methodology.

The fire engineering assessment has adopted the prescriptive requirements of the current Compliance Document C/AS2 (Amendment 2, 5 November 2020) for the NZBA Section 112 fire review.

The following documentation listed in Table 1-1 has been reviewed.

Table 1-1. Fire engineering documentation reviewed

Ref	Title	Rev	Date
Cosgrove Major Ltd File Ref: 9102	Twizel 2000 Fire Safety Summary (referred as base build fire report hereafter)	-	30/11/2001
David McBride Architect	Project 2000 Twizel Floor Plans	-	20/12/2000

1.4 Site Description



Figure 1-1 Twizel Events Centre (shown yellow) location map.

The Twizel Events Centre was constructed around 2001 and is located to the north east of the town square where it forms a cultural precinct with the outdoor pool, tennis courts and youth centre (Figure 1-1). The building is longitudinally aligned to north-northeast. Its floor plan (Figure 1-2) forms an upside-down crucifix shape with a front of house area to the west that leads to a sports hall to the north and a theatre to the south via a 5m wide corridor. The corridor continues east where it narrows down to 2m when passes between two relocated squash courts and finally joins onto a free-standing relocated building used as a fitness gymnasium. A 2.3m wide stair from the foyer leads up to first floor viewing areas for the sports hall and squash courts and provides access to the top of the theatre tiered seating.

The exterior is clad in vertical corrugated metal with the exception of the gymnasium that is clad in profiled fibre cement sheet. The spine of the building is formed by the sports hall and theatre that are coloured white, with the transverse arms of the cross coloured black. The main entry is identified in red corrugate.

Council records show that the office/reception area was extended south around 2010 by closing in part of the porch area to form a single office now used by Twizel Promotions. This is still evident by the flush floor and ground levels and joints in the cladding.

The free standing gymnasium building sits on piles with a block wall perimeter foundation wall. The windows appear to have been replaced with new aluminium joinery in the last year or so.

At the time of our inspection the community lounge was temporarily used as office by MDC while their existing council building was being refurbished.

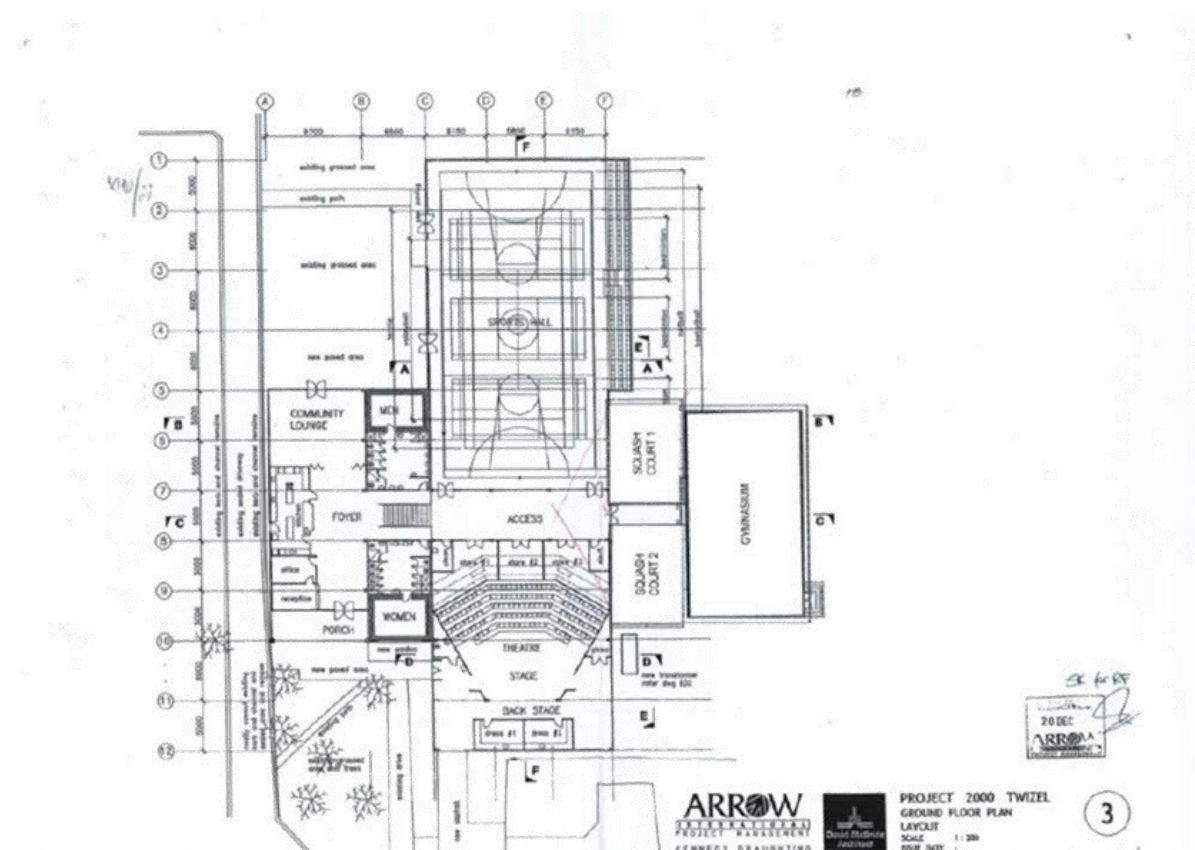


Figure 1-2 Twizel Events Centre ground floor plan

1.5 Disclaimer

This report has been prepared by Beca for Mackenzie District Council only and may only be used and relied on Mackenzie District Council only for the purpose agreed between Beca and Mackenzie District Council only.

Beca otherwise disclaims responsibility to any person other than Mackenzie District Council only arising in connection with this report. Beca also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by Beca in connection with preparing this report are limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. Beca has no responsibility or obligation to update this report to account for events or changes occurring after the date that the report was prepared.

2 Structural Compliance Assessment

We have undertaken a visual inspection of the Twizel Events Centre and reviewed the provided structural drawings. To achieve NZBC compliance, we have recommendations around the relocated structures (gymnasium and both the squash courts) and the theatre seating support.

2.1 Relocated Structures

The gymnasium and squash courts were existing structures relocated to the site as part of the new build and are illustrated in **Error! Reference source not found.** These existing structures were relocated and placed on new shallow foundations. Therefore the construction of the superstructure is not recorded in the building property file. As such we recommend an Initial Seismic Assessment (ISA) is completed on these portions of the building to complete the property file records and provide confidence regarding the overall building's seismic performance.

Complete an Initial Seismic Assessment (ISA) of the gymnasium and squash courts buildings.

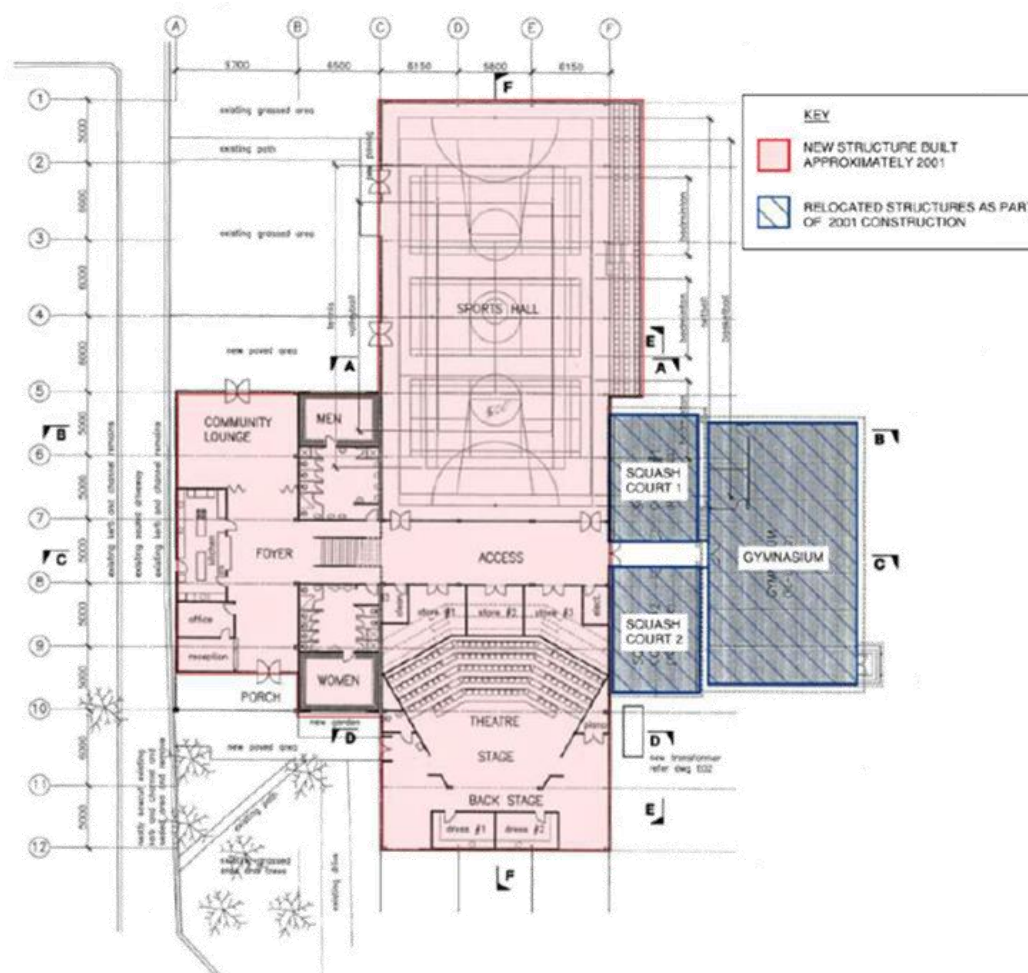


Figure 2-1. Plan of Twizel Events Centre showing relocated structures

2.2 Theatre Seating Support

There are no details in the structural drawings provided that show the design for the theatre seating. The visual inspection under the seating found that the current support of the laminated veneer lumber (LVL) beams, including the connections, is non-compliant. We consider that the lack of a suitable connection and the arrangement of the supporting posts could result in a loss of gravity support in a significant load condition and is considered a potential life safety hazard. Photos of the lack of connection are shown in **Error!**

Reference source not found.. We recommend a connection be added to the LVL beams in the locations shown in **Error! Reference source not found..** The live loads required for fixed seating area in a theatre are outside the scope of NZS3604 and as such will require specific design to comply with NZBC B1 Structure.

Add connections to the theatre seating LVL beam supports

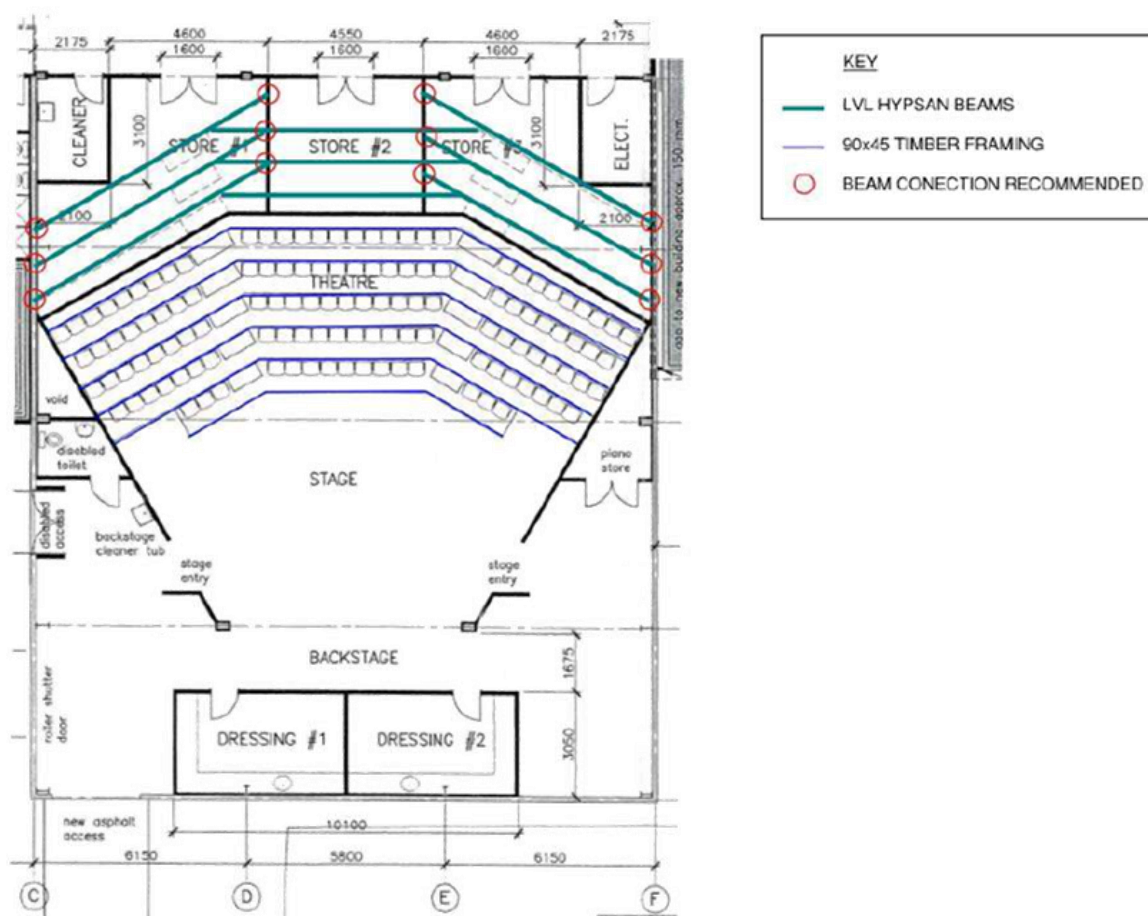


Figure 2-2. Plan of theatre seating structure



Figure 2-3. Examples of unconnected LVL beams

3 Building Services Condition Assessment

3.1 Mechanical Services

3.1.1 System Description

The Twizel Events Centre is ventilated by a mixture of standalone mechanical ventilation systems and natural ventilation openings (windows and doors). Most of the ventilation systems are of original installation (~2002), with some alterations observed to toilet and auditorium systems.

Similarly, the air-conditioning systems are of original installation except for several heat pumps installed in 2016.

The building contains relatively simple air-conditioning and ventilation systems (heat pumps and extract fans) that require minimal maintenance and are of relatively low design and installation complexity. However, the inspection found a number of non-compliant design details and installation practices, and a general lack of maintenance. Table 3-1 Heating and Cooling - Condition & Economic Life Expectancy **Error! Reference source not found.** and Table 3-2 Ventilation System - Condition & Economic Life Expectancy provide general commentary on the condition of the systems and expected remaining economic life in accordance with the *Chartered Institute of Building Services Engineers Guide M — Maintenance engineering and management, Appendix 13.A1. Indicative life expectancy factors*. These factors provide an indication of the typical life expectancy of components from new. The 5 condition definitions assigned to the building services are as follows:

Rating	Condition	Description
1	Very Good	Assets displaying no deterioration or only normal routine maintenance required. New or near new condition. Some wear or discoloration but no evidence of damage. Can include repaired assets where the repair is as good as the original.
2	Good	Assets displaying limited deterioration which does not affect their use, or where limited restoration has been performed. Minor reactive maintenance may be required. Acceptable physical condition, with minor deterioration or damage that may affect performance (includes most repaired assets)
3	Moderate	Assets which have deteriorated to a degree where maintenance is obviously due, but not to the extent where the function is significantly impaired or very substantial repairs are needed. Failure unlikely in near future but further deterioration is likely
4	Poor	Repair or renewal is required in the short term. Significant deterioration or damage is evident and severely impacting performance. Asset is barely serviceable and failure likely in short term
5	Very Poor	Immediate repair or renewal required. Asset is not in use or unserviceable (i.e. has failed) or failure is imminent. Asset may pose occupational health and safety problems. Requires urgent attention.

Systems requiring significant upgrade work to meet NZBC and H&S requirements present an opportunity for replacement with new equipment that will improve system efficiency, extend the economic life and improve performance. None of the mechanical systems in the Events Centre are shared between rooms. As such, any system replacement is expected to cause minimal disruption to other areas. Images of the systems can be found in Table 3-3 Mechanical Services System Condition Images.

The non-compliance observations are listed in Section 4 Building Services Compliance Assessment.

The following tables provide typical life expectancies as noted in CIBSE Guide M. As the name suggests, CIBSE Guide M is a guide and system life may alter depending on factors including maintenance.

Item	Condition	Estimated Economic Life Remaining	Details / Commentary
Auditorium Theatre	Very Poor	-	According to the maintenance contractor (Scott), the outdoor heat pumps have been unreliable from point of install and have been abandoned ~2008 (refer M-17).
Ducted Split System Heat Pumps			The ducted indoor units can only operate in fan only mode i.e. without air-conditioning. The system was replaced with an electric duct heater system (no cooling) in ~2008 (refer M-09). Estimated original installation date – 2002. Economic life of original system (from CIBSE Guide M) – 15 years.
Auditorium Stage	Poor	-	System appears to be unmaintained and of poor installation quality (refer M-09).
Electric Duct Heaters			Estimated installation date – 2008. Economic life (from CIBSE Guide M) – 10 years.
Gymnasium, Community Lounge and Foyer	Good	10 years	No reported operating issues with heating and cooling. Estimated installation date – 2016. Economic life (from CIBSE Guide M) – 15 years.
High Wall Split System Heat Pumps			
Reception	Moderate	-	No reported operating issues with heating and cooling. Estimated installation date – 2002.
High Wall Split System Heat Pumps			Economic life (from CIBSE Guide M) – 15 years.
Changing Rooms	Moderate	-	No reported operating issues with heating. Estimated installation date – 2002.
Electric Fan Heaters			Economic life (from CIBSE Guide M) – 10 years.
Sports Hall Electric Fan Heaters	Moderate (Operation unknown)	-	No reported operating issues with heating. Operation of the heaters was not reviewed during this site visit as the controls could not be located. Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 10 years.





No Heating and Cooling Provisions	NA	-	Squash Courts, Kitchen, Backstage, Mezzanine, Access corridor, Storage, Projector and Dressing rooms.
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Table 3-1 Heating and Cooling - Condition & Economic Life Expectancy

Table 3-2 Ventilation System - Condition & Economic Life Expectancy

Item	Condition	Estimated Economic Life Remaining	Details / Commentary
Auditorium Theatre	Poor	-	The use of ducted heat pumps as a fresh air system for an auditorium application is uncommon. System also appears to be unmaintained and of poor installation quality (refer M-03). Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 15 years.
Outdoor air (Ducted Heat Pumps)			
Auditorium Theatre	Moderate (Operation unknown)	-	Due to access limitations, roof mounted plant was not reviewed during the inspection. Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 15 years.
Roof Mounted Extract Fans			
Auditorium Stage	Poor	7 years	System appears to be unmaintained and of poor installation quality (refer M-09). Estimated installation date – 2008. Economic life (from CIBSE Guide M) – 20 years.
Air handling unit recirculation system			
Squash Courts	Very Poor	-	Despite the fans being interlocked with the lights the fans did not start during the site visit. Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 15 years.
Sports Hall	Moderate (Operation unknown)	-	Operation of the heaters was not reviewed during this site visit as the controls could not be located. Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 15 years.
Toilets	Poor	-	Installation quality is poor (refer M-00). Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 15 years.
Kitchen	Very Poor	-	Installation quality is poor (refer M-00). Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 15 years.

Table 3-3 Mechanical Services System Condition Images

Ref	Description	Image of site condition
1	Auditorium Ventilation System	
2	Air-conditioning Systems	
3	Typical Roof and Duct Mounted Fans	
4	Auditorium Heating and Recirculation System	

3.2 Hydraulic Services

3.2.1 System Description

The hydraulic services for the Twizel Events Centre include:

- Cold water reticulation to public facilities including the kitchen, dressing rooms, cleaners sinks, toilet areas and various hose taps.
- A toby box on the west side of the building which is believed to contain the incoming isolating valve.
- Hot water reticulation from LPG water heaters to the public toilets including a heat trace system.
- Hot water reticulation from hot water cylinders to public facilities including the kitchen, dressing rooms and cleaners sinks.
- Drainage from fixtures.
- LPG reticulation from gas enclosure to hot water heaters West of the sports hall.

The hydraulic services appear to be of original installation ~2002. No alterations were observed during the site visit.

Systems generally require remediation to meet NZBC and H&S requirements, refer Table 4-1 Building services compliance assessment for detail.

Note, maintenance schedules, operational manuals and as-built drawings have been requested from MDC, however these have not been available for review. There are no reported issues with plumbing and drainage systems.

Table 3-4 Hydraulic Systems - Condition & Economic Life Expectancy

Item	Condition	Estimated Economic Life Remaining	Details / Commentary
Sanitary Drainage	Poor	-	Missing and broken services observed, for example: broken overflow relief gullies, missing vent cowls and poor floor waste gully installations. Drainage appears to be installed in PVC sitewide. Estimated installation date – 2002. Economic life (from CIBSE Guide M) – (20) years.
Plumbing	Poor	25	Missing services observed, for example: gravity supports, tempering valves and backflow prevention. Plumbing appears to be installed in copper sitewide. Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 45 years.
Stormwater system	N/A	-	The stormwater system was outside the scope of this report.
Gas System	Refer Table 3-4 Item P-00	10	Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 30 years.
Heat Trace	Good	-	Estimated installation date – 2002. Economic life (from CIBSE Guide M) – 20 years.

Table 3-5 Hydraulic Services Condition Images

Ref	Description	Image of site condition
1	Plumbing Systems	 
2	Drainage Systems	 
3	Hot water equipment	 
4	Gas enclosure and equipment	 

3.3 Electrical Services

3.3.1 System description

The electrical services of the building appear to be of original installation. As previously noted, the building was built in 2001, thus making the electrical system installed 20 years old and within an acceptable threshold of their expected life expectancy. The building is served by one main switchboard (MSB), connecting to multiple sub distribution boards (DB's). The MSB appears to be well maintained with no visual indication of rust or deterioration. Covers are intact, and installation of internal cabling is neat and tidy. The main switchboard is connected to a transformer located on site. Visual inspection of the transformer condition was not achievable due to access restriction through the locked gate. We did find that the installation of the earth bonding to the structure is uncommon and could not find the main earth electrode, therefore we recommend the electrical system to be tested in accordance to AS/NZS 3000 section 8.

Lighting system including emergency lighting appears to be a mixture of new (LED) and old (Fluorescent and compact fluorescent) systems. The lighting systems appear to be in good condition with light levels appearing to be sufficient for the space. We have highlighted some recommended improvements that could be implemented, within the building services assessment (section 3), this includes glare control when playing squash, maintenance of light fittings above tiered seating, protection of the sport hall lighting against the impact from balls and kitchen lights to be insect proof by using IP56 rated fittings.

Most of the emergency lighting system appears to be in good condition and was tested for correct operation. There were two emergency luminaires that failed during testing and will need immediate replacement. We observed that exit signs in the sports hall are not protected from the impact of balls and the like and strongly recommend that these are provided.

The electrical system appears to be well maintained and there were no reports of electrical problems from the building owners.



Table 3-6 Electrical Services - Condition & Economic Life Expectancy

Item	Condition	Estimated Economic Life	Details / Commentary
Main Switchboard	Good	30 Years	The MSB is located in a dedicated main switchboard room adjacent to the corridor space. The switchboard is in good condition. From observations cables have been installed neatly, submain switchgear has been labelled and there appears to be no missing panels.
Distribution board	Good	30 Years	There are three DBs dedicated for the building. The first DB is integrated within the MSB and labelled "DB-A". The DB is in good condition. From observation the DB provides power supply to general, mechanical and lighting supplies. The DB is missing a DB schedule, therefore we are not able to identify which area this DB serves. We recommend that a DB schedule is provided facilitating future ease of operation and inspection. The second DB is located within the kitchen area. The DB is in good condition. Based on the DB schedule the DB supplies the kitchen space. The third DB is located in the Theatre area and labelled "DB-T". The DB is located in a cupboard


Item	Condition	Estimated Economic Life	Details / Commentary
			space. The DB is in good condition. Based on the DB schedule the DB supplies the theatre space.
Lighting systems	Good	Typically, 10,000hrs for fluorescent Typically, 50,000 hrs for LED	Most of the lighting system consist of fluorescent luminaires consistent with the era of the building and building of this type. There have been luminaires changed over to LED luminaires due to failure. If all luminaires are retrospectively changed to LED, the building can benefit from energy savings and less maintenance due to longer lifespan.
Lighting levels	Moderate		<p>Lux meters and spectrometer were used to measure lighting levels and CRI at various areas. The lux meters and spectrometer have not been calibrated, therefore allow for +/-7% tolerance in the readings</p> <p>Below are our findings:</p> <ul style="list-style-type: none"> ▪ Kitchen space – 200 lux (measured above bench) using 4000k light fittings with CRI of 80 ▪ Squash courts – 279 lux average (measured on ground) using 4000k light fittings with CRI of 74 ▪ Sports hall – 1200 lux (measured on ground). Lux levels include daylighting. 4500k lights used with CRI of 85 ▪ Theatre – 400 lux measured on stairs using 3500k light fittings with CRI of 80 ▪ Gym - 630 lux (measured on ground). Lux levels include daylighting. 4200k lights used with CRI of 85 ▪ Recommendations: <p>Refer to Table 4-1 of this report (E-07, E-08, E-09, E-10) for recommendation of upgrade to the lighting system</p>
Emergency lighting and exit signs	Moderate	<p>5-10 years depending on manufacturer warranties</p> <p>Typically, old Nickle cadmium batteries – 3 years</p> <p>Typically, new Lithium batteries – 5 to 10 years (depending on manufacturer)</p>	<p>Emergency lighting system is original and generally in fair condition. There are three different brands of exit signs used, Ektor, Clevertronic and an unknown brand.</p> <p>The system comprises of single point (self-contained) recessed emergency luminaires and internally lit exit signages.</p> <p>Emergency/exit lighting was checked for correct operation and two exit signs (unknown brand), located in the corridor space and above main entrance did not operate. We recommend immediate replacement of these exit signs with new</p> <ul style="list-style-type: none"> ▪ Recommendations: ▪ Refer to Table 4-1 of this report (E-01, E-02, E-03 and E-05) for upgrades required to meet building code requirements.
Exterior lighting	Good	Typically, 10,000hrs for fluorescent	Exterior lighting is of original condition and is in the form of bulkhead lighting located above doorways. From observation, the luminaires are generally in good condition

Item	Condition	Estimated Economic Life	Details / Commentary
Earthing	-		<p>The typical installation methodology that's common practise is using Wicon earthing that's cold welded to a rebar. The bond is usually completed within the structure, mitigating any possibility of accidental damage or any unauthorised disconnections. In addition to this, we did not see the MEN within the switchboard or during our inspection could not find the earth pit (containing the earth electrode).</p> <ul style="list-style-type: none"> Recommendation: Refer to Table 4-1 of this report (E-06) for testing requirements of the electrical system to ensure there is no issues with the earthing system
General outlets	Good	30 Years	All general power outlets appear to be well maintained and functional.
O&M manual	Very Poor		No operation and maintenance manuals, test results or manufacturers literature for equipment installed were sighted in the information provided.

Table 3-7 Electrical Systems Condition Images

Ref	Description	Image of site condition
1	Main Switchboard	
2	Distribution board	

Ref	Description	Image of site condition
3	Lighting systems	
4	Lighting levels	
5	Emergency lighting and exit signs	
6	Exterior lighting	

Ref	Description	Image of site condition
7	Earthing	
8	General outlet and floor boxes	  

3.4 Communication Services

The communications services main network connection is located within the office space. It is unknown whether the facility has fibre connection. From observation, excluding the main office space, there's no wireless access point (WAP) or data outlets allocated for any of the other spaces. The communication rack, that house the main network connection, appears to be in good condition, but the wiring and installation methodology of the switch is messy. The power distribution unit (PDU) is not fixed and appears to be using multi adaptor to connect the devices

Table 3-8 Communication Services - Condition Comments

Item	Condition*	Details / Commentary
Network connection	Moderate	The network connection demarcation point is located in the office space. There is no comms outlet, racks or WAP in any of the other spaces. The wiring within the communication cabling is messy and the PDU is not fixed and appears to be using a multi adaptor to connect the devices
O&M Manual	Very Poor	No documentation was available. No operation and maintenance manuals, test results or manufacturers literature for equipment installed were sighted in the information provided.

Table 3-9 Communication Services Systems Condition Image

Image	Description	Image of Site condition
1	Network connection	

3.5 Security Services

The building has an electronic security, intruder detection and CCTV system.

The electronic access control appears to be a wireless solution provided by Salto Locks and appears to have been installed recently (sign suggest late 2020). The access control covers main door, sports hall, storage area, kitchen door, entrance to theatre and main entrance to the corridor leading to the squash court and gym space.

The intruder detection appears to cover the main entrance corridor, community lounge area, theatre. The control panel is located within the office space and the arm/disarm pin reader is located at the main entrance door.

The CCTV cameras cover the main door, sports hall and corridor leading to the squash court/gym space and covers the gym space.

The security systems that were observed were in good condition.

Table 3-10 Security Services System Condition Comments

Item	Condition*	Details / Commentary
Access Control System	Good	The access control system appears to be work while we were on site. The system appears to have been recently installed and provide security to great range of doors.
Intruder detection	Good	The main intruder detection control panel is located in the office space. The control panel and the detectors appear to be in good condition. We are unsure who is the security provider for the site
CCTV system	Good	We couldn't not find the NVR location. The cameras appear to be in good condition
O&M Manuals and drawings	Very Poor	No documentation was available. No operation and maintenance manuals, test results or manufacturers literature for equipment installed were sighted in the information provided.

Table 3-11 Security Services Systems Condition Images



Image	Description	Image of Site condition
1	Access control	
2	Intruder detection	

Image	Description	Image of Site condition
		
3	CCTV System	  

4 Building Services Compliance Assessment




Table 4-1 Building services compliance assessment summarises the key non-compliance features prioritised on their 'life safety' importance in the following four groups;



Rating	Priority	Description
1 st Priority	High health and/or high compliance risk	Items expected to be addressed first and most likely to be upgraded as part of a future consent. Items within this group are likely to provide a significant life safety benefit or may be very simple to achieve full NZBC compliance.
2 nd Priority	Medium health and/or medium compliance risk	Items expected to be addressed second and may be upgraded as part of a future consent. This is an existing feature which does not fit in either the 1st or 3rd priority classification.
3 rd Priority	Suitability and maintenance	Items expected to be addressed third and are less likely to be upgraded as part of a future consent. Items within this group are likely to provide only a modest life safety benefit or may be very difficult to achieve full NZBC compliance.
4 th Priority	Recommended or good practice	Items can be addressed at a later date. These items may benefit the staff and FM team, with special consideration around maintenance and good installation practise




The item number pre-fix (M-xx) refers to the respective disciplines: **M**echanical, **P**lumbing, **E**lectrical, **G**eneral.




Table 4-1 Building services compliance assessment




	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
1 st Priority Item	M-00 Fire Shutdown	Not meeting NZBC	No fire relays were found in the mechanical and electrical switchboards sitewide. Fire shutdown of HVAC equipment is required for NZBC C/AS2 compliance.	<ol style="list-style-type: none"> 1. Electrical for mechanical contractor to confirm and test existing provisions for fire shutdown (if any) 2. If missing, provide new fire shutdown provisions to meet NZBC requirements. 	No photo

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
1 st Priority Item	M-01 Gymnasium Ventilation	Not meeting NZBC	The total openable area of the doors and windows in the space does not appear to meet NZBC G4/AS1 requirements for naturally ventilated spaces. Space contains no mechanical ventilation provisions.	1. Increase openable window and door provisions. 2. Specific design of mechanical ventilation system.	
	M-02 Dressing Room Ventilation	Not Meeting NZBC	Ceiling mounted extract fans are provided in each dressing room. <u>Observations:</u> 1. Fans discharge to backstage, and not directly to outside as required by NZBC 2. No make-up air provisions are provided. 3. Fans were not operating at the time of the site visit.	Specific design of mechanical ventilation system to meet NZBC requirements.	
	M-03 Auditorium Ventilation	Not meeting NZBC	<u>Outdoor Air Provisions</u> Outdoor air is provided to the auditorium via two ducted air-conditioning units. The air-conditioning function of the units is broken (refer M-17 for detail). The units operate in fan only mode, drawing in outdoor air, mixing it with return air and supplying to the auditorium. The volume of outdoor air introduced to the space is varied by motorised dampers depending on space CO ₂ levels.	1. Engage an independent commissioning specialist to carry out airflow testing and commissioning, to allow comment on NZBC compliance. (Testing should include commentary against air distribution within auditorium.)	

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority Item			<p><u>Extract Provisions</u></p> <p>Due to access limitations the extract provisions could not be reviewed. However, the grilles above the stage lighting are believed to be connected to an extract system (of unknown condition).</p> <p><u>Observations</u></p> <ol style="list-style-type: none"> 1. CO₂ sensors are installed approximately 4m above the tiered seating, not in the occupied zone where representative concentrations can be measured. 2. Supply and return grilles are located on a common wall and meters apart. The close proximity of the grilles could lead to recirculation before the supply air has entered and mixed with the occupied space. 3. The outdoor air provisions (ducted heat pump units) are uncommon for an auditorium application and believed to be under sized for the ventilation load. 4. The mechanical maintenance contractor confirmed the ventilation systems operate based on a PIR motion sensor. However, the system did not start when the space was occupied during the inspection. 5. Refer items M-17 and M-18 for comment on associated thermal comfort and acoustic issues. 	<ol style="list-style-type: none"> 2. Mechanical maintenance contractor to investigate PIR motion sensor fault, and review CO₂ sensor location with manufacturer. 3. Mechanical maintenance contractor to confirm extract provisions and provide photos for engineer's review. 	
1 st Priority Item	M-04 Auditorium Ventilation & Fire	Not meeting NZBC	<p>Fire dampers are provided along the South wall of the auditorium.</p> <p><u>Observations</u></p> <ol style="list-style-type: none"> 1. Dampers appear to be fixed to a builder's duct without breakaway joints 2. Dampers labels are missing 3. Dampers appear to be missing manufacturers mounting flanges. <p>Note these provisions are required by NZBC.</p>	Engage a mechanical contractor well versed in fire damper compliance to review and remediate fire dampers to meet NZBC requirements.	


	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
	M-05 Gymnasium Office Ventilation	Not meeting NZBC	The total openable area of the doors and windows in the space does not meet NZBC G4/AS1 requirements for naturally ventilated spaces. Space contains no mechanical ventilation provisions. Note, this room is not shown on the Arrow as-built drawings.	1. Increase openable window and door provisions. 2. Specific design of mechanical ventilation system.	
	M-06 Kitchen Ventilation	Not meeting NZBC	Kitchen extract is provided by a window mounted extract fan. Make-up air is provided by openable doors and windows. Observations: 1. The window fan requires an extension lead to operate. 2. The fan is not located near the sources of cooking fumes and moisture, as required by NZBC (AS1668.2). 3. The fan is not located as far as practical from the windows / make-up air supply, as required by NZBC (AS1668.2). Based on the above, the provisions are considered to be insufficient for NZBC compliance.	General extract and equipment (extract hoods) to be considered to meet NZBC ventilation requirements and assist with heat removal from the space.	
1 st Priority Item	M-07 Sports Hall Heating	Fire risk	Ball repelling guards are missing from one of the sports hall electric fan heaters. Based on the condition of air filters in the adjacent spaces (blocked), we recommend checking the condition of the air filters on these units which are more difficult to access.	1. Contact supplier for ball guard. 2. Consider installing filter change indicator 3. Clean and replace filters as necessary	

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
1 st Priority Item	M-08 Internal Rooms Ventilation	Not meeting NZBC	<p>The following internally occupied rooms should be mechanically ventilated to meet NZBC requirements.</p> <ul style="list-style-type: none"> Foyer Access corridor Mezzanine Projector Room Plantroom 	Specific design of mechanical ventilation system to meet NZBC requirements.	
	M-09 Auditorium (Heating)	Fire Risk	<p>Auditorium heating and air recirculation is provided by two ducted air handling units. These units are located above the piano room and backstage toilet.</p> <p><u>Observations:</u></p> <ol style="list-style-type: none"> Access to clean and replace the air filters in the units is fixed shut. Blocked air filters may cause the airflow to drop below the manufacturers recommended volumes, leading to overheating and equipment damage. The electric heaters in the air handling units rest on timber structures without separation to combustibles. The heating controls may be difficult for the public to easily use due to their location and configuration (up the stairs and under the lighting control desk). The unit manufacturer has noted that a number of safety devices are missing from the duct heaters and due for replacement. 	Specific design of new heating (and cooling) system to replace the existing.	 

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
1 st Priority Item	P-01 Gas Enclosure	Further Investigation Required	<p>LPG is provided to the Rinnai water heaters from the gas enclosure West of the sports hall.</p> <p>The gas installation should be reviewed and self-certified by the licensed installer to align with gas regulations.</p> <p>Note, the certifier's attention is drawn to the volume of LPG storage which at time of site visit was greater than 100kg.</p>	<p>Gas certifier to review installation and advise of any modifications to meet gas regulations.</p> <p>If the enclosure is intended to store more than 100kg of LPG, HSNO advice and compliance certification must be sought.</p>	
	P-02 Sports Hall - West Plumbing	Not meeting NZBC	<ol style="list-style-type: none"> 1. The power and controls cables for the Rinnai gas units and heat trace are hanging loose. 2. The cables are exposed to direct sunlight. <p>UV rays from the sun can adversely affect the cable sheathing with prolonged exposure. Deteriorated sheathing could lead to electrocution or fire.</p> <p>External and exposed cables should be tied back and reticulated in conduit to align with NZBC electrical requirements.</p>	Electrical cables to be reticulated in conduit	
	P-03 Air- Conditioning Condensate Drains	Health Risk	<p>Condensate pipework from air-conditioning units is connected to the sanitary drain with S traps. These traps are inclined to drying out when:</p> <ol style="list-style-type: none"> 1. Air-conditioning units are used intermittently, or spaces served do not require cooling i.e. during the cooler months. 2. Air-conditioning units are broken (as in the case of auditorium air-conditioning units M-17) <p>Dry traps may allow sewerage odours and pathogens to enter the facility via the air-conditioning condensate pipes.</p>	Engage a plumber to install waterless traps (HEPVO or equivalent) to all air conditioning units.	



Sensitivity: General

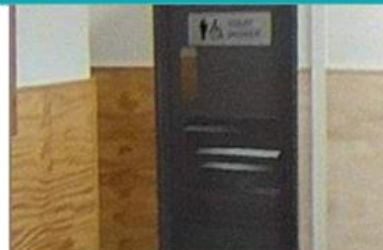


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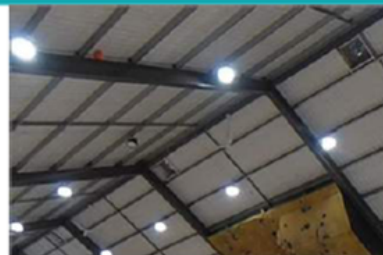


	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
	P-04 Kitchen Plumbing	Not meeting NZBC	The commercial dishwasher does not have an integral backflow preventer (confirmed with supplier). And does not appear to have a backflow device installed on the associated plumbing feed.	Facilities manager to check BWOFF schedule for dishwasher backflow provision. If missing, a dual check valve should be installed to meet NZBC requirements.	
	P-05 Incoming Potable line Plumbing	Not meeting NZBC	The incoming potable water line does not appear to contain a backflow prevention device. A backflow prevention device is required by NZBC.	Facilities manager to check BWOFF schedule for incoming potable backflow provision. A dual check valve should be provided if missing to meet NZBC requirements	No photo
1 st Priority Item	E-01 Entrance exit signs was not operational	Not meeting NZBC	The exit signs in the main entry, above the main entry door and in the corridor space adjacent to the main entry door was not operational at the time of our inspection. We pressed the emergency lighting test button, and the exit light at the front entry did not operate whilst the corridor exit lights did. Under NZ standards exit lights are to be maintained type exit lights (operational at all times), therefore both exit signs will need to be replaced with new.	Replace existing exit signs with new	
	E-02 Emergency lighting for Auditorium stairs	Not meeting NZBC and standards	The stairs leading to the upper room of auditorium is not covered by emergency lighting. Under NZBC F6, every change of level (which applies to stairs, steps and ramps) shall be covered by emergency lighting.	Install emergency lighting to illuminate the stairs	




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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
	E-03 Exit sign for kitchen space	Not meeting NZBC and standards	The kitchen space has three doors that lead out the space. Two doors lead to the foyer area and the other door leads to a driveway space. We believe in an emergency scenario we need to guide people to the right exit door and believe that leading people out to the driveway area poses a danger. We recommend that one of the doors that lead to foyer area to have an exit sign directly above the door.	Install new exit sign above one of the doors that lead to the foyer area	
2 nd Priority Item	G-01 Seismic Restraint Sitewide	Unrestrained Equipment	Seismic restraints for mechanical and hydraulic services are generally missing sitewide. This includes heavy equipment such as the auditorium air handling units, toilet extract systems and auditorium outdoor air system.	1. Engage a building services restraint (BSR) specialist to: a.) Review any existing seismic provisions b.) Provide a BSR design to meet NZBC requirements.	
	G-02 Gravity Support Sitewide	Unsupported Equipment	Gravity supports for mechanical and hydraulic services are generally missing, or unsuitable sitewide. E.g. plumbing pipework is resting on the ceiling, mechanical systems are supported by string and ceiling wires and other unsuitable support.	1. Engage a mechanical and hydraulics contractor to: a.) Review existing support provisions b.) Provide support design to meet NZBC requirements.	



	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
2 nd Priority Item	M-10 Toilet Ventilation	Further Investigation Required	Extract from the male and female toilets is provided by ducted extract fans. The design intent for the make-up air path appears to be for air to be pulled through door grilles, from the corridor. However, there is no outdoor air provided to the corridor in the first instance, this will likely limit extract performance.	Engage an independent commissioning specialist to carry out airflow testing to allow comment on NZBC compliance.	
	M-11 Toilet Ventilation	Not meeting NZBC Health Risk	The toilet extract systems contain duct fittings which appear to be made from duct insulation. The fittings may allow conditions for microbial growth and therefore do not align with NZBC G4.3.2 requirements. The fittings have also collapsed in on themselves under negative duct pressure, this may limit the fans performance.	Engage a mechanical contractor to replace unsuitable duct fittings.	
	M-12 Squash Court Ventilation	Not meeting NZBC	Extract from squash courts and gallery is provided by roof mounted extract fans. No make-up air provisions are provided. The lack of make-up air provisions is likely to limit extract performance. The mechanical maintenance contractor confirmed the extract fans operate based on an interlock with the lights. However, the fans did not start with use of the lights.	1. Engage an independent commissioning specialist to carry out airflow testing to allow comment on NZBC compliance. 2. Mechanical maintenance contractor to investigate lighting - ventilation interlock	




	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
2 nd Priority Item	M-13 Sports Hall Ventilation	Further Investigation Required	Extract from the sports hall is provided by roof mounted extract fans. Make-up air is provided by openable windows and doors.	Engage an independent commissioning specialist to carry out airflow testing to allow comment on NZBC compliance.	
	M-14 Windows & doors Ventilation	Not meeting NZBC	<p>The following spaces are missing provisions to fix windows and doors in an open position to meet NZBC G4/AS1 requirements.</p> <ul style="list-style-type: none"> Community Lounge Changing Rooms Office / Reception Backstage Gymnasium (refer also item M-01) Kitchen (refer also item M-06) Backstage (refer also item M-24) Sports Hall (refer also item M-13) <p>This is to avoid injury or damage from sudden closure from strong winds.</p>	Engage a builder to provide fixings and comment on suitability of any existing provisions.	
	M-15 Air- Conditioning Condensate	Potential compliance item	<p>Heat pump outdoor units are provided on the roof and playing fields without provisions to direct condensate to sewer.</p> <p>Note, whilst this is not a NZBC requirement, this may be a local BCA requirement.</p>	Requirements to be confirmed with local BCA.	

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
2 nd Priority Item	M-16 Roof Equipment	Health and Safety	No provisions to reduce maintenance at height hazard, for roof fan and heat pump maintenance.	Consideration to be given to specific design of edge protection systems	
	P-06 Kitchen & Cleaners sink Plumbing	Not meeting NZBC	The kitchen and cleaners' sinks contain bridge type mixer taps and do not appear to have a separate thermostatic mixing valve connected. This arrangement presents a scalding risk to users. Thermostatic mixing valves are required to meet NZBC requirements.	<ol style="list-style-type: none"> 1. Engage a plumber to carry out a sitewide review of thermostatic mixer provisions and fixture temperatures. 2. Facilities manager to confirm who has access to fixtures in each area (public, staff, childcare, disabled). To allow comment on NZBC compliance. 	
	P-07 Kitchen Drainage	Not meeting NZBC	<p>The kitchen includes a commercial dishwasher with high temperature discharge (70°C confirmed with supplier). Prolonged discharge to the PVC drainage may reduce the durability of pipework below NZBC durability requirements (below slab 50years).</p> <p>Note, commercial chemicals, detergents and greasy kitchen waste could accelerate pipework deterioration.</p>	<ol style="list-style-type: none"> 1. Discuss option of limiting discharge temperature with supplier. 2. Replace dishwasher with lower discharge domestic unit. 3. Replace above ground PVC with suitable alternative (lowering risk). 4. Specific drainage design to allow continued use of existing dishwasher. 	 Dishwasher model Starline GL - 5907

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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
2 nd Priority Item	P-08 Toilet Drainage	Not meeting NZBC	Floor waste gullies are installed proud of the floor, and without a sloped floor causing water to pool. Installation does not meet NZBC G13 requirements and may lead to water entering gaps around gullies (deteriorating drainage insulation and concrete).	Engage a plumber to review and remediate floor waste gullies to meet NZBC requirements.	 Note, floor waste gullies beneath wash hand basins are exempt from slope requirements.
	P-09 Toilet Drainage	Not meeting NZBC	<ol style="list-style-type: none"> 1. The toilet vent pipes appear to be undersized (estimate Ø50mm provided). We would expect a vent serving this number of fixtures to be Ø65mm or greater to align with NZBC. 2. The terminal vents do not include bird/vermin covers as required NZBC. 	Engage a plumber to scan and sketch existing drainage to allow comment on NZBC compliance, and install terminal vent covers.	

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority	M-17 Auditorium Air- conditioning	Comfort	<p>The mechanical maintenance contractor provided the following comments on the history of the auditorium air-conditioning units:</p> <p><u>History</u></p> <ul style="list-style-type: none"> The ducted air-conditioning units can only operate in fan only mode, i.e. provide ventilation (no air conditioning). This is due to re-occurring outdoor heat pump faults, predominantly defrost issues. The outdoor units have not worked reliably from the point of install (~ 2002 from unit nameplate). The outdoor units were abandoned (date unknown) due to the outdoor unit faults. The outdoor units no longer start (cause unknown). A heating only system was installed (~2008) to provide heating to the auditorium given the abandonment of the original system (refer item M-09 for detail). <p><u>Observations</u></p> <ul style="list-style-type: none"> The air-conditioning function is broken (as above) leading to large volumes of un-tempered outdoor air being introduced to the auditorium behind the seating. The temperature and velocity of the air is uncomfortable and considered to be enough to deter users from using the ventilation provisions. The ducted indoor units and outdoor units appear to be undersized. 	Specific design of new air-conditioning system to replace the broken system.	  


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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority	M-18 Auditorium Ventilation	Comfort	The noise levels from the auditorium ventilation system are considered to be loud enough to deter users from using the ventilation provisions.	Engage an acoustic specialist to provide measurement and comment on noise levels.	
	M-19 Mechanical Installation Sitewide	Poor Quality Installation	<p>The standard of the mechanical services installation (including alterations) is generally poor. Examples of poor-quality installation details include:</p> <ul style="list-style-type: none"> • Cable ties missing from duct joints. • Unsupported ductwork • Significant gaps in builder's ductwork • Buckled ductwork • Absent, patchy, and damaged duct insulation • Unsuitable refrigerant pipework insulation (type, coating, protection) • Missing equipment labels 	Engage a mechanical contractor to review and remediate poor quality items for quick gains in efficiency, reliability, performance etc. and list more significant items for long term consideration.	

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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority	M-20 Mechanical Installation Sitewide	Maintenance	<p>The mechanical systems appear to be lacking regular maintenance. Examples of maintenance items noted during the inspection include:</p> <ul style="list-style-type: none"> Blocked air filters and filter access fixed shut. Note filters appear to be due for replacement rather than cleaning (check with manufacturer). Broken duct connections found unattended (likely from poor installation i.e. lack of support and cable ties). Multiple fans not starting during as they were intended i.e. with lights, motion sensors and wall switches. As-built drawings, operation and maintenance manuals and schedules not stored onsite or available in general. Grilles require cleaning. 	Engage a mechanical contractor well versed in mechanical maintenance to schedule for ongoing maintenance.	


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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority	P-10 Plumbing & Drainage Maintenance	Opportunity to improve performance and extend equipment life	<p>The plumbing and drainage systems appear to be lacking regular maintenance. Examples of maintenance items noted during the inspection include:</p> <ul style="list-style-type: none"> ▪ Ballcocks in toilet cisterns are potentially not seating properly, based on the trickling noise from the toilets. (Potentially deteriorated o rings) ▪ Cleaners sink drainage (grid 8C and 10C) is slow (Potential partial blockage). ▪ Toilet wash hand basin taps are loose and turn freely. (Potentially loose taps lugs). ▪ Half flush function on toilets released a small volume of water, particularly woman's ACC toilet. (If water blockages present, and water conservation is not a concern, there may be opportunity to adjust or disable this function) ▪ Taps on the cleaners sinks (grids 8C and 10C) have a wide water jet which in part misses the sink basin. (Tap replacement with modern equivalent may be considered) ▪ Broken gully dishes sitewide in need of repair. 	Engage a plumbing contractor well versed in mechanical maintenance to schedule for ongoing maintenance.	No photo

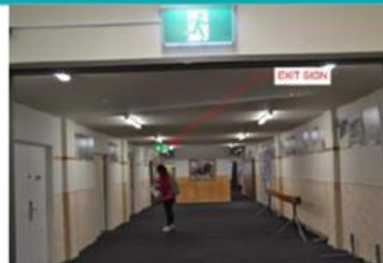

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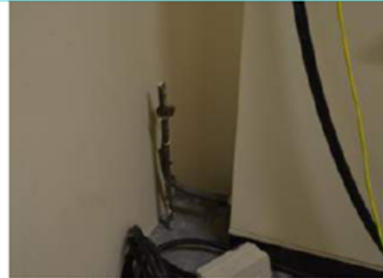
	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority	P-11 Plumbing Installation	Not meeting NZBC	<p>The hot water cylinders serving the kitchen and dressing rooms:</p> <ol style="list-style-type: none"> 1. Have no collection trays. 2. Have unsuitable drainage provisions (PVC) to capture high temperature and pressure discharge from cylinder relief valves. <p>The kitchen hot water cylinder:</p> <ol style="list-style-type: none"> 3. Does not have safe access to drain sediment, replace anode, test elements, cold-water expansion valve, temperature and pressure relief etc. (Cylinder relocation to provide safe maintenance access could be considered). 	Engage a plumbing contractor to remediate and consider relocation of cylinder for safe maintenance access.	
	E-04 Electrical RCD requirements	Does not meet AS/NZS 3000 standards	During our investigations we noted that the community lounge had a multipurpose use and was being used as a day care area. Day care centres require additional protection devices to protect the children from electrocution. Based on standards, additional 10mA RCD requirement shall be provided for final subcircuits supplying socket outlets in areas normally accessible by children in day care centres for pre-school children.	1. Client to review the use of space. If the space continues to be used for pre-school children, we recommend upgrading circuit to suit 10mA RCBO or upgrading socket outlet to 10mA RCD socket outlet type	
			We recommend that the area be reviewed for use of space. If the space is normally occupied by pre-school children, we recommend upgrading circuits supplying socket outlet to be upgraded to 10mA RCBO or upgrading socket outlets to 10mA RCD socket outlet type		




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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
3 rd Priority	E-05 Additional exit signs	Does not meet AS/NZS 2293 standards	Please refer the photo and requirements regarding additional exit sign requirements. There is lack of exit sign within the theatre backstage area. When the curtains are drawn and there is a power outage, it may be difficult for a person to find their way out. We recommend installing an exit sign outside the changing room walls	1. Install exit sign at the backstage area of the theatre 2. Install exit sign at the corridor space to meet the 24m viewing distance	
			The exit signs installed on site have a 24m viewing distance. When standing at corridor area outside the squash court, we observed that the corridor area past the squash court exit door is longer than 24m and we did not see any exit signs. For safety reasons and recommended viewing distances of exit signs, we recommend installing an exit sign within the corridor space to direct people to the main exit.		 Image above shows areas where additional exit signs are required

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
4 th Priority	M-21 Electrical for Mechanical Installation	Poor Quality Installation	<p>The mechanical switchboard wiring is not to industry standards and is wired messy (usually referred to as switchboard spaghetti). The work could indicate an untrained tradesman or a rushed job.</p> <p>Also as shown in the images, there appears to be different tradesman installing the electrical cables. The main electrical contractor (wired the main switchboard) appears to have installed cables in a neat matter, where cables are supported on catenary. On the other hand, the other contractor appears to install cables sub standardly and not to industry standards, without proper clearances from other electrical cabling and with suspended without support.</p>		
	M-22 Changing Room Ventilation	Security and Odours	<p>Rooms contained strong body / clothing odours. This may be attributed to users not using windows for security, comfort, convenience, or privacy reasons.</p> <p>Window provisions generally meet NZBC ventilation requirements (refer M-14 for detail).</p>	Consideration to be given to specific design of mechanical ventilation system to remove space odours.	
	M-23 Cleaners Cupboard (Gridline 8C) Ventilation	Not meeting NZBC	<p>Mechanical ventilation is considered standard practise to capture chemical spillage odours from cleaning and prevent mould growth.</p> <p>In addition, as the space is containing rubbish some means of ventilation should be present.</p>	Specific design of mechanical ventilation system to meet NZBC requirements and prevent mould growth and space odours.	


	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
4 th Priority	M-24 Backstage Ventilation	Security and Internal moisture risk	The total openable area of doors appears to meet NZBC requirements for naturally ventilated spaces. However, the depth of the backstage floor area will limit the effectiveness of natural ventilation for the spaces furthest the doors. Use of the roller door and entry doors may present security and internal moisture risks.	Consideration to be given to specific design of mechanical ventilation system to reduce security and internal moisture risk.	
	M-25 Electrical Room Ventilation	Meeting NZBC	No specific NZBC requirements. Note, industry best practice is to provide filtered air to maintain positive pressure to minimize ingress of dust.	Consideration may be given to specific design of a mechanical ventilation system.	No photo
	E-06 Main Switchboard room Earthing	Uncommon earthing installation	We have never seen an installation methodology similar to the photo. The typical installation methodology that's common practise, is using Wicon earthing that's cad weld to a rebar and usually the bond is completely within the structure, providing any possibility of accidental damage or any unauthorised disconnections. In addition to this, we did not visually inspect the MEN within the switchboard or during our inspections could not find the earth pit (containing the earth electrode).	1. Electrical contractor to provide testing in accordance to AS/NZS3000 section 8	 Image above shows installation methodology for bonding the structure

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
4 th Priority			<p>We recommend testing the earthing system in accordance to AS/NZS 3000 section 8, which includes the following test:</p> <ul style="list-style-type: none"> Continuity of earthing system Insulation resistance Polarity Earth fault loop impedance 		
	E-07 Squash courts	Glare from light fittings	<p>Based on discussions with the electrical contractor, the people playing on the squash courts perceive glare when looking up. The luminaire used for the squash court are open type luminaires using fluorescent lamps. We recommend upgrading to LED type luminaire with low glare rating and high impact rating. Also, contrast contributes to glare and have noticed that the ceilings are dark colour. We recommend that the ceiling be painted white.</p> <p>If the owners plan to upgrade the lighting systems, we recommend following CIBSIE sports lighting guidelines and meet a minimum of 300 lux with uniformity of 0.7. As mentioned above, we recommend low glare high impact rating be used and due to visual demands (high action and the ball is small in size), we recommend using a high CRI with flicker free drivers.</p>	<ol style="list-style-type: none"> Upgrade lighting system within the squash courts Paint ceiling white 	   <p>Image above shows poor CRI and low lighting levels for the courts</p>

	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
4 th Priority	E-08 Theatre lighting	Lighting maintenance	<p>The theatre general space is lit using fluorescent luminaires. Traditional fluorescent luminaire lifespan is typically 10,000hrs.</p> <p>Based on conversation with the contractor, the theatre lights are difficult to maintain as the lights are over the tiered seating and would require scaffolding to re-lamp the luminaires.</p> <p>We recommend that the fluorescent luminaires to be replaced with LED luminaires, with high CRI and low glare. This will reduce the requirements for maintenance as LED luminaires typically have a lifespan of 50,000hrs</p>	1. Replace existing fluorescent luminaire with new LED luminaires	
	E-09 Kitchen lighting	Insect proof	Kitchen lights appear to be collecting insects inside the luminaires. The problem is kitchen is where food is cooked and prepared and ideally a clean space. We recommend the lights to be replaced with IP65 rated luminaires	1. Replace existing luminaire with new IP65 luminaire	 <p>Image above shows bugs within the luminaire</p>
	E-10 Sports hall lighting	Potential damage to luminaires	The sports hall general lights and exit signs appear to be missing ball guards. We recommend installing ball guards on the lights as these lights are susceptible to impact by balls	1. Install ball guards on the lights	

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	Item Room Subject	Compliance Requirement / Risk	Existing Provisions and Observations	Next Steps	Photo
4 th Priority					 <p>As shown in the image above, exit signs and light fittings do not have any ball guards</p>

5 Fire Compliance Assessment

5.1 Building Description

The Twizel Event Centre is a single-storey construction with mezzanine floors.

The building comprises two firecells, which are the theatre (Firecell 1) and the rest of the building (Firecell 2).

In addition to the theatre contained in Firecell 1, the building also accommodates a community lounge, offices, kitchen, amenities, a sport hall, two squash courts and a gymnasium in Firecell 2.

Each firecell has a mezzanine floor that takes up approximately 6.7% and 8.4% of the total firecell floor area in Firecells 1 and 2, respectively.

The mezzanine floor in Firecell 1 comprises a walkway leading to the projection room that is adjacent to the plant room in the ceiling space. The projection room is fire separated from the theatre with a 30-minute fire rated construction. The mezzanine floor in Firecell 2 is mainly used as a hallway that provides access to the theatre and the viewing area over the sports hall and squash courts.

The theatre (firecell 1) is provided with two escape routes. One escape route is through the mezzanine floor of Firecell 2 to the ground floor and the second escape route is via the fire exit in the southwest elevation directly leading to the outside.

Firecell 2 is provided with multiple final exits on the ground floor that lead directly to the outside.. Refer to the Fire Engineering Sketches in **Error! Reference source not found.** for the locations of the fire exits. The mezzanine floor of Firecell 1 is connected to the ground floor via an open stair.

The building structures appeared to have a mixture of steel structures, reinforced block walls and light-weight framings. The intermediate floors are constructed with light-weight timber systems supported on timber beams and columns.

The building is classified as Importance Level (IL) 3.

5.2 Occupancy

The majority of the building's occupants are the public who are unfamiliar with the building layout. As each firecell in the building is open for public access and will be used for crowd activities, the primary Risk Group of each firecell is defined as Risk Group CA. This is comparable to Purpose Group CL in the previous revisions of the Compliance Documents used in the base build fire design.

The occupant load of the building has been assessed in accordance with C/AS2 Table 1.2 as summarised in Table 5-1 below. Refer to **Error! Reference source not found.** FE-K002 to FE-K004 for more details.

Table 5-1. Occupant load assessment.

Location	Space	Floor Area (m ²)	Occupant Density (m ² /person)	Occupant Load (persons)
Firecell 1	Theatre	132	As per number of seats	217
	Stage	69	0.8	85
	Backstage	90	0.8	443 ²
	Dressing Room	28	5	6 ²
	Projection Room	16	10	2
	Store	93	100	6 ¹
	Amenities	35	-	0 ¹
Firecell 1 Occupant Load				304
Firecell 2	Offices	38	10	4
	Foyer	110	1	440 ²
	Kitchen	35	10	4

Location	Space	Floor Area (m ²)	Occupant Density (m ² /person)	Occupant Load (persons)
	Community Lounge	74	2	37
	Sports Hall (court area)	597	3	199
	Sports Hall (tiered bench)	69.3 linear m	0.45 linear m per person	154
	Squash Courts	136	2 people per court	4
	Mezzanine	115	1	115
	Gymnasium	239	5	48
	Amenities/Circulation	237	0	0 ¹
Firecell 2 Occupant Load				565
Total Building Occupant Load				869

Note:

1. Intermittently occupied space.
2. Occupants already counted elsewhere in the building.

5.3 Initial Compliance Assessment

Table 5-2 summarises the key existing building fire safety non-compliance features to the original fire design at the time of consenting in 2001 and the current NZBC requirements. These have been prioritised depending on their 'life safety' importance in the following three groups:

1st Priority Items: Items need to be addressed first to obtain a code of compliance. Items within this group are likely to provide a significant life safety benefit or may be very simple to achieve full NZBC compliance.

2nd Priority Items: Items need to be addressed second and may be upgraded as part of a future consent. This is an existing feature which does not fit in either the 1st or 3rd priority classification.

3rd Priority Items: Items expected to be addressed third and are less likely to be upgraded as part of a future consent. Items within this group are likely to provide only a modest life safety benefit or may be very difficult to achieve full NZBC compliance.

Addressing these issues will form part of the future fire engineering negotiations and documentation with the local consenting authority when a Certificate of Code Compliance is sought. The Building Act expects fire compliance upgrades where it is deemed reasonably practicable to do so. For each issue, this may require:

- Upgraded to full NZBC compliance, or,
- Provided some improvement to the fire safety feature (on a reasonably practicable ground), or
- Retained as-is (on reasonable grounds).

This information is intended to be used by the building owner to understand the gaps between the current fire safety precautions in the building and those required by the Compliance Document used to prepare the original base build fire design. Also, possible design solutions are provided in this report to address non-compliant issues. The fire safety upgrades in the building intend to focus on the following objectives:

- Providing a reliable means of fire detection and warning to occupants
- Design escape routes which permit a free escape for the building's occupants to a place of safety

If some minor building works are required to enhance the level of compliance and be limited to 'life safety' improvements only, the Building Consent Authority may accept the work to be completed under Section 112 Part 2 of the Building Act 2004. This may reduce the consenting and cost risks for the existing building.

Table 5-2 is supported by **Error! Reference source not found.** These sketches identify the key fire safety features expected within the building (based on the current NZBC compliance) and provide notes highlighting compliance issues of particular relevance. Other

Table 5-2. Existing fire safety non-compliance features.

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement)	Existing Provisions / Observations	Design Options	Comment
1 st Priority Item	1.	Fire Safety System	<p>The base build designs states that the building requires:</p> <ul style="list-style-type: none"> An automatic heat detection system with supplementary smoke detectors. Any security or HVAC system to shut down in the event of a fire alarm. Emergency lighting in compliance with F6 of the NZBC. Exit sign in compliance with F8 of the NZBC. <p>As per Table 2.2b of C/AS2, an automatic smoke detection system with manual call points is required for the building.</p>	The building currently has an automatic heat detection system throughout with supplementary smoke detectors cover the mezzanine floor, the corridor and the community lounge.	<p>1. The fire safety systems currently provided to the building meet the base build design requirement.</p> <p>However, should any future consentable works be proposed to the building, the fire safety system shall be upgraded to a Type 4 automatic smoke detection system with manual call points throughout.</p>	<p>A smoke detection system throughout the building will provide early warning to building occupants.</p> <p>The upgrade in fire safety will also improve the compliance level of travel distances (e.g. dead end open path and total open path) within the building.</p>
	2.	Travel Distances	<p>As documented in the base build fire report, allowable travel distance lengths are:</p> <ul style="list-style-type: none"> 22 m for heat detection protection and 36 m for smoke protection, in a dead end. 54 m for heat detection protection and 90 m for smoke detection 	<p>The travel distances within the theatre and sport hall generally meet the base build design requirement.</p> <p>Dead end open path and total open path from the squash court is measured as 40.8 m and 53.0 m respectively, with the</p>	<p>1. Remove the existing exit sign fitted to the door leading to the Gymnasium and provide an illuminated EXIT sign to this door on corridor side.</p> <p>2. Upgrade the fire safety system to an automatic smoke detection (Type 4) system throughout.</p>	Refer to Fire Engineering Sketch FE-K005 attached in Appendix A for exit sign markups.

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement)	Existing Provisions / Observations	Design Options	Comment
1 st Priority Item			<p>protection, in an open path.</p> <p>In accordance with C/AS2 Table 3.2, travel distances in 'open paths' limited to:</p> <ul style="list-style-type: none"> – 20 m in a dead end – 50 m in total open path (given that a Type 3 heat detection system is provided) – 40 m in a dead end – 100 m in total open path (given that a Type 4 smoke detection system is provided) – 50 m in a dead end – 120 m in total open path (given that a Type 7 sprinkler system with smoke detection is provided) 	<p>current fire exit arrangement.</p> <p>Dead end open path from the gymnasium is measured as 28.5 m.</p> <p>Dead end open path from the viewing area over the squash court on the mezzanine floor is measured as 36.4 m.</p>		
	3.	Escape Route Capacity	<p>The base build fire report shows all the fire exits are designed as double-leaf doors.</p> <p>The total combined width of all available escape routes shall allow for 7 mm per person for horizontal travel and 9 mm per person for vertical travel.</p>	<p>It was observed on site that existing fire exits are provide with manual locks on one leaf. The locks have limited the door egress capacity to that of a single-leaf door.</p>	<ol style="list-style-type: none"> 1. Remove the manual locks fitted to all the existing fire exits. The manual lock provide to the gymnasium fire exit can be retained as-is. 2. Provide panic fastening to doors on escape routes as required by current C/AS2 	<p>The single-leaf door capacity of all the fire exits is not sufficient to discharge all the building occupants.</p> <p>With the proposed upgrade, the egress route capacity within the building will meet the base fire design requirement, as well as comply with the current C/AS2 requirements.</p>

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement) (C/AS2 Paragraph 3.3.2)	Existing Provisions / Observations	Design Options	Comment
1 st Priority Item	4.	Doors on Escape Route	Bifold doors were not accepted by the previous Compliance Document to be on an escape route. According to the current C/AS2, Bifold door on escape route can only serve up to 20 occupants. (C/AS2 Paragraph 3.15.1)	There is a bifold door on the escape route to the fire exit in the Community Lounge. This bifold door is quite heavy to operate, as observed on site. The weight of the door may cause delay of evacuation.	1. The door to be replaced with a double-leaf and side-hinged doors providing appropriate clear width to meet the capacity required.	Refer to Fire Engineering Sketch FE-K005 for details.
	5.	Fire Resistance Rating	The base build fire report states that the mezzanine floor shall be fire rated to 15 minutes and all internal fire separation shall achieve a 30 minutes fire resistance rating (FRR). In accordance with the current C/AS2, for Risk Group CA: <ul style="list-style-type: none">60 minutes FRR for life safety protection without sprinkler protection.30 minutes FRR for life safety protection with sprinkler protection. (C/AS2 Table 2.4) Intermediate floors, including their primary supporting elements and	The mezzanine floor is lined from underneath with plasterboard which is considered achieving the 15 minutes FRR required by the base build fire design. It is fair to assume the, however, that the floor does not achieve the 30/30/30 FRR required by the current C/AS2. The existing wall linings of the fire walls around the theatre were observed to have been constructed with material similar to GIB Standard plasterboard GBLT30b under 2020's site inspection. Thus, the 30 minutes FRR requirement in the base build fire is considered achieved.	N/A.	The existing fire rated construction generally meets the FRR requirements as per the base build design. However, depending on the scope of the future consentable work, the existing fire separation may be retained as-is on an ANARP basis or be upgraded to achieve a 60 minutes FRR for walls and 30 minutes FRR for the mezzanine floor.

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement)	Existing Provisions / Observations	Design Options	Comment
			<p>stairs shall have FRRs of at least 30 minutes. (C/AS2 Paragraph 4.13.3)</p> <p>As documented in the base build fire report, the mezzanine floor and its primary structure have been fire rated for 15 minutes to meet the building code at the time of the fire design.</p>			
1 st Priority Item	6.	Tiered Seating	<p>The base build fire report requires the tiered seating be fire separated from the stores underneath and from the mezzanine floor with a 30/30/30 FRR ceilings and walls.</p> <p>Paragraph 4.8.1 of C/AS2, requires enclosed spaces beneath permanent tiered seating be a separate firecell with 60/60/60 FRR when the building is not sprinklered protected.</p>	<p>The tiered seating is currently not fire separated from the stores beneath as per the base build design. However, the stores are fire separated from the hallway of the ground floor with 30/30/30 FRR. In other words, the stores form part of the theatre firecell.</p>	<p>1. Fire rate the stores ceiling beneath the tiered seating for 60 minutes as this is new works, which requires full compliance with the current NZBC.</p>	Refer to Fire Engineering Sketch FE-K009 for details.
1 st Priority Item	7.	Egress through adjacent firecell	<p>An open path may pass through an adjacent firecell on the same level and recommence as a new open path provided that all firecells on the escape</p>	<p>The project room within the theatre and the adjacent plant room are all part of Firecell 1. However, these spaces are only provided with a single means of escape route into the</p>	<p>1. The existing escape route from the project plant rooms can be retained on an ANARP basis provided that the fire safety system will be upgraded to an automatic</p>	<p>To achieve compliance with the egress requirement, the project/plant room has to be provided with another means of escape route that is not into the theatre firecell. However, given the</p>

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement)	Existing Provisions / Observations	Design Options	Comment
			route have no fewer than two directions of escape. (C/AS2 Paragraph 3.7.2)	adjacent theatre firecell (Firecell 2).	smoke detection system to provide early warning to building occupants.	current building arrangement, it not considered practical to do so. The ANARP discussion is subject to the approval of the local territorial authority.
1st Priority Item	8.	Damper fire stopping	Both the base build design and the current C/AS2 requires the continuity and effectiveness of fire separations be maintained around penetrations and in gaps between or within building elements (construction and seismic), using fire stoppings.	Penetrations through fire rated auditorium wall do not appear to be appropriately fire rated.	1. Rectify the penetration to maintain the required fire resistance rating. We recommend a specialist fire stopping trade is engaged by MDC to tidy up the fire stopping installation.	N/A.
1st Priority Item	9.	Escape Route Signage	In accordance with Clause F8 of the NZBC, signs must be clearly visible and readily understandable under all conditions of foreseeable use, including emergency conditions.	Exit sign is missing from the kitchen and office areas.	1. An illuminated EXIT sign shall be provided to these rooms.	Refer to Fire Engineering Sketch FE-K005 for details.
2nd Priority Item	10.	Door Hardware	Panic fastening (crash bar or similar) shall be provided to doors on escape route that serve more than 100 occupants.	Panic fastenings are not observed being fitted to the main entry double-leaf door, the double-leaf fire exit in the community lounge and the theatre fire exit leading to the mezzanine corridor. Existing panic fastenings are only provided to a	2. Provide panic fastening to doors serving more than 100 occupants. Refer to fire engineering sketches for locations. Replace existing panic fastenings provided to fire exits and provide panic fastenings to both door leaves.	Refer to Fire Engineering Sketches FE-K006 and FE-K007 for details.

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement)	Existing Provisions / Observations	Design Options	Comment
				single door leaf and these panic fastenings are observed to deteriorate to a point where the fastenings are difficult to be used.		
2 nd Priority Item	11.	Interior Surface Finishes	<p>The base build fire design requires all walls and ceilings within the building shall achieve:</p> <ul style="list-style-type: none"> - Not greater than 2 for spread of flame index - Note greater than 5 for smoke development index <p>Ceilings/walls shall meet the requirements:</p> <ul style="list-style-type: none"> - Group Number 2-S when tested to ISO 9705 in crowd spaces (e.g. theatre, sports hall, community lounge). 	The sport hall walls are finished with particleboards, which is unknown if they can achieve the required material rate as per the base build design or the current C/AS2.	3. Given the extent of the existing particleboard wall linings in the sport hall, it is not considered practicable to replace them with compliant materials. The particleboard in the sports hall can be retained on an ANARP basis, together with other fire safety upgrade.	The ANARP discussion is subject to the approval of the local territorial authority.
3 rd Priority Item	12.	Internal Stair	Stairway wider than 2.0 m on escape route shall be provided with intermediate handrail which are equally spaced, and which provide a width not greater than 1500 mm for each section of the stairway.	The internal stair is not fitted with intermediate handrail.	1. An intermediate handrail meeting D1/AS1 requirement is to be designed by an architect.	Refer to architectural assessment report.

Sensitivity: General

| Fire Compliance Assessment |

Priority	Item	Fire Safety Feature	Compliance Requirement (per base build design or per C/AS2 requirement)	Existing Provisions / Observations	Design Options	Comment
			(C/AS2 Paragraph 3.3.3) This is also a design requirement in the 2001 C/AS1 document.			
3 rd Priority Item	13.	Gas systems stop valve <i>(Note: this item should be assessed by a hazard substance consultant)</i>	A shut off valve is required to be provided to the gas appliances under the gas regulations. Whilst this is not C/AS2 requirement, it is a good industrial practice to have.	No shut off valve on LPG gas appliances to water heaters.	1. We recommend a hazard substance consultant is engaged by MDC to review the compliance of the existing LPG gas system.	N/A.

6 Recommendations

The Twizel Events Centre was constructed around 2001 and consists of an amalgamation of a new sports hall, theatre and front of house area, flanked by existing relocated squash courts and fitness gymnasium building, to provide a variety of community facilities in one venue. This building services compliance assessment, completed 20 years after the construction of the building, has highlighted a number of non-compliance items. Some are related to a lack of maintenance while others are discrepancies between what has been constructed, against what has been documented. Below we summarise the most urgent items to address for the various services.

Structural

Add connections to the theatre seating LVL beam supports

Complete an Initial Seismic Assessment (ISA) of the gymnasium and squash courts buildings.

Mechanical services

If missing, provide new fire shutdown

Provide mechanical ventilation to Gymnasium

Repair auditorium ventilation system

Replace auditorium heating system

Repair auditorium fire dampers

Provide compliant kitchen ventilation

Fit ball repelling guards to one of the sports hall electric fan heaters

Replace sports hall air filters

Provide mechanical ventilation to internal rooms: Foyer, Access corridor, Mezzanine, Projector Room, Plantroom

Plumbing and Drainage

Gas certifier to review gas installation and advise of any modifications to meet gas regulations.

If the gas enclosure is intended to store more than 100kg of LPG, HSNO advice and compliance certification must be sought.

Reticulate Sports Hall plumbing electrical cables in conduit

Install waterless traps (HEPVO or equivalent) to all air conditioning units

Confirm dishwasher backflow provision. If missing, install dual check valve

Electrical

Install emergency lighting to illuminate the Auditorium stairs

Fire

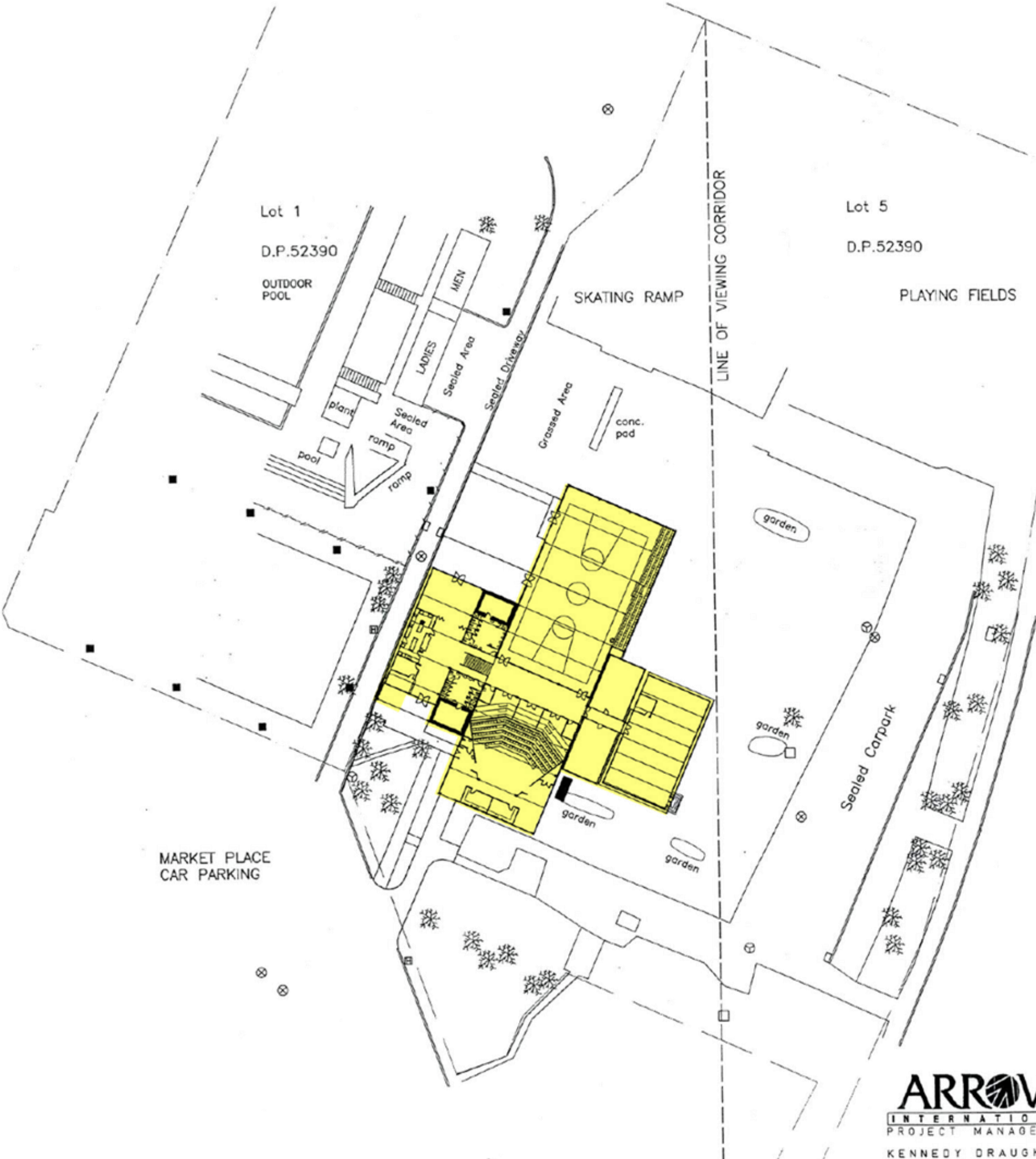
Upgrade the fire alarm system to an automatic smoke detection system with manual call points throughout

Remove the manual locks fitted to all the existing fire exits. The manual lock fitted to the gymnasium fire exit can be retained as-is. Provide panic fastening to doors on escape routes

Egress through the Community Lounge requires a hinged door adjacent of in lieu of the operable wall
Fire rate all penetrations through the fire rated auditorium wall
Fire rate the stores ceiling beneath the tiered seating for 60 minutes
Replace main entrance EXIT signs with new as they are not working
Remove the existing exit sign fitted to the door leading to the Gymnasium and provide an illuminated EXIT sign to this door on corridor side
Install EXIT signs to the kitchen and office



Appendix A – Fire Engineering Sketches

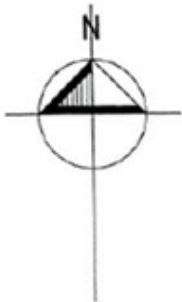


anzie Drive

PLEASE PRINT IN COLOUR

Beca

JOB TITLE: TWIZEL EVENT CENTRE	
SKETCH TITLE: SITE PLAN	
DATE: 10.09.2021	JOB No.: 4683617
SCALE: N.T.S.	SKETCH No.: FE-K001
DRAWN: AY	REV: A
VERIFIED: FJ	APPROVED: JVC
REASON FOR ISSUE: FOR STAKEHOLDER REVIEW	
SOURCE OF BACKGROUND: AS NOTED	



SK for RF



PROJECT 2000 TWIZEL
PROPOSED SITE PLAN
CAR PARKING
SCALE 1 : 500
ISSUE DATE

2



LEGEND

- SPORTS HALL (OD = 3 m²/PERSON)
- GYMNASIUM (OD = 5 m²/PERSON)
- THEATRE (AS PER SEAT)
- SQUASH COURT (TWO PEOPLE PER COURT)
- STORAGE (OD = 100 m²/PERSON)
- STAGE (OD = 0.8 m²/PERSON)
- OFFICE (OD = 10 m²/PERSON)
- KITCHEN (OD = 10 m²/PERSON)
- LOUNGE (OD = 2 m²/PERSON)
- FOYER (OD = 1 m²/PERSON)
- AMENITIES (OD = 0 m²/PERSON)
- XX DESIGN OCCUPANT LOAD
- XX* OCCUPANT LOAD NOT COUNTED TO THE TOTAL

PLEASE PRINT IN COLOUR

BeCa

JOB TITLE: TWIZEL EVENT CENTRE

SKETCH TITLE: OCCUPANT LOAD ASSESSMENT - GROUND FLOOR

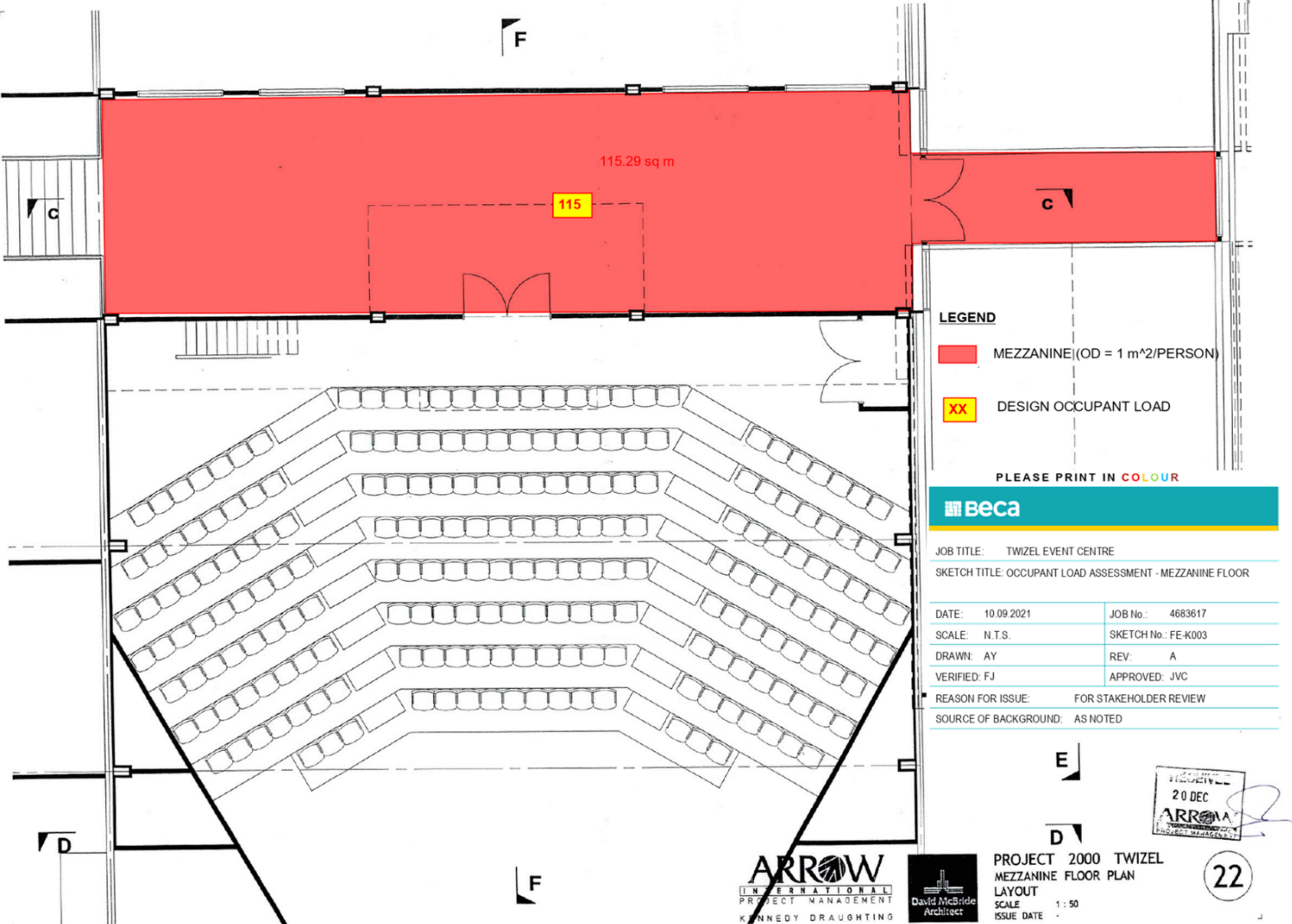
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SCALE: N.T.S.	SKETCH No.: FE-K002
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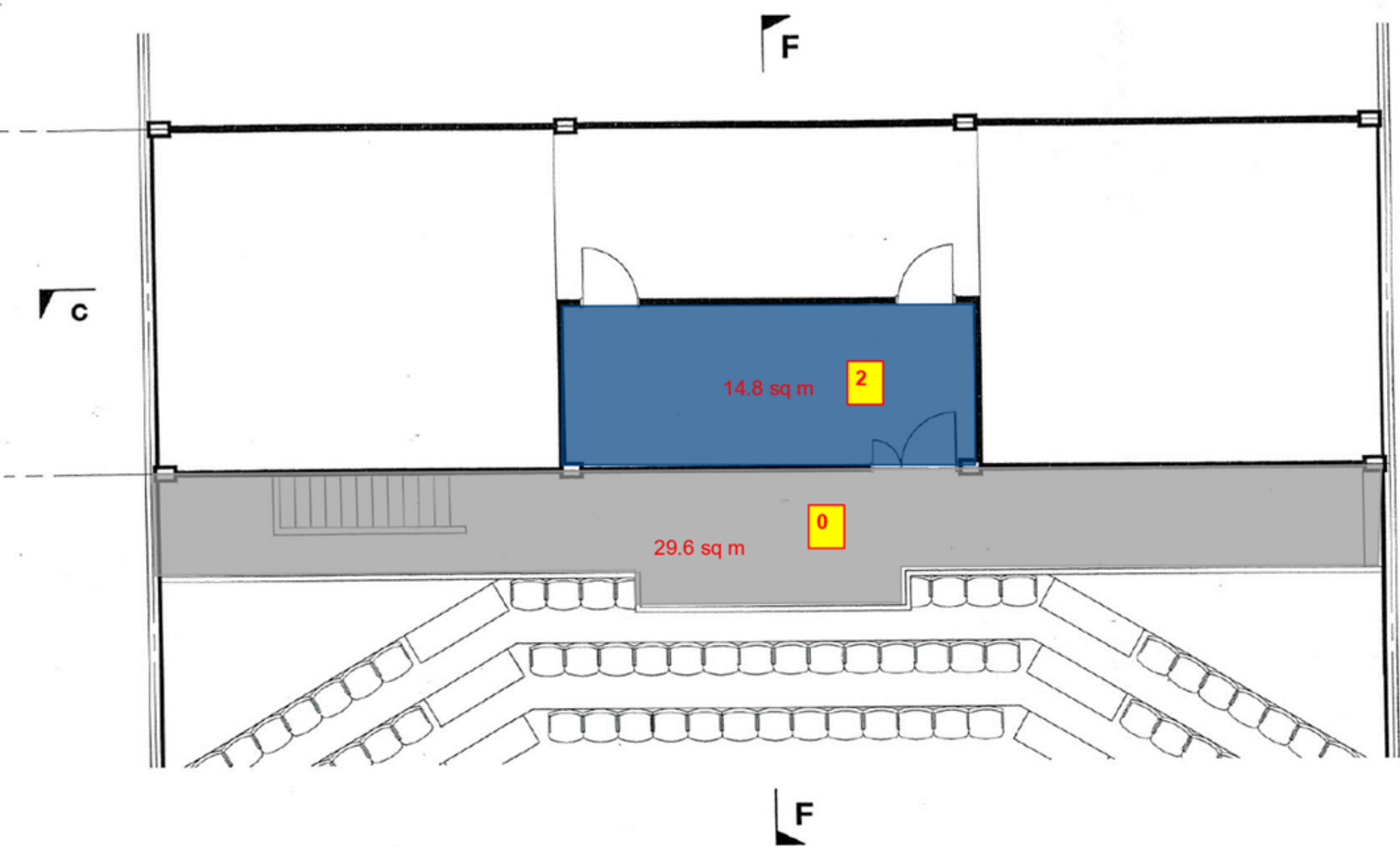
ARROW
INTERNATIONAL
PROJECT MANAGEMENT
KENNEDY DRAUGHTING

David McBride
Architect

PROJECT 2000 TWIZEL
GROUND FLOOR PLAN
LAYOUT
SCALE 1:200
ISSUE DATE

3





LEGEND

PROJECT ROOM (OD = 10 m²/PERSON)

AMENITIES (OD = 0 m²/PERSON)

XX DESIGN OCCUPANT LOAD

PLEASE PRINT IN COLOUR

Beca

JOB TITLE: TWIZEL EVENT CENTRE

SKETCH TITLE: OCCUPANT LOAD ASSESSMENT - THEATRE MEZZANINE FLOOR

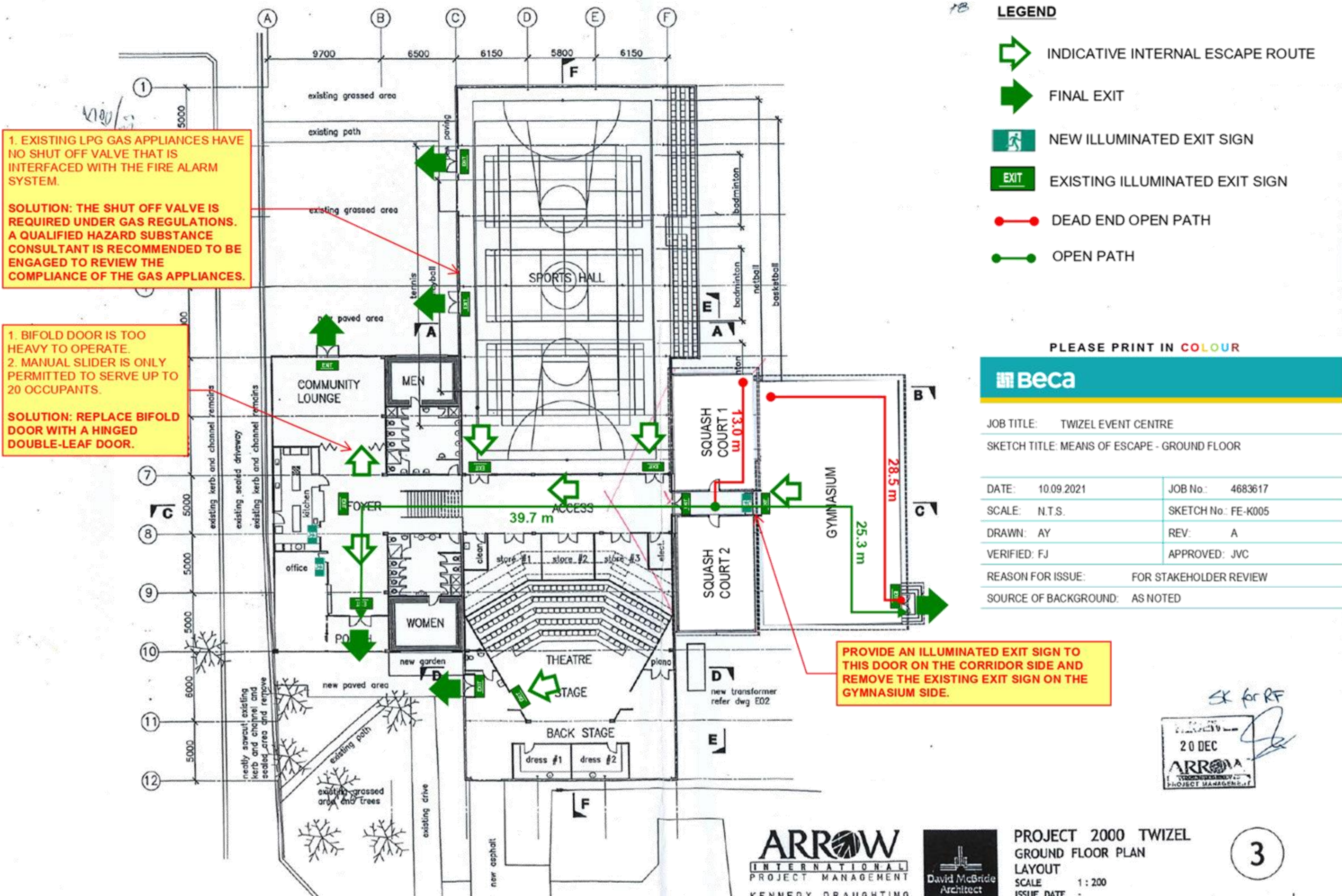
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SOURCE OF BACKGROUND: AS NOTED	

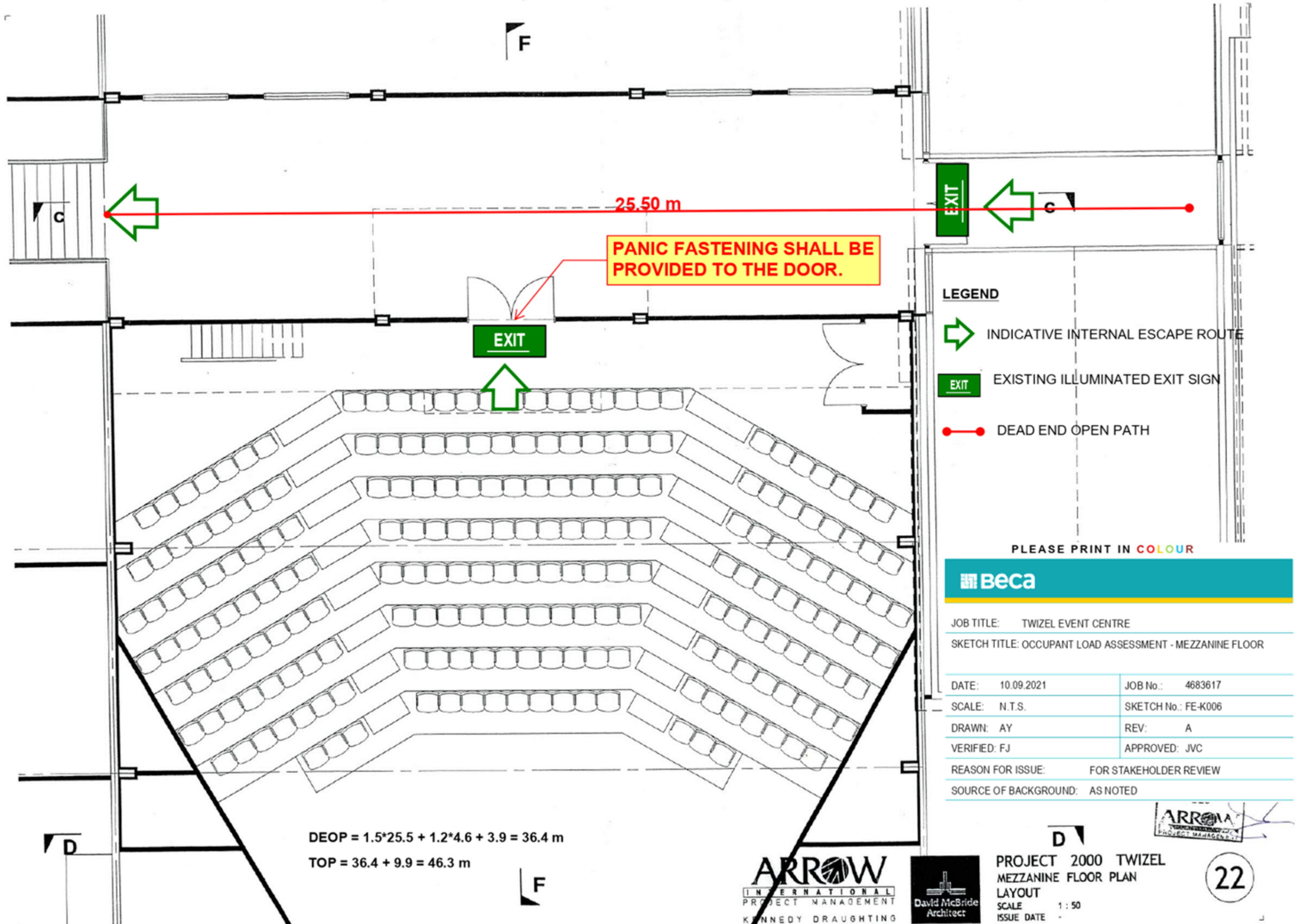
SK for RF

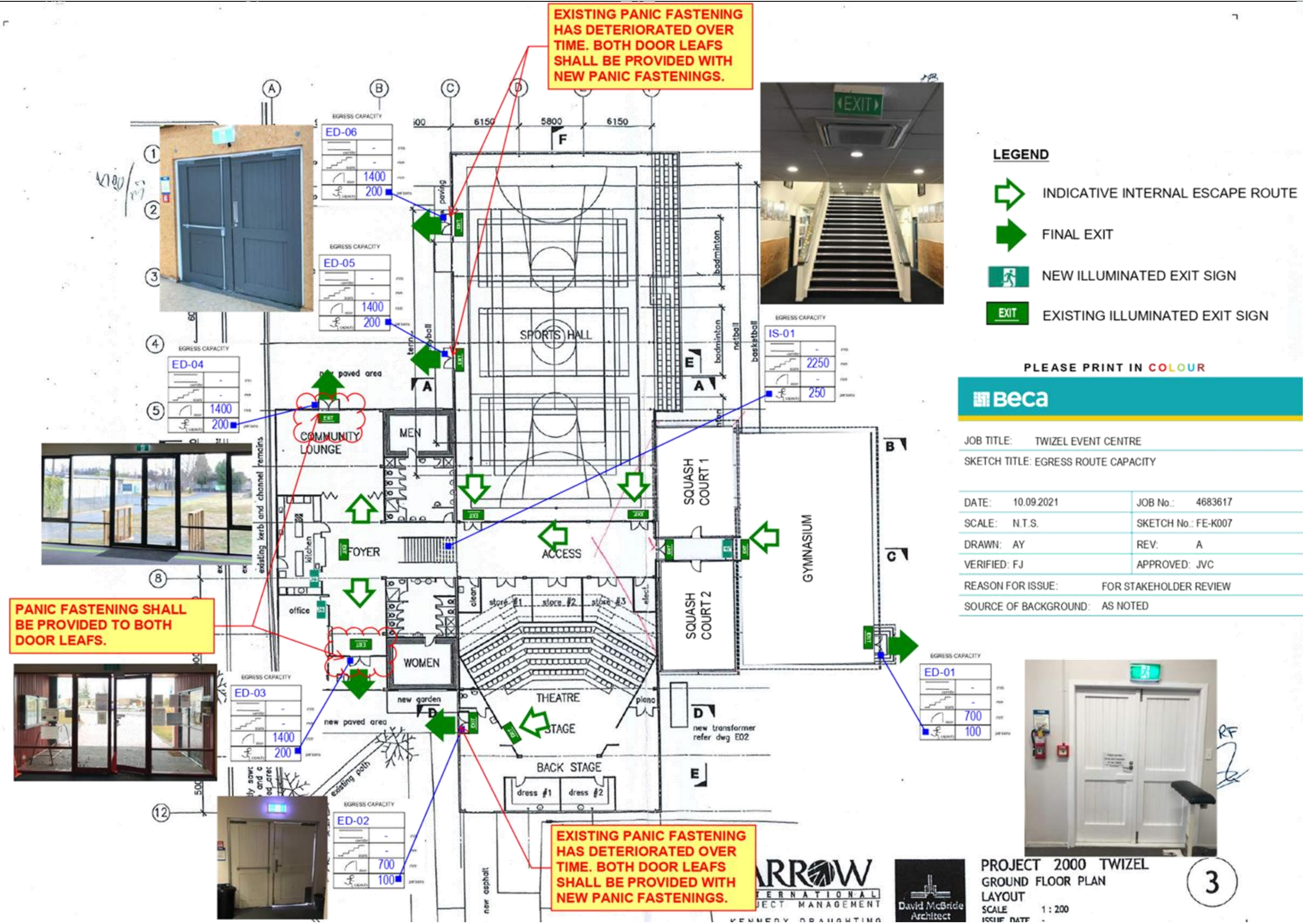


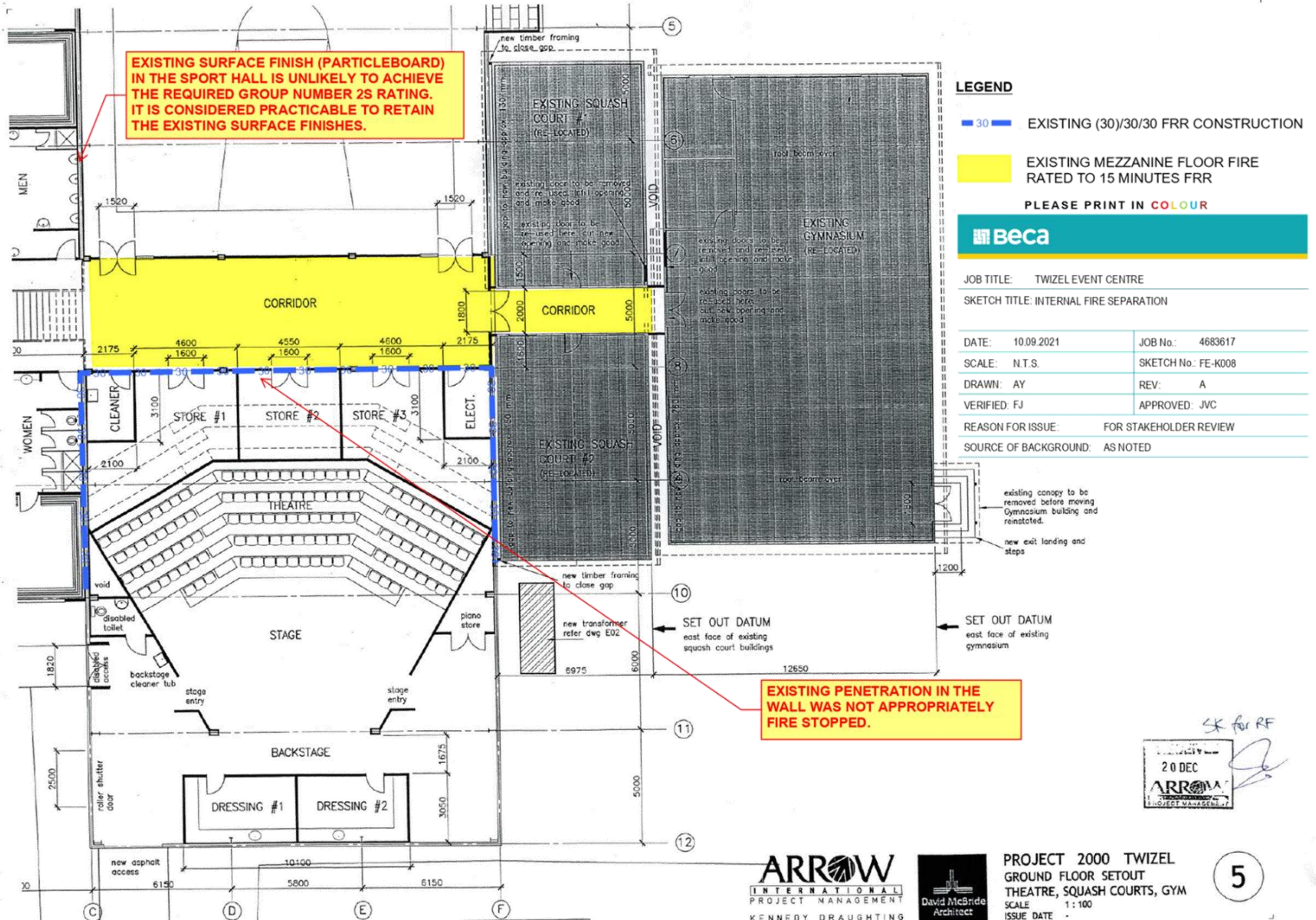
PROJECT 2000 TWIZEL
PROJECTION FLOOR PLAN
LAYOUT
SCALE 1 : 50
ISSUE DATE -

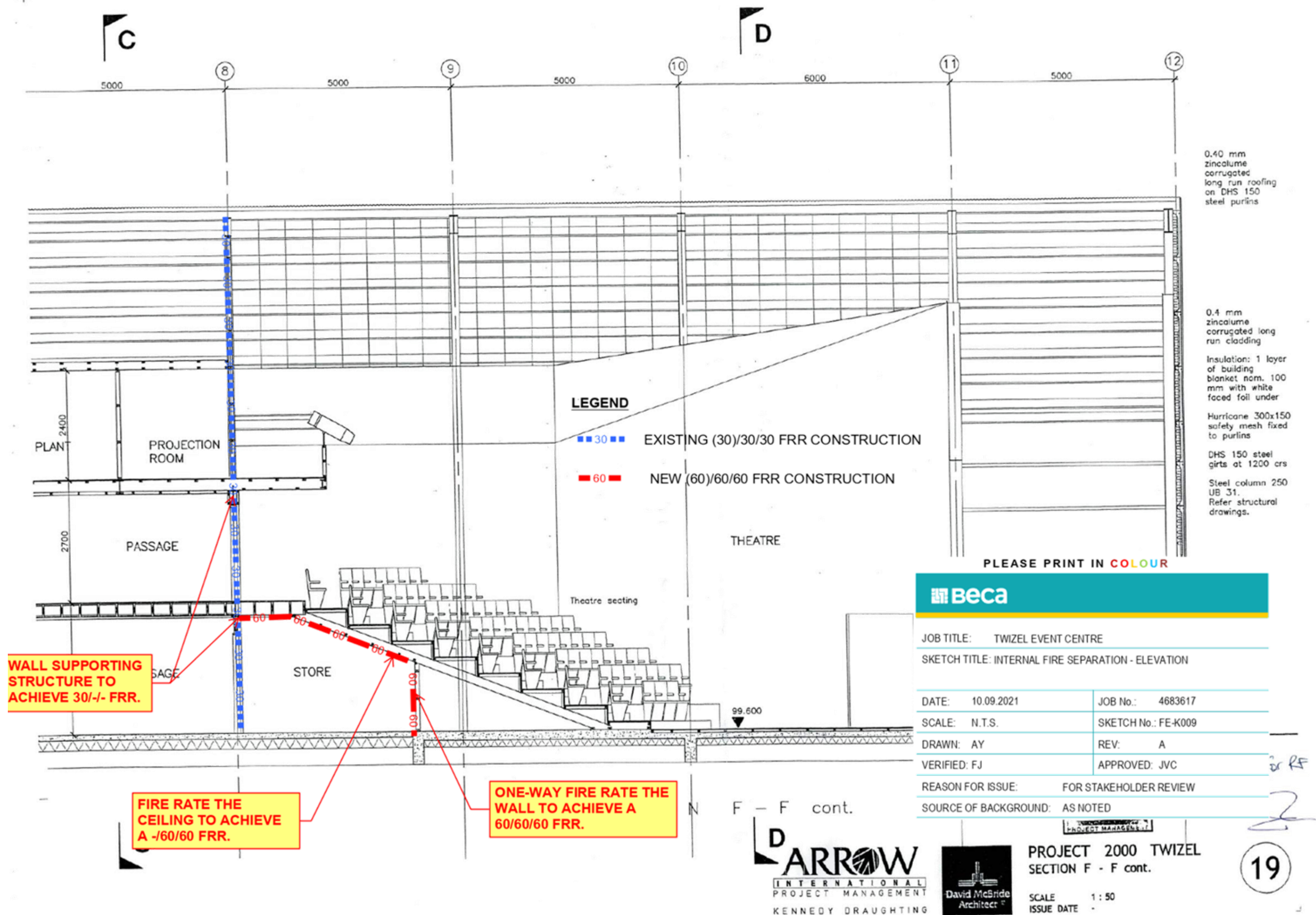
23











6.5 CANTERBURY WASTE JOINT COMMITTEE - REQUEST FOR ENVIRONMENT CANTERBURY TO RE-JOIN COMMITTEE AND NEW STAFF RESOURCE**N/A****Author:** Angie Taylor, Community Services and Solid Waste Officer**Authoriser:** Tim Harty, General Manager - Operations**Attachments:**
1. CWJC Staff Report 2 August 2021  
2. CWJC Detailed Funding Calculations  **Council Role:**

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

This report is to seek approval from Council to support the following recommendations from the Canterbury Waste Joint Committee's meeting on 2 September 2021 *that the Council:*

- (a) *Agree that a new staff position be created to progress waste minimisation and management initiatives across the region and improve regional collaboration.*
- (b) *Agree that the budget for regional waste minimisation be increased from \$112,000 to \$192,000, to be adjusted annually for inflation.*
- (c) *Agree that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.*

STAFF RECOMMENDATIONS

1. That the report be received.

2. Accept the recommendations from the Canterbury Waste Joint Committee on 2 September 2021.
3. Support the proposed increased contribution of an additional \$820.50 from Mackenzie District Council to the Canterbury Joint Waste Committee, to be funded from the Waste Levy.

BACKGROUND

In 2005, councils that were members of the Canterbury Joint Standing Committee and Canterbury Waste Subcommittee resolved to replace these two committees with a Canterbury Waste Joint Committee (CWJC) that included Environment Canterbury (ECan) in addition to the 8 District Councils and Christchurch City Council. A Constituting Agreement for the new committee was prepared and endorsed by all participating Councils, and the CWJC came into effect on 1 July 2006.

The CWJC is a joint committee under the Local Government Act 2002 with delegated authority to deal with all matters relating to regional waste minimisation initiatives, in order to reduce the volumes of solid waste sent for disposal. Regionally coordinated waste minimisation initiatives are undertaken in addition to those that territorial authorities are achieving in terms of their own Waste Management and Minimisation Plans.

On 9 August 2010, Commissioner Lambie advised the CWJC about ECan's proposal to withdraw from the CWJC. A letter and report had been sent by ECan concerning its future participation in this committee and in the Hazardous Waste subcommittee.

Commissioner Lambie explained that ECan were looking for more efficiencies in their operation and that the intent was to focus on hazardous waste in combination with industrial pollution as a core activity, moving away from other forms of waste. He assured the Committee that the programmes set up under the Regional Hazardous Waste Strategy were in place until 2012 and that they would not "drop off the agenda".

Committee members commented on the proposal, with some expressing concern that ECan would no longer be involved as a voting member. Commissioner Lambie agreed to feed back these concerns.

On 26 August 2010 ECan formally confirmed that decision, and resolved that ECan:

- (a) *Removes itself from the Canterbury Hazardous Waste Subcommittee and any current and future responsibility for servicing the subcommittee, including any subsequent changes to Project Levels of Service and Funding;*
- (b) *Approves the change in status of Environment Canterbury on the Canterbury Waste Joint Committee from member to observer, and notes that as an act of good faith will contribute the agreed contribution for the 2010/11 financial year;*
- (c) *Requests staff work with the territorial authorities to ensure agreed work programmes are delivered.*

Following the passing of this resolution, overall CWJC funding was reduced from \$150,000 to the current \$112,000 per annum. The CWJC Constituting Agreement was amended to reflect this change, all Canterbury Councils ratified the changes, and the amended document was signed in June 2011. Since July 2011, staff from ECan have continued to contribute to and support the regional waste staff group that reports to the CWJC.

The current membership of the CWJC is Ashburton, Hurunui, Kaikōura, Mackenzie, Selwyn, Timaru, Waimakariri and Waimati District Councils and Christchurch City Council. The Committee is made up of Council representatives from each Council: one from each district, and three from Christchurch City Council. The Mackenzie District Council representative is currently Cr. Barwood.

At their meeting on 2 August 2021, the CWJC considered a report from staff that recommended the following:

That the Canterbury Waste Joint Committee (CWJC):

- (a) Recommends to member Councils that a new staff position be created to progress waste minimisation and management initiatives across the region and improve regional collaboration.*
- (b) Recommends to member Councils that the budget for regional waste minimisation be increased from \$112,000 to \$192,000, to be adjusted annually for inflation.*
- (c) Recommends to member Councils that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.*

The above recommendations were passed by the Committee and the CWJC has recommended that their member Councils agree to the above recommendations.

The staff report to the CWJC on 2 August 2021 is appended as *Attachment 1*.

In accordance with the Constituting Agreement, all member councils need to support the resolution before any actions can be taken.

There are regional collaboration opportunities that are not being taken up as staff of the territorial authorities are fully committed with business-as-usual tasks and their own projects. It is recommended that the Joint Committee fund a shared services position to progress waste minimisation and management initiatives that benefit all funding members.

All territorial authorities prepare waste management and minimisation plans, and there is support amongst all staff for closer cooperation between Councils to align their waste plans, including the possibility of joint plans. Environment Canterbury could contribute towards that process.

It is also suggested that Environment Canterbury be invited to re-join the Committee and be approached to host this position within their Contaminated Land and Waste Team. This position would work closely with the Senior Science Advisor Hazardous Substances and Waste to drive progress in a number of areas across the region.

The staff from each Territorial Authority, with the support of Environment Canterbury, would like to work as a collective force for good to:

- Attract high-quality grant applications and optimise funding from the Committee.
- Administer the application process and provide reporting to the Committee.
- Identify and implement more consistent regulations and standards across the region.
- Contribute toward the development of regional waste minimisation action plans and programmes.
- Facilitate the sharing of resources, knowledge, communications and education materials that influence behaviour change within the region.
- Progress initiatives that address illegal dumping, litter and stockpiling practices.
- Investigate ideas and potential projects that could become a future regional waste minimisation grant bid.
- Identify opportunities to provide Canterbury-specific feedback into waste-related government consultation.
- Identify successful initiatives from other regions in New Zealand that could be implemented in Canterbury.

The proposed staff position would be fixed term for a two year period, with the option to consider extending the position based on performance. The budget for the role would come from the increased waste disposal levies that each Council receives from 1 July 2021 (refer to Table 1). It has been suggested that in lieu of

financial contributions ECan could host this position within their Contaminated Land and Waste Team, as it is a regional position and it would strengthen the working relationships between ECan and the other Councils.

Recruitment for this position could commence in late 2021 with the expectation of the role commencing early in 2022, however this may be influenced on ECan's decision. There is sufficient budget available in the 21/22 year to fund the staff role for a portion of the year.

Table 1 shows the indicative contributions from each Council for the 2022/23 year onwards, based on the changes in population figures between 2021 and 2020, and allowing for the \$10/tonne increase in levy funding. Further detail of these funding calculations are appended as *Appendix 2*.

Councils	Current Contribution 2010 population	Proposed Contribution 2020 population	Proposed Increase	Proposed Increase
Christchurch	\$74,816.00	\$117,659.92	\$42,843.92	57.3%
Waimakariri	\$9,441.60	\$19,287.05	\$9,845.45	104.3%
Hurunui	\$2,195.20	\$3,964.72	\$1,769.52	80.6%
Selwyn	\$7,851.20	\$20,777.54	\$12,926.34	164.6%
Ashburton	\$5,835.20	\$10,552.73	\$4,717.53	80.8%
Kaikōura	\$750.40	\$1,257.98	\$507.58	67.6%
Waimate	\$1,489.60	\$2,456.34	\$966.74	64.9%
Mackenzie	\$795.20	\$1,615.70	\$820.50	103.2%
Timaru	\$8,825.60	\$14,428.02	\$5,602.42	63.5%
TOTAL	\$112,000.00	\$192,000.00	\$80,000.00	71.4%

Table 1: Estimated Impact of the Proposed Increase in Funding for Regional Projects in 22/23.

These increases are based on adding the estimated salary for the new staff position to existing budgets, and re-calculating the budget split based on changes in population over the last 10 years.

Staff note that there is still uncertainty whether Environment Canterbury would accept the invitation to re-join the CWJC and to host the proposed staff position. Whether or not they accept and agree to provide additional funding, the regional staff group would prepare a new funding model for CWJC and hosting location to consider for recommendation to their member Councils for approval, as part of the amendments to the Constituting Agreement.

The current contribution amount is included in the budgeted allowance under the Long Term Plan. Staff recommend that the proposed increase of \$820.50 can be funded through Waste Levy Funds. Waste Levy funding is required to be spent in accordance with the Council's Waste Management and Minimisation Plan (WMMP). The Mackenzie WMMP includes the action point "to collaborate with other Councils for improved waste minimisation" and references the CWJC, therefore it is considered to be an appropriate use of levy funding.

POLICY STATUS

N/A

SIGNIFICANCE OF DECISION

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

OPTIONS

The following options are discussed below: support the CWJC recommendation in full, not support the CWJC recommendation, or only support a portion of the CWJC recommendation.

Option 1: Support the CWJC Recommendation in Full.

Supporting this resolution will enable the CWJC Chair to extend an invitation to ECan to re-join the CWJC and to host the regional staff resource as their funding share, and for the staff position description to be finalised pending ECan's decision on funding regional initiatives and on hosting the proposed staff position.

This would better allow regional collaboration opportunities to be taken up and overseen as outlined above.

Staff note that the proposed level of funding is dependent on the outcome of the approach to ECan which, while having support at a staff level, is uncertain. Staff propose to provide further information to the CWJC and this Council, once the outcome of the invitation is known.

This is the recommended option.

Option 2: Do not Support the CWJC Recommendation (Status Quo).

There have been benefits to all Councils from regional waste minimisation activities that are funded out of the funding pool. This has included development of the Canterbury Hazardous Waste Strategy and funding household hazardous waste infrastructure for all Canterbury Councils, funding research & development projects within Canterbury, and funding waste minimisation projects across the region that have been proposed by Council staff, community groups and businesses.

Current staffing resources and workloads are impacting on the time that individual staff have to undertake work to reduce waste on a regional level on behalf of the CWJC. There is currently insufficient staff resource to prepare a regional action plan or an infrastructure investment plan to further the CWJS's aims to reduce waste going to landfill in the Canterbury region.

Regional funding levels are currently insufficient to employ a staff resource in addition to providing funding for waste minimisation projects. Inviting ECan to re-join the CWJC and to cover the costs for hosting the regional staff resource as their funding share, is considered to be appropriate at this point in time as it would be beneficial to that Council as well as the current CWJC Council-members.

This option is not recommended.

Option 3: Support Only a Portion of the CWJC Recommendation.

All member Councils have to support the specific recommendation that has come from the CWJC in its entirety to proceed with any of the proposed actions. This option would result in a delay in the approach to ECan, or to commencing recruitment in order to fill the proposed staff position, even if either of these actions were supported.

This option is not recommended.

CONSIDERATIONS

Legal

The Waste Minimisation Act requires Waste Levy Funding to be used in accordance with the Councils Waste Management and Minimisation Plan (WMMP). As discussed, it is considered that funding of the CWJC is consistent with the WMMP

Financial

It is proposed that the increased contribution be funded through the Waste Levy, as outlined in this report.

Other

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Local groups and organisations have the opportunity to seek funding from the CWCJ for projects that will divert materials from landfill. Increasing the amount of funding for the staff resource will ensure that the funding pool remains intact for these groups and organisations in future years.

In accordance with the Constituting Agreement, all member councils need to support the resolution before any actions can be taken.

CONCLUSION

It is considered that there are benefits to be gained by supporting the proposed recommendations from the CWJC. Funding is able to be sourced through the waste levy and it is considered to be an appropriate use of these funds to further waste minimisation initiatives in both the Mackenzie District and wider Canterbury area.

5. Regional Waste Minimisation Coordination in Canterbury

Reference Te Tohutoro: 21/942006

Report of Te Pou Matua: Zed Potgieter, Senior Resource Advisor

General Manager Jane Davis, General Manager Infrastructure, Planning and

Pouwhakarae: Regulatory Services

Item 5

1. Purpose of Report Te Pūtake Pūrongo

- 1.1 To provide information and gain support from the Committee for a new Shared Services staff position and to consider inviting Environment Canterbury to become a member of the Committee.

2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee (CWJC):

1. Recommends to member Councils that a new staff position be created to progress waste minimisation and management initiatives across the region and improve regional collaboration.
2. Recommends to member Councils that the budget for regional waste minimisation be increased from \$112,000 to \$192,000, to be adjusted annually for inflation.
3. Recommends to member Councils that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.

3. Background

- 3.1 There are regional collaboration opportunities that are not being taken up as staff of the territorial authorities are fully committed with business-as-usual tasks and their own projects. It is recommended that the Joint Committee fund a shared services position to progress waste minimisation and management initiatives that benefit all funding members.
- 3.2 It is suggested that Environment Canterbury be invited to re-join the Committee and be approached to host this position within their Contaminated Land and Waste Team. This position would work closely with the Senior Science Advisor Hazardous Substances and Waste to drive progress in a number of areas.
- 3.3 The first area of improvement would be to the Committee processes, in particular, the initial assessment of projects against the funding criteria, monitoring of funded projects, reporting back to the Committee and accountability for delivering the intended outcomes. The staff from each Territorial Authority, with the support of Environment Canterbury, would like to work as a collective force for good to:
 - Attract high-quality applications and optimise funding from the Committee.
 - Administer the application process and provide reporting to the Committee.
 - Identify and implement more consistent regulations, standards and level of service across the region.
 - Contribute to the development and implementation of regional action plans and programmes in accordance with the needs and commitments of the Canterbury Territorial Authorities as guided by the Committee's Staff Group.

Canterbury Waste Joint Committee
02 August 2021



Item 5

- Facilitate the sharing of resources, knowledge, communications and education materials that influence behaviour change within the region.
 - Progress initiatives that address illegal dumping, litter and stockpiling practices.
 - Investigate ideas and potential projects that could become a future regional waste minimisation grant bid.
 - Identify opportunities to provide Canterbury-specific feedback into waste-related government consultation.
 - Identify successful initiatives from other regions in New Zealand that could be implemented in Canterbury.
- 3.4 A draft job description is included (Attachment 1). The initiatives and projects which staff would like to see this position progress would be agreed and documented in a regional action plan, forming the work programme for this position. Initial ideas for coordination and collaboration include:
- Facilitating the development of a regional action plan or strategy which may lead to a future regional Waste Management and Minimisation Plan.
 - Improving consistency in waste-related bylaws and agreeing on standard text to be inserted in each bylaw.
 - Working to pilot initiatives and act as a conduit between the commercial solution providers and rural communities to reduce waste disposal to farm rubbish pits.
 - Implementation of the waste hierarchy, as well as, assessing initiatives for climate change resilience and decarbonisation.
 - Working with industry to transfer the small battery collection scheme to retailers and embed the scheme within the future regulated product stewardship scheme.
 - Assessing the impacts of regulated product stewardship for our region and the changes to the waste disposal levy including stockpiling, litter and fly-tipping.
 - Assessing recycling, reuse and repair infrastructure required to support keeping materials in circulation and avoid landfilling.
- 3.5 Environment Canterbury staff have continued over the years to assist the Staff Group of the Committee with specialist advice on hazardous waste, agricultural waste and general waste advice as needed. Should the proposed Shared Resources position, as recommended in this report eventuate, then the close working relationship between staff of the nine member councils and Environment Canterbury would be strengthened.
- 3.6 A possible scenario set out below in the table is for each Council (based on current membership) to contribute to the salary (up to \$80,000) based on their respective rating base as per the current Joint Committee allocations. This contribution is in addition to the current funding pool of \$112,000, increasing the fund to \$192,000. The details of the increase in contribution from each council is outlined in Table 1 below. The start date for this position would at the earliest be half-way through the financial year so 50% (depending on start date) of the funds outlined in Table 1 will be required for 2021/22 year.
- 3.7 The proposal is for the commitment to be for two years and the position to be a fixed term role, with the option to consider extending the position. The budget for this role would come from the increased waste disposal levies that each Council receive from 1 July 2021. Recruitment for this position could commence in late 2021 with the expectation of the role commencing early in 2022.

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- 3.8 The costs below are indicative only, and would need to be updated should Environment Canterbury be invited and should it decide to become a member of the Committee.

Councils	Current Contribution	Proposed Contribution	Proposed Increase
<i>Christchurch</i>	\$74,816.00	\$117,659.92	\$42,843.92
<i>Waimakariri</i>	\$9,441.60	\$19,287.05	\$9,845.45
<i>Hurunui</i>	\$2,195.20	\$3,964.72	\$1,769.52
<i>Selwyn</i>	\$7,851.20	\$20,777.54	\$12,926.34
<i>Ashburton</i>	\$5,835.20	\$10,552.73	\$4,717.53
<i>Kaikōura</i>	\$750.40	\$1,257.98	\$507.58
<i>Waimate</i>	\$1,489.60	\$2,456.34	\$966.74
<i>Mackenzie</i>	\$795.20	\$1,615.70	\$820.50
<i>Timaru</i>	\$8,825.60	\$14,428.02	\$5,602.42
TOTAL	\$112,000.00	\$192,000.00	\$80,000.00

Table 1. The impact of the increase in funding per contributing Council.

- 3.9 In terms of the Committee's Constituting Agreement, any proposed change to the agreement, such as the proposed increase in the annual budget from \$112,000 to \$192,000, plus using funding to fund a staff position, needs to first get support from the Committee, and then needs to individually be approved by all member Councils. Only after all member Councils have formally approved the proposed changes, could the matter proceed.

Invitation to Environment Canterbury to Join the Committee


- 3.10 Environment Canterbury had been a full participating member of the Committee in the 2000s and voluntarily withdrew due to focussing on other priorities. During that time Environment Canterbury contributed 25% of the funding made available for regional waste minimisation projects.
- 3.11 It is recommended that the Committee consider inviting Environment Canterbury to become a member of the Committee, join the territorial authorities at the table, participate in decision making and contribute funding. The conditions to the proposal to Environment Canterbury to join the Committee will need to be discussed and could be on the same basis as its previous membership.
- 3.12 All territorial authorities prepare waste management and minimisation plans, and there is support amongst staff for closer cooperation between Councils to align their waste plans, including the possibility of joint plans. Environment Canterbury could contribute towards that process.
- 3.13 Should the Committee decide to recommend to member councils to establish the shared services position and to invite Environment Canterbury, each member council of the Committee will need to individually support such a step before a formal invitation can be actioned.

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Canterbury Waste Joint Committee
02 August 2021



Attachments Ngā Tāpirihanga

No.	Title	Page
A 	Draft Shared Services Advertisement and Job Description text	25

Confirmation of Statutory Compliance Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories Ngā Kaiwaitohu

Author	Zefanja Potgieter - Senior Resource Advisor
Approved By	Ross Trotter - Manager Resource Recovery Helen Beaumont - Head of Three Waters & Waste Jane Davis - General Manager Infrastructure, Planning & Regulatory Services Dawn Baxendale - Chief Executive

Item 5

Detailed calculations for funding amendments, based on population changes and additional budget requirement

Councils	Current			Proposed			Funding Increase	Percentage Increase
	Estimated Population ¹	Population and Funding	Contribution ³	Estimated Population ²	Population and Funding	Contribution ⁴		
Christchurch	376,700	66.80%	\$74,816.00	394,700	61.28%	\$117,659.92	\$42,843.92	57.3%
Waimakariri	47,600	8.43%	\$9,441.60	64,700	10.05%	\$19,287.05	\$9,845.45	104.3%
Hurunui	11,100	1.96%	\$2,195.20	13,300	2.06%	\$3,964.72	\$1,769.52	80.6%
Selwyn	39,600	7.01%	\$7,851.20	69,700	10.82%	\$20,777.54	\$12,926.34	164.6%
Ashburton	29,400	5.21%	\$5,835.20	35,400	5.50%	\$10,552.73	\$4,717.53	80.8%
Kaikoura	3,800	0.67%	\$750.40	4,220	0.66%	\$1,257.98	\$507.58	67.6%
Waimate	7,550	1.33%	\$1,489.60	8,240	1.28%	\$2,456.34	\$966.74	64.9%
Mackenzie	4,010	0.71%	\$795.20	5,420	0.84%	\$1,615.70	\$820.50	103.2%
Timaru	44,400	7.88%	\$8,825.60	48,400	7.51%	\$14,428.02	\$5,602.42	63.5%
TOTAL	564,160	100%	\$112,000.00	644,080	100%	\$192,000.00	\$80,000.00	71.4%

¹ 2010 Statistics New Zealand Subnational Estimates, data from the current constituting agreement

² 2020 Statistics New Zealand Subnational Estimates, data from www.statistics.govt.nz

³ Current fund total \$112,000

⁴ Proposed fund total \$192,000

6.6 APPROVAL OF DISTRICT PLAN PROCUREMENT

Author: Aaron Hakkaart, Manager - Planning

Authoriser: Tim Harty, General Manager - Operations

Attachments: 1. Draft District Plan Request for Proposal [↓](#) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

To approve the 'District Plan Review – Request for Proposals' going to the open market prior to the Long Term Plan 2021 – 2031 being adopted (the LTP).

The District Plan Review is a priority project, and any delays in going to the open market to source external resources to support the review will likely result in the District Plan Review timeline being extended.

It is noted that the proposed drafting timeline is already ambitious and further delays will cause significant delivery delays.

STAFF RECOMMENDATIONS

1. That the report be received; and
2. That Council approves the District Plan Review – Request for Proposals going to the open market prior to the Long-Term Plan funding being approved, and further that
3. The results of the open market process be brought back to Council for approval, if, at the time of award of the contracts, the Long-Term plan has not been approved.

BACKGROUND

Council has commenced a review of the Mackenzie District Plan. This review is a priority project for Council as the current plan is many years out of date. Funding to complete the review is in Year's 1 – 3 of the draft 2021/31 Long Term Plan (LTP). The LTP has yet to be consulted on or adopted by Council.

The review of the District Plan is a significant project that requires support from multiple specialists whose services need to be secured from the open market. With the timeline for adoption of the LTP being late this year, the procurement process for the provision of these specialist services needs to be commenced as soon as practical.

A procurement plan (the plan) has been developed for securing the services required to deliver the plan. Any procurement process to secure these services is estimated to take between 6 and 10 weeks from going to market to awarding the works. Failure to go to market in mid – late October will delay the process until early 2022, resulting in a significant delay in the review.

It is not best practice to go through a procurement process through the statutory holiday period. Staff do recommend avoiding this occurring as it will potentially result in less market engagement, whilst additionally hindering staff's ability to respond throughout the process to any questions that may arise.

A proposed timeline for the procurement process is outlined below:

- Request for Proposals Notified – Friday 15th of October 2021.
- Deadlines for Proposals – Monday 22nd of November 2021.
- Notification of Award of Contract – Friday 17th of December 2021.

It is noted that the contracts are unlikely to be entered into until late December, by which time the LTP 202/31 LTP will have been adopted and funding available.

SIGNIFICANCE OF DECISION

The decision is not considered of significance as defined by Councils Significance and Engagement Policy.

OPTIONS

There are two options available to Council:

Option 1: Approve the 'District Plan Review – Request for Proposals' going to market prior to the LTP being adopted and the funding allocated to this project. It is important to note that under this option no contracts are likely to be entered into until funding is made available through the adoption of the LTP 2021 – 31.

Option 2: Do not approve the 'District Plan Review – Request for Proposals' going to market prior to the LTP being adopted and the funding allocated to this project. Noting that a delay in the procurement process until after the LTP 2021 – 31 is approved will mean the District Plan Review will be delayed further, with the ability to spend funding allocated in Year 1 to being compromised.

CONSIDERATIONS

There is a need to keep the District Plan Review progressing, to maintain momentum created by the creation of the 'Mackenzie Spatial Plans'. The funding required to progress the District Plan Review is proposed within Years 1 – 3 of the LTP 2021 – 31.

Delays in the adoption of this LTP means that, until now, Council has been unable to go to the open market to procure the technical support needed to complete the drafting of a Proposed District Plan.

The proposal as outlined recommends that Council approves the 'District Plan Review – Request for Proposals' going to market prior to the LTP being adopted and the funding allocated to this project becoming available, with the process of completing the LTP and the identifying of preferred technical support to align. No contracts will be entered into until the LTP is adopted and the funding becomes available.

The risk in delaying the 'District Plan Review – Request for Proposals' going to market prior to the LTP being adopted is consider higher than waiting to go to market until the LTP is adopted. Delays in the District Plan Review will place further pressures on Council and result in a loss of community engagement which has been generated through the 'Mackenzie Spatial Plans' project.

The District Plan Review is a priority project and the recommended approach will ensure that progress continues to be made towards the timely completion of a Draft District Plan and then the subsequent notification through the Schedule 1, Resource Management Act 1991 process.

CONCLUSION

To progress the District Plan Review staff are seeking approval of the 'District Plan Review – Request for Proposals' going to market prior to the LTP being adopted and the funding allocated to this project.

Government Model RfX Template



Request for Proposals



Mackenzie District Plan Review: Professional Services

RFP released: 15 October

Deadline for Questions: 5:00pm xx

Deadline for Proposals: 3:00pm 22 November

Mackenzie District Council
Main Street
FAIRLIE 7949

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This opportunity in a nutshell

Overview

Mackenzie District Council (MDC) is seeking specialist support to assist its District Plan Review.

The Mackenzie District Plan (District Plan) is currently 14 years old and needs to be reviewed and updated to better respond to the effects of growth, bring it into line with national and regional planning instruments, and implement the newly created Mackenzie Spatial Plans.

The effects of growth and development are being felt across the Mackenzie District, both positive and negative. The current planning framework is outdated and has not kept pace with growth. This is leading to outcomes that were not anticipated when the operative District Plan was drafted and are affecting the communities of the Mackenzie. At the same time, MDC need to ensure its District Plan meets the requirement of the National Planning Standards and a range of National Policy Statements which outline the direction set by Central Government, as well as the Canterbury Regional Policy Statement.

The Mackenzie Spatial Plans have recently been developed through a comprehensive process. These outline the future zoning for the towns of Fairlie, Takapō and Twizel, as well as the rural settlements of Burkes Pass, Albury and Kimbell. Allowing for growth over the next 30 years. The District Plan will implement the zoning that has been agreed on in the Spatial Plans.

A range of important plan changes have also been developed during the life of the operative District Plan, and it is not expected that these will be revisited as part of this review process. These include:

- Plan Change 13 – Rural Zone – Mackenzie Basin
- Proposed Plan Change 18 – Indigenous Biodiversity
- Proposed Plan Change 19 – Activities on or Within Waterbodies

There are a number of issues at play in the Mackenzie District that are creating pressures for both locals and visitors while impacting infrastructure and amenity values. Five key issues identified by Council officers are:

1. Management of visitor accommodation
2. Future township form, growth and development
3. Management of rural areas outside Mackenzie Basin
4. Protection of our landscapes and natural environment
5. Protecting and giving effect to mana whenua values

Partnering with mana whenua and the community, the District Plan will look to raise the bar for the future of the Mackenzie District. It will ensure MDC can manage the effects of growth while planning for the future. It will also ensure the environmental, social and economic needs of each community are provided for.

MDC intends to:

- Establish a team of specialist suppliers who can support us in the review and development of the District Plan.
- Develop a partnering environment where we benefit from technical excellence that delivers the desired outcomes.

What we need

Under the Resource Management Act 1991 (RMA), MDC is required to review its District Plan every 10 years.

MDC has limited internal resources and are seeking support from professional service providers with specialist technical skills to assist in the review and development of a Proposed District Plan, in line with the requirements of the National Planning Standards and National Policy Statements.

We need:

- To partner with a number of organisations that are able to provide the specialist technical support required to deliver the project outcomes and deliver a Proposed District Plan.
- Suppliers to contribute in a partnership model that stimulates cooperation between all organisations involved in the District Plan Review.

We are not looking to procure a panel of providers. This RFP seeks proposals from providers who will be appointed to deliver on specific specialist tasks. Suppliers may look to partner with other individuals or organisations to provide a number of specialist areas, or offer their services in just one area of expertise. MDC will then build a team that will work towards the development of a Proposed District Plan.

Specialist providers will be given a detailed brief of the inputs required once a Drafting planner has been appointed and a review of MDC's needs has been carried out. This will be discussed with each successful provider.

What we don't want

We do not want proposals from suppliers who are not familiar with the RMA or who lack experience in the preparation of District Plans, or the associated technical specialists input that we require. Further, we do not want suppliers who will not be able to meet our timeframes or work collaboratively as part of a team. Collaboration will be a critical part of this process.

We want one supplier for each specialist service, or suppliers who can reliably complete more than one specialist service at the same time. Where a supplier, or multiple suppliers in a joint tender, propose to complete more than one specialist service they must demonstrate that all resources needed to complete the work to the standard required will be available from commencement of the project.

We do not want to focus on price but rather on the best value for money and quality of solution for our communities.

What's important to us?

We are looking for credible providers who have the capability, capacity, track record and experience to enable delivery of a Proposed District Plan and who can work efficiently and effectively to meet our timeframes. We are looking for providers that can work with our other consultants, also working on the District Plan, our communities, mana whenua and our stakeholders.

Section 3 outlines the minimum requirements we are seeking.

Why should you bid?

This is an opportunity to be involved in an exciting project that will influence the future of one of New Zealand's most diverse and iconic landscapes, the Mackenzie District. The pressures that are present are unique and of national importance, and this is an opportunity to be part of protecting and enhancing an area with deep cultural significance.

A bit about us

Our Mission: 'Fostering our Community'

'We foster the unique attributes and strong sense of community that makes the Mackenzie District special'

The Mackenzie District is a vast and varied area, treasured by locals and visitors alike. It has strong and distinct communities and a wealth of distinctive natural features, from the spectacular scenery offered in the Mackenzie Basin, through to the fertile soils of Eastern Mackenzie. For Te Rūnanga O Ngāi Tahu and Papatipu Rūnanga the District provides a deep cultural connection with the past and future through whakapapa and rangatiratanga.

Residents, mana whenua, visitors and those with a connection to Mackenzie are rightfully proud of the district and want to see the things that make it such a special place to live, work and play, are appropriately managed in the face of growth and other pressures.

SECTION 1: Key information



1.1 Context

- a. This Request for Proposal (RFP) is an invitation to suitably qualified suppliers to submit a Proposal for the Mackenzie District Council: District Plan Review Professional Services opportunities.
- b. This RFP is a single-step procurement process.
- c. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means '*a person, organisation, business or other entity that submits a Proposal in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Proposal.*'. Definitions are at the end of [Section 6](#).



1.2 Our timeline

- a. Timeline:

Steps in RFP process	Date
RFP advertised	15 October 2021
Deadline for Questions from suppliers:	30 October 2021
Respondent Briefing (online via teams)	3 November
Deadline for the Buyer to answer suppliers' questions:	9 November 2021
Deadline for Proposals:	3:00pm Wed 22 November 2021
Respondents' presentations (if required):	w/c 29 November 2021
Notification of award of Contract	17 December 2021
Anticipated Contract start date:	TBC following procurement process

- b. All dates and times are dates and times in New Zealand.



1.3 How to contact us

- a. All enquiries must be via GETS.



1.4 Developing and submitting your Proposal

- a. This is an open competitive proposal process. The RFP sets out the step-by-step process and conditions that apply.
- b. Take time to read and understand the RFP. In particular:
 - i. develop a strong understanding of our Requirements detailed in [Section 2](#).
 - ii. in structuring your Proposal consider how it will be evaluated. [Section 3](#) describes our Evaluation Approach.
- c. For resources on tendering visit www.procurement.govt.nz/suppliers.
- d. If anything is unclear or you have a question, ask us to explain. Please do so before the Deadline for Questions. Email our [Point of Contact](#).

-
- e. In submitting your Proposal you must use the Response Form provided, including the Schedule of Rates.
 - f. You must also complete and sign the declaration at the end of the Response Form.
 - g. Submissions should be limited to non-price attributes submission using Response Form provided plus Schedule of Rates and Appendices as below to a maximum of 10Mb in size.
 - h. The appendices should provide supporting information only, and are limited to the following:
 - a. CVs of key personnel (two page limit per person)
 - b. Evidence of quality assurance certification
 - c. Insurance certification
 - i. Check you have provided all information requested, and in the format and order asked for.
 - j. Having done the work don't be late – please ensure you get your Proposal to us before the Deadline for Proposals!
-



1.5 Address for submitting your Proposal

- a. Only electronic tender submissions made via GETs will be accepted.
 - b. Proposals sent by post or fax, or hard copy delivered to our office, will not be accepted.
-



1.6 Our RFP Process, Terms and Conditions

- a. **Offer Validity Period:** In submitting a Proposal the Respondent agrees that their offer will remain open for acceptance by the Buyer for six (6) calendar months from the Deadline for Proposals.
 - b. The RFP is subject to the RFP Process, Terms and Conditions (shortened to RFP-Terms) described in [Section 6](#). We have not made any variation to the RFP-Terms.
-



1.7 Later changes to the RFP or RFP process

- a. If, after publishing the RFP, we need to change anything about the RFP, or RFP process, or want to provide suppliers with additional information we will let all suppliers know by email
-

SECTION 2: Our Requirements

2.1 Background

The Mackenzie District Plan (District Plan) is currently 14 years old and needs to be reviewed and updated to bring it into line with the effects of growth, National Planning Standards, and give effect to the newly created Mackenzie Spatial Plans.

The effects of growth and development are being felt across the Mackenzie District, both positive and negative. The current planning rules are outdated and have not kept pace with growth. This is leading to outcomes that were not anticipated in the drafting of the Operative District Plan and are affecting the communities of the Mackenzie. At the same time, MDC need to ensure its District Plan meets the requirement of the National Planning Standards and a range of National Policy Statements which outline the direction set by Central Government.

Partnering with mana whenua and the community, the District Plan will look to raise the bar for the future of the Mackenzie District. It will ensure MDC can manage the effects of growth while planning for the future. It will also ensure the environmental, social and economic needs of each community are protected and provided for.

2.2 Legislation

Review under the RMA

The RMA requires all councils to start a review of their District Plan 10 years after it was made operative. The current Mackenzie District Plan is now 14 years old, and overdue for a review. The RMA requires the District Plan to sustainably manage the natural and physical resources of the district to meet the needs of current and future generations and to provide for their social, economic and cultural well-being.

National Planning Standards

The District Plan Review must comply with the National Planning Standards (Planning Standards) that came into force in May 2019.

The Government introduced the Planning Standards to make council plans and policy statements easier to prepare, understand and comply with. The first set of planning standards came into force in May 2019.

The purpose of the planning standards is to improve consistency in structure, format and content. They support implementation of other national direction such as National Policy Statements and make it easier to understand and comply with the procedural principles of the RMA.

National Policy Statements

National Policy Statements (NPS) enable central government to prescribe objectives and policies for matters of national significance which are relevant to achieving the sustainable management purpose of the RMA.

National policy statements guide subsequent decision-making under the Resource Management Act at the national, regional and district levels and can therefore significantly affect resource management practices in New Zealand.

District plans are all required to give effect to all national policy statements.

Canterbury Regional Policy Statement

The Canterbury Regional Policy Statement provides an overview of the resource management issues in the Canterbury region, and the objectives, policies and methods to achieve integrated management of

natural and physical resources. These methods include directions for provisions in district and regional plans.

2.3 Key Planning Issues

There are a number of issues at play in the Mackenzie District that are creating pressures for both locals and visitors while impacting infrastructure and amenity values. Four key issues have been identified by Council officers as:

1. Management of visitor accommodation.
2. Future township form, growth and development.
3. Management of rural areas outside Mackenzie Basin.
4. Protection of our landscapes and natural environment

Note: the above is not an exhaustive list of issues and it is likely that more will be identified as the process moves ahead.

Management of visitor accommodation

Providing visitor accommodation options within the District is important to support tourism activities and the economic wellbeing of the community. The District Plan currently includes zones that are intended to specifically provide for visitor accommodation. These include:

- The Tourist Zones, which are areas expected to provide a focus for visitor-oriented activities, and where a broad range of activities can be undertaken, including visitor accommodation.
- The Travellers Accommodation Zones, which are identified as areas particularly suitable for visitor accommodation.
- The Special Travellers Accommodation Zones, intended for low-density tourist accommodation, such as camping, cabins and chalets.

Visitor accommodation is also provided for, to varying degrees, within other zones, including within residential areas.

While the current District Plan clearly anticipated some development of visitor accommodation within the district, the actual rate and scale has been much higher than expected, while the location of its development has not progressed as anticipated.

Land zoned specifically for visitor accommodation or tourist activities can be more expensive than residentially-zoned land. This has led to greater development of visitor accommodation within residential or other zones where land is less expensive. At the same time, limited visitor accommodation has developed within the tourism/accommodation-focused zones, leading to an incongruence between zones and their intentions.

The Tourist Zone, located in Lake Tekapo and Twizel, was intended for visitor orientated activities, including visitor accommodation. However, the framework is very permissive, providing for a range of activities, with limited controls on development. This has allowed for the development of residential activities rather than visitor-oriented activities within the zone, and those residential activities are subject to less stringent bulk and location controls than those that manage residential development within other zones. While this makes residential development more appealing to developers, the lack of controls can result in reduced amenity for residents.

While provision of visitor accommodation is critically important for the economy, there are a range of effects associated with it, including increased traffic, noise, pressure on infrastructure and parking requirements. In areas that also contain permanent residential dwellings, the increase in visitor accommodation can also diminish the sense of amenity and community.

Future township form, growth and development.

There are 29 zones in total within the current District Plan, the majority of which are located within urban areas. This is a high number of zones given the population of the district and creates a relatively complex framework for plan users, which may not be necessary to achieve the outcomes sought for each zone.

There are four residential zones, five rural-residential zones and four tourist-focussed zones. Each zone has its own set of rules, although in some cases, there is limited distinction between zones.

There are three main urban areas within the District – Fairlie, Lake Tekapo and Twizel. Within the District Plan, a range of zones are provided within different areas of each township, with the zoning intended to encourage activities appropriate to each zone, for example:

- residential activities
- commercial activities
- industrial activities
- tourism activities

Smaller settlements, such as Kimbell, Burkes Pass and Albury each have only a Residential zoning.

Over the years the main townships have developed in ways that may or may not reflect the current zoning. At the same time, the aspirations of the community for each township may have also changed.

Increased development, whether anticipated or not, can also have flow-on effects, for example growth of tourism activities can result in increased demand for both visitor accommodation and accommodation for staff, pushing residential prices up.

Management of rural areas outside Mackenzie Basin.

While Plan Change 13¹ resulted in clear direction about the outcomes sought within the Mackenzie Basin, outside of the Mackenzie Basin Sub Zone there is a lack of clear direction in the District Plan as to what outcomes are sought for the Rural Zone. The rule framework in this area may not adequately manage development and activities in a way that maintains the character and values of this rural area.

Currently, no minimum lot size is applied to the subdivision of land within the Rural Zone outside of the Mackenzie Basin. This is understood to be based on historic rules in the regional plan that required a minimum of 4ha for the disposal of on-site wastewater, resulting in a de facto minimum lot size. However, under the current Canterbury Land and Water Regional Plan, while 4ha remains the minimum size for permitted on-site wastewater discharges, consent can be obtained for systems on smaller lots.

Consequently, subject to approval by Environment Canterbury of a suitable on-site disposal option for effluent, and particularly where a reticulated water supply is provided, subdivision can be undertaken at much denser levels. This could lead to unconsolidated development, which has flow on effects that may undermine the current character and rural amenity within the Rural Zone, compromising the productive use of soils and risking reverse sensitivity.

Further exacerbating this risk is that a 4ha minimum lot size is required in some of the District's non-reticulated rural-residential zones (Rural-Residential 2 and Manuka Terrace zones). This could result in smaller lots being created in the rural area than those within the townships' urban areas.

In terms of managing development within the Rural Zone, there are limited controls on building design and location outside of identified landscape areas. This liberal approach to built form has the potential

¹ http://www.mackenzie.govt.nz/Site/Documents_and_Policy/key_documents/plan_changes/Planchanges.aspx

to allow for development that might undermine the current character and amenity within the Rural Zone.

In some other parts of New Zealand, landscapes which do not meet the criteria to be 'outstanding' but still hold important amenity or other values are identified as such in District Plans and development which could adversely affect those values more carefully managed. If there are areas outside the Mackenzie Basin which are not considered 'outstanding', but which have important value to the community, further controls around development may be necessary to align with those values.

Protection of our landscapes and natural environment

The Mackenzie District is a vast and varied area, treasured by locals and visitors alike. It has a strong community and a wealth of distinctive natural features, from the spectacular scenery offered in the Mackenzie Basin, through to the fertile soils of Eastern Mackenzie.

The district is home to some of New Zealand's most treasured landscapes and fragile ecosystems. Ensuring these areas are protected and enhanced for generations to come is critical.

The District Plan Review will ensure that the integrity/intent of the outcomes established through the previous District Plan and other planning processes are maintained through the review, and updated where necessary to integrate with the rest of the Plan.

2.4 What we are buying and why

We are looking for external providers to contribute to the development of the Mackenzie District Plan Review.

MDC has limited internal resources and are seeking support from professional service providers with specialist technical skills to assist in the review and development of a Proposed District Plan, in line with the requirements of the RMA and higher order planning documents.

We need:

- To partner with a supplier or range of suppliers that are able to provide the specialist technical support required to deliver the project outcomes and deliver a draft District Plan.
- Suppliers to contribute in a partnership model that stimulates cooperation between all organisations involved in the District Plan Review.

2.5 What we require: the solution

This District Plan Review will involve a considerable amount of resource, both internally from MDC staff and from a wide range of external technical experts. Some preliminary planning work has already been undertaken to help understand what is required to deliver the District Plan.

What we want

We are seeking an efficient review and delivery of a Proposed District Plan. This will require building on previous work, leveraging existing resources, optimising time, utilising innovation, thinking outside-the-box and working collaboratively with a number of consultants MDC staff and mana whenua

We are seeking suppliers who can best meet our requirements with a collaborative, focussed approach that will deliver on those requirements in the timeframe available.

What resources do we need?

To deliver the District Plan review, MDC is seeking specialists in the following activities:

- RMA Planners (Drafting)
- RMA Planners (Technical Review)
- Legal Review
- Heritage and Culture
- Urban Design / Architecture and Design Guidelines
- Ecology
- Engineering (with a focus on transport, stormwater and design standards)
- Noise
- Notable Trees
- Airports Specialist

2.6 How we intend to deliver

Procurement of services

In order to deliver the District Plan review, MDC is proposing to separately engage a number of professional service providers, each with specialist areas of expertise and who will work together as a collaborative team to develop a fit-for-purpose Proposed District Plan for the Mackenzie District.

Operating as a Framework Contract model, the delivery structure will be managed by a dedicated MDC Project Lead, who will be the key point of contact for all suppliers and stakeholders.

Upon engagement of the required Specialists, it is envisaged that the following path will be implemented to ensure completion of the draft by the end of 2022:



It is anticipated that the contracts will be awarded in December 2021 with the following timeframes for commencement:

- District Plan Drafting team will likely commence in December 2022.
- Technical Specialists will likely commence January 2022, or when required.
- The District Plan Peer Review task will run in parallel with the District Plan drafting and preparation of technical reports, commencing early to mid-2022.

The project team will be led by the Principal Policy Planner with input from the Planning Manager. The Lead Drafter and Project and Engagement Manager will also ensure tasks are completed on time and to a high standard.

The proposed structure for delivery is given in Fig.2 below:

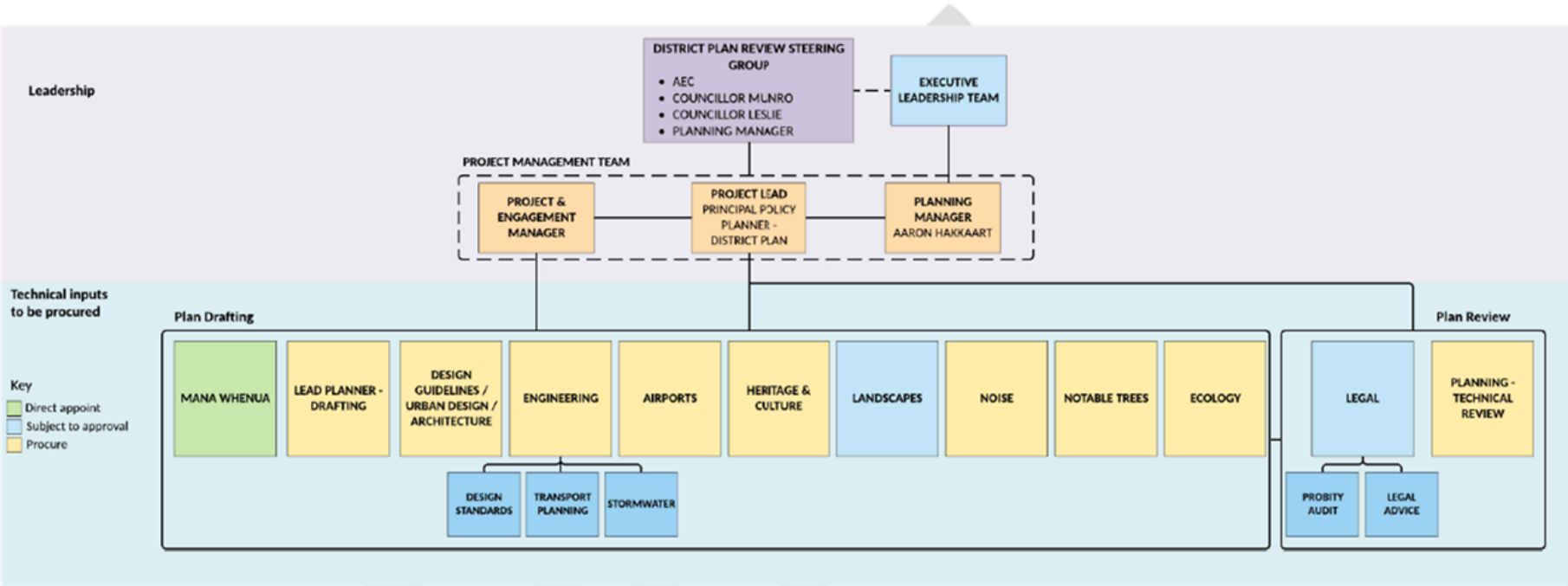


Fig.2: District Plan Review Delivery Structure

Other Consultants

Consultants for each specialist activity will be separately engaged.

Larger firms will not be precluded from bidding for more than one area of work, but they would need to apply for each. E.g. A firm that covered planning and transport and landscape could apply for all three, but they would be treated separately for each.

MDC has also engaged / will be engaging a range of service providers in relation to the District Plan review.

These include:

- Representatives of Mana Whenua
- Environment Canterbury (ECAN) who will be providing advice on flooding and natural hazards
- Landscape Architects

The Supplier, through their proposal, must be able to demonstrate the ability to work collaboratively as part of this wider team to ensure delivery to time and to meet MDC's requirements.

Supporting Information

The following information will provide key input to the District Plan review and will be available to the successful consultants:

- Mackenzie Spatial Plans 2021 - <https://letstalk.mackenzie.govt.nz/mackenzie-spatial-plans>
- 2020 Mackenzie Community Survey results - <https://bit.ly/2upEAFJ>
- Mackenzie Housing Stocktake, 2020 - <https://letstalk.mackenzie.govt.nz/59544/widgets/302625/documents/175358>
- Mackenzie District Council Growth and Capacity Projections 2020 - <https://letstalk.mackenzie.govt.nz/59544/widgets/302625/documents/179350>
- Mackenzie 2021-24 Long Term Plan

Other supporting information includes but is not limited to:

- Operative District Plan
http://www.mackenzie.govt.nz/Site/Documents_and_policy/key_documents/district_plan.aspx
- Mackenzie District Plan Change 13 – Rural Zone – Mackenzie Basin (2007)
http://www.mackenzie.govt.nz/Site/Documents_and_Policy/key_documents/plan_changes/Plan_changes.aspx
- Mackenzie District Proposed Plan Change 18 - Indigenous Biodiversity
- Mackenzie District Proposed Plan Change 19 - Activities on or within Waterbodies
- National Planning Standards
- National Policy Statement for Freshwater 2020
- Proposed National Policy Statement for Indigenous Biodiversity (NPSIB) (2019)
- National Policy Statement on Urban Development Capacity 2016
- Other relevant National Policy Statements

2.7 Scope of the District Plan Review

The District Plan Review will help shape how future growth in the district can occur. There are a range of complex zoning issues and other unintended effects of zoning happening across the district and the review will aim to rationalise and simplify these.

This is a review of the whole Plan and drafting of a new Plan that meets the requirements of the RMA, including implementing the National Planning Standards, and giving effect to National Policy

Statements and the Regional Policy Statement while also addressing the key issues identified, implementing the outcomes of the Spatial Plans and generally updating the provisions to reflect best practise.

While it is a whole Plan review, we are not looking to reinvent the wheel where it isn't required. It is not expected to revisit recent key planning decisions made around reviews such as PC13, PC18 and PC19. It will be expected to integrate these changes into the plan

It is anticipated that the District Plan Review will be completed in three stages:

Stage 1: Drafting of the District Plan Review (this Project)

Stage 2: Consultation and hearings

Stage 3: Environment Court Hearings

The aim is to complete the Proposed District Plan by the end of December 2022 with adoption of the District Plan by June 2024.

This **Stage 1** of the review will deliver the Proposed District Plan, which will be presented to Council for approval before being notified.

It will involve significant levels of community and stakeholder engagement throughout the process, ensuring the rules and provisions are fit for purpose and reflect the wishes of the Mackenzie Community. It is expected that all professional service providers will participate in community engagement where required.

The District Plan also needs to:

- Achieve the purpose of the Resource Management Act 1991 (RMA) and best practice planning outcomes supported by robust technical evidence.
- Ensure consistency with other Council strategies, policies and direction such as:
 - Mackenzie Spatial Plans and supporting documents
 - Te Manahuna Ki Uta – Destination Mackenzie
 - Kati Huirapa Iwi Management Plan
 - Various other Strategies currently under development (Parks, Play, Trails, Sustainable Infrastructure)
- Have regard to the District Plans of neighbouring Territorial Authorities.
- Meet legislation, such as National Policy Statements, the RMA, the Canterbury Regional Policy Statement and take into account the Kati Huirapa Iwi Management Plan.
- Be easy to use and understand with clear, concise language, structure and format.
- Be clear in its policy direction and rules and incorporate activities-based provisions.
- Ensure sufficient flexibility in its structure and provisions so that it can respond to new / unexpected issues as they arise, as well as any amendments to the RMA.
- Be available in both electronic and hard copy formats.
- Be responsive to plans and strategies including:
 - unexpected issues as they arise
 - any amendments to the RMA
 - Three Waters Reform.

2.8 Mana Whenua values

The deep connection Arowhenua and Kati Huirapa have with South and Mid Canterbury and the Mackenzie Basin has meant Kati Huirapa have developed a deep sense of responsibility to care for it, as it has cared for them and those who came before them. This way of life is known as kaitiakitanga and incorporates the responsibility to ensure that the whenua and wai will continue to provide for their mokopuna – 'for those who come after us'.

For Kati Huirapa, exercising kaitiakitanga supports the philosophy of rangatiratanga over South and Mid Canterbury and the Mackenzie Basin. Rangatiratanga is a traditional Māori philosophy, value and practice of people exercising their independence, determining their choices for governing themselves, their lands, and all their treasures. Rangatiratanga has particular prominence, as it is the basis of Article 2 of Te Tiriti o Waitangi/The Treaty of Waitangi (1840).

The relationship of mana whenua to the Mackenzie District and the ancestral pathways that traverse the landscape need to be acknowledged and built into the District Plan Review. This includes:

Wāhi Tūpuna

Wāhi Tūpuna are landscapes and places that embody the relationship of Manawhenua and their culture and traditions with their ancestral lands, water, sites, wāhi tapu (sacred places), and other taonga.

Kā Ara Tawhito

Ngāi Tahu inherited from earlier iwi, a complex infrastructure of ara tawhito (traditional travel routes) throughout Te Waipounamu, which were the arteries of important social and economic relationships. They provided access to resources, trade, and mahinga kai.

Over generations of use, Ngāi Tahu hapū and whānau developed an extensive and intimate knowledge of the place names, stories, mahinga kai resources, resting places, and natural features associated with each ara tawhito.

Mahika kai

Mahika kai is an intrinsic part of Kāi Tahu identity. Mahika kai is the gathering of foods and other resources, the places where they are gathered, and the practices used in doing so. It has formed the basis of the Kāi Tahu economy for hundreds of years and remains at the core of tribal economic development today.

Mana whenua in South Canterbury were especially reliant on mahika kai as the colder climate in southern Te Waipounamu means that kūmara doesn't grow in the region. This made it much more difficult to establish permanent settlements and as a result Kāi Tahu in this area had a hunter-gatherer lifestyle and went where the mahika kai was abundant and in season.

2.9 What are we looking for: Capacity and Capability

Specialist Activities being procured

MDC has limited internal resources, with a small team of four RMA Planners including a Planning Manager, and three Planners with the role of a Principal Planner due to be advertised.

Planners

In order to draft and deliver the District Plan Review, MDC will require suitably qualified planners to support them to develop the document and prepare the supporting Section 32 reports. The successful planner/s will require experience in similar reviews and technical drafting of District Plans and supporting reports. MDC is looking to appoint one firm or group to do the whole job (alongside Council).

It is anticipated that drafting will be done by both internal (MDC) and external planners with the work broken down into chapters as specified in the National Planning Standards. The split will be determined following engagement of and consultation with the Drafting Planners.

Technical Specialists

Provision will also need to be made for specialist technical reports that will inform the Plan provisions, which will need to be prepared by suitably qualified specialists (organisations or individuals).

Other Support

The review will also require specialist support to help facilitate and progress the review, including project legal advice, engagement support and project management.

It is important to ensure all resources operate as one team and there is clear integration across the work programme. This will be a key element of the evaluation of candidates

We are seeking suppliers to undertake the following components of the District Plan Review:

Specialist Activity	The Role	Resources Sought
Drafting Planners	<ul style="list-style-type: none"> Working with MDC planners to draft chapters of the District Plan in accordance with the National Planning Standards 2019. Drafting of the s32 reports. <p>The role will be key to developing the collaborative relationships across MDC and the various consultants.</p>	<ul style="list-style-type: none"> Qualified Planners Drafting Planners <p>Leader/s to work alongside MDC Project Lead</p>
District Plan Technical Review	<ul style="list-style-type: none"> An independent review of the District Plan as it is developed and pulled together. <p>This role will 'ask the questions', ensuring the requirements of the National Planning Standards are complied with.</p>	Qualified Planner (likely an individual)
Legal Review	An independent legal review of the District Plan as it is developed and pulled together. A legal review to identify red flags and answer technical questions as the drafting occurs (high-level).	Legal Specialist
Heritage and Culture	To provide technical inputs when considering the status of current and proposed heritage items.	Technical Specialist
Urban Design / Design Guidelines	<p>To provide technical input on urban design for the various zones, including</p> <ul style="list-style-type: none"> Matters of assessment, Appropriate materials. Appropriate built form standards Landscape. Amenity bottom lines. Character assessment. <p>To include development of design guidelines where appropriate.</p>	Technical Specialists
Engineering	Provision of technical advice and reports and support the development of design	<ul style="list-style-type: none"> Engineering Design Standards

Specialist Activity	The Role	Resources Sought
	standards related to engineering subjects including transport and stormwater.	<ul style="list-style-type: none"> • Transport Planning Specialists • Stormwater Specialists
Noise	To provide technical input on Noise for the 'District Wide Matters' chapter.	Technical Specialist
Notable Trees	To provide technical input on Notable Trees for the 'Historic and Cultural Values Chapter'	Technical Specialist
Airports	To provide technical input on Airports for the 'Energy, Infrastructure and Transport' chapter. This will include a gap analysis of the current District Plan provisions and whether they are fit for purpose.	Technical Specialist
Ecology	To provide technical input on ecological matters for the 'Natural Environment Values' chapter. This will not include indigenous biodiversity, which has been covered in Plan Change 18 – Indigenous Biodiversity	Technical Specialist

We are seeking providers who can supply one or more of the above Specialist Activities. Providers will be asked to outline which areas they wish to assist with in their responses. While a supplier can choose as many areas as they wish, MDC reserves the right to pick and choose the best suppliers for the best specialist activities to produce a 'best of breed' team.

Capacity

We are seeking suppliers that are able to commit to delivery of the District Plan Review within our timeframe as detailed below.

It is anticipated that the District Plan will be notified by the end of 2022.

Capability

Technical skills and relevant experience will be key non-price attributes along with a collaborative approach to working, followed by track record and methodology.

In particular, MDC is looking for suppliers who can demonstrate:

- Previous success in collaborative complex projects involving multiple organisations including, but not limited to, client, iwi and other technical specialists.
- Previous District Plan development / review or other relevant experience.
- Excellent performance on similar projects – time, budget and quality (supported by referee checks)
- Organisational and individual experience and skills relevant to delivery of the tasks
- Local knowledge and experience
- Appropriate QA / peer review processes in place to ensure delivery to meet the client's needs and technical accuracy.
- Methods to build internal capability (MDC) in a mentorship role.

2.10 Information Required

The following information is required and shall be provided within the Response Form. The basis of evaluating this information is described in Section 3.

1. Company Details
2. Relevant Company Experience in providing similar services.
3. Capacity to deliver the services.
4. A schedule of the key personnel you are proposing, stating name, title, position within company, qualifications, experience, intended role and a brief bio - no more than ½ A4 page per person. A two-page CV for each person proposed may be included as an appendix to the Form of Response.
5. At least two but no more than four recent examples of your company's experience on similar work, stating client, location, value of works, challenges, outcomes, date and contract length. (Preferred response is half page per example)
6. Name, company name, position, address and contact details of two referees, preferably directly relating to your project examples.
7. A description of your approach and methodology, including a description of your company's approach to working collaboratively within a project team.
8. Completed schedule of rates for the personnel considered necessary to deliver the works.
9. Evidence of PI / PL Insurance \$2m Professional Indemnity, \$2m Public Liability (or demonstrated evidence satisfactory to MDC that insurance can be obtained should the responder be appointed).
10. Information on any claims or any claims pending against the company or personnel and the value of such claims. Please give a brief synopsis of the basis of the claims.

2.11 Contract Period

We anticipate that the Contract will commence October 2021 with the Proposed District Plan completed by December 2022.

2.12 Target price

MDC has the following target prices for each specialist activity. These are estimated costs per activity and will be confirmed through a detailed brief with the selected provider. They will be paid on a time and cost basis.

The final scope for each Specialist Activity will be confirmed with the successful consultants upon award.

Specialist activity	Target price
Drafting Planner	\$300,000
Technical Review (Planner)	\$50,000
Legal Review	\$50,000
Heritage and culture	\$20,000
Design Guidelines / Urban Design	\$100,000
Engineering	
• Design Standards	• \$50,000
• Transport Planning	• \$40,000

• Stormwater	• \$40,000
Noise	\$20,000
Notable Trees	\$20,000
Airports	\$25,000
Ecology	\$20,000

2.13 Other information

- a. Payment will be made in accordance with Council's standard payment terms. Typically, monthly on satisfactory submission of invoice. Invoices will be supported by relevant evidence appropriate to the commission i.e., hours or milestone deliverables, etc.
- b. New Intellectual Property arising as a result of the Contract will be the property of Council.

SECTION 3: Our Evaluation Approach

This section sets out the Evaluation Approach that will be used to assess Proposals.

3.1 Evaluation model

The evaluation model that will be used is weighted non-price attributes (weighted criteria). Price is not a weighted criterion.

The evaluation of Responses for each Specialists Activity will consider each Respondent's proposal for demonstration of competence and understanding of the requirements, their capability, their commitment to working in a collaborative partnership, to supply adequate resources to undertake the works, and evaluation of best value for Mackenzie District Council.

Tenderers shall submit both non-price and pricing information as a single-envelope submission; Pricing information is to be supplied with the non-price attributes to allow a full understanding of the resources being offered.

3.2 Pre-conditions

Each Proposal must meet all of the following pre-conditions. Proposals which fail to meet one or more will be eliminated from further consideration.

Respondents who are unable to meet all pre-conditions should conclude that they will not benefit from submitting a Proposal.

#	Pre-conditions
1.	Demonstrated organisational experience relevant to the Specialist Activity being submitted on.
2.	Minimum 5 years' experience of the person responsible for delivery in the specialist activity submitted.
3.	Proven experience in districts of similar scale and geographic scope.
4.	Evidence of professional indemnity and public liability insurance.

3.3 Evaluation criteria

Proposals which meet all pre-conditions will be evaluated on their merits according to the following evaluation criteria and weightings.

Where a Responder is making a submission on more than one Specialist Activity, they may complete a separate response form for each of those activities.

Note: the sub-criteria are equally weighted.

Criterion	Weighting
1. Collaborative working <i>In scoring this attribute, the evaluators will place high value on:</i> <ul style="list-style-type: none"> <i>Demonstrated previous success in complex collaborative projects involving multiple organisations including, but not limited to, client, iwi and other technical providers.</i> <i>Learnings from previous experiences that can be transferred to this project.</i> <i>Positive responses from referees regarding collaborative approach.</i> 	20%

Criterion	Weighting
<p>Questions</p> <p>a) Supply information to demonstrate successful organisational collaboration through:</p> <ul style="list-style-type: none"> • Examples of at least two, but no more than four projects that suppliers have been involved with that demonstrate successful collaboration. • Examples of working proactively and collaboratively with the client for the best outcomes. • Evidence of successful collaborative working, e.g. written statements / references from the client. • Outline positive learnings from previous experiences that will be used to benefit this work. • Describe how you will work in collaboration with MDC and other providers for the best outcomes. <p>One referee, either the client or collaborative partner, for each nominated project shall be provided.</p> <p><i>(Page limit 1 page per project)</i></p>	
<p>2. Relevant Experience and Track Record</p> <p><i>In scoring this attribute, the evaluators will place high value on:</i></p> <p><i>Relevance: Projects submitted should be similar in scale and complexity to this work.</i></p> <ul style="list-style-type: none"> • Demonstrated local knowledge will score higher. • Previous District Plan development / review experience is will score higher. • Relevant planning / RMA experience is expected <p><i>Currency: How recent is the experience?</i></p> <p><i>Scale: Is the scale of the relevant experience similar to this project's requirements?</i></p> <ul style="list-style-type: none"> • Demonstrated performance on similar works – time, budget and quality. • Demonstrated successful relationship management. <p>The minimum conformance standard is:</p> <ul style="list-style-type: none"> • At least two projects of similar scope and scale must be nominated for each task submitted on. <p><i>Failure to address the relevance of each project will score lower.</i></p> <p><i>Nominated projects completed more than three years ago will score lower.</i></p>	35%
<p>Questions</p> <p>a) Responders are required to nominate two projects for each specialist technical task submitted on. These will illustrate the responder's ability to provide the technical expertise required to deliver the outcomes sought as expressed under this RFP. This should include a statement on the personnel who were involved that are being put forward for this tender</p> <p>b) Responders are required to supply a general statement of why the project is relevant, including the project name, location, and a brief description, highlighting alignment with the requirements of this District Plan Review.</p> <p>c) Responders are required to supply the start and end date of the project or the percentage complete and current status if on-going.</p> <p>d) Responders are required to supply the approximate dollar value and scale of the work carried out for each of the nominated projects.</p>	

Criterion	Weighting
<p>e) Responders are required to supply a general statement on their performance on each nominated project which includes:</p> <ul style="list-style-type: none"> • Relationship management. • Adherence to budget and if necessary, explanation of any variations • Timeliness of deliverables. • An approach to variations and a 'no surprises policy'. • Quality of work. <p>One referee for each nominated project to be provided.</p> <p>(Page limit 1 page per project)</p>	
<p>3. Relevant Skills</p> <p><i>In scoring this attribute, the evaluators will place high value on:</i></p> <ul style="list-style-type: none"> • <i>Depth and breadth of the responder's experience and skills relevant to delivery of the tasks.</i> • <i>Relevant qualifications and training.</i> • <i>Practical experience: The experience relevant to the role for which they are nominated.</i> • <i>Local knowledge of individual team members.</i> <p><i>The minimum conformance standard is:</i></p> <ul style="list-style-type: none"> • <i>Principal Planners must have minimum 10 years' experience on similar works including New Zealand RMA policy / District Plan Reviews.</i> • <i>Key specialist technical personnel must have minimum 10 years' experience on similar works.</i> • <i>Personnel nominated in the Personnel Schedule must be available to provide the services for the Contract as required.</i> • <i>'Authors' (those with responsibility for delivery of the relevant chapters) and those who will 'present' the deliverable must have five years minimum experience.</i> 	35%
<p>Questions</p> <p>a) Provide details of qualifications and experience of key personnel:</p> <ul style="list-style-type: none"> • Provide details of qualifications and relevant training. • Experience in similar works and collaborative working environments with reference to specific projects should be supplied. • Project experience should demonstrate capability of similar scale and scope to the services required by this contract. <p>b) Include CVs of proposed key personnel (two page maximum – to be appended).</p> <p>c) Provide one referee for each 'key personnel' named. Where possible these referees should be from projects of a similar nature in scope.</p> <p>d) Describe your personnel's history of working with other providers and the client on projects of a similar scale, with similar challenges and technical demands.</p> <p>e) Include details of where the personnel will be based.</p> <p>Statement required to confirm that nominated personnel will be made available to undertake the works as required.</p> <p>(Page limit 1 page for overview with ½ page per person)</p>	

Criterion	Weighting
4. Methodology <i>In scoring this attribute, the evaluators will place high value on:</i> <ul style="list-style-type: none"> • General approach (scoping etc). • Access to and mobilisation of staff to meet timeframes / responsiveness. • Planning and programming of works. • Peer review processes in place / approach to quality assurance. • Building internal capability within MDC and mentorship throughout the project. 	10%
Questions a) Provide details of systems and procedures for planning, programming and implementation of work, including: <ul style="list-style-type: none"> • Scoping, planning and programming of works. • Peer review and Quality Assurance <ul style="list-style-type: none"> ○ Technical delivery ○ Delivery on 'what the client wants'. a) Responsiveness: <ul style="list-style-type: none"> • Demonstrated understanding of the requirements of this project. • Approach to resourcing as part of a larger team comprising several organisations. • Mobilising resources to meet timeframes. b) Building Capability: <ul style="list-style-type: none"> • Approach to building capability within MDC <i>(Page limit 3 pages)</i>	
Total weightings	100%

3.4 Scoring

The following scoring scale will be used in evaluating Proposals. Scores by individual panel members may be modified through a moderation process across the whole evaluation panel.

Rating	Definition	Score
EXCELLENT significantly exceeds the criterion	Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD exceeds the criterion in some aspects	Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion. Proposal identifies factors that will offer potential added value, with supporting evidence.	7-8
ACCEPTABLE meets the criterion in full,	Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	5-6

Rating	Definition	Score
but at a minimal level		
MINOR RESERVATIONS marginally deficient	Satisfies the criterion with minor reservations. Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	3-4
SERIOUS RESERVATIONS significant issues that need to be addressed	Satisfies the criterion with major reservations. Considerable concerns of the respondent's relevant ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	1-2
UNACCEPTABLE significant issues not capable of being resolved	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resource and quality measures required to meet the criterion, with little or no supporting evidence.	0

3.5 Value for Money

We wish to obtain the best value-for-money. This means achieving the right combination of fit for purpose, quality, on time delivery and price.

MDC reserves the right to select the combination of consultants that they feel will best deliver the outcomes sought.

If a Respondent offers rates that are substantially lower than other Proposals (an abnormally low bid), the Buyer may seek to verify with the Respondent that the Respondent is capable of fully delivering all of the Requirements and meeting all of the conditions of the Proposed Contract.

3.6 Evaluation process and due diligence

In addition to the above, we will reference check the Respondent organisation and named personnel. The findings will be taken into account in the evaluation process.

In addition to the above, we may undertake the following process and due diligence. The findings will be taken into account in the evaluation process. Should we decide to undertake any of these we will give Respondents reasonable notice.

- a. Other checks against the Respondent e.g. Companies Office.
- b. Interview Respondents.
- c. Undertake a credit check.

SECTION 4: Pricing information

4.1 Pricing information to be provided by respondents

Respondents are to provide their rates as part of their Proposal.

Target prices for each specialist activity are given in Section 2.7 above.

In submitting rates, the Respondent must meet the following:

- a. Respondents are to use the pricing schedule template provided.
- b. The pricing schedule is a schedule of rates. Rates submitted must include all costs, fees, expenses and charges associated with the full delivery over the whole-of-life of the panel and individual projects.
- c. Rates must be exclusive of GST.
- d. Fee rates must be quoted as Hourly Rates.
- e. In preparing their Proposal, Respondents are to consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the proposal and pricing information to manage such risks and contingencies.
- f. Respondents are to document in their Proposal all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that the Buyer or a third party will incur any cost related to the delivery of the Requirements is to be stated, and the cost estimated if possible.
- g. Rates should be tendered in NZ\$. Unless otherwise agreed, the Buyer will arrange contractual payments in NZ\$.

SECTION 5: Our Proposed Contract

5.1 Proposed Contract

The following is the Proposed Contract that we intend to use for the purchase and delivery of the Requirements.

Engineering NZ / ACENZ Short Form Agreement for Consultant Engagement 2017

In submitting your Proposal you must let us know if you wish to question and/or negotiate any of the terms or conditions in the Proposed Contract, or wish to negotiate new terms and/or conditions. The Response Form contains a section for you to state your position. If you do not state your position you will be deemed to have accepted the terms and conditions in the Proposed Contract in full.

SECTION 6: RFP Process, Terms and Conditions

Note to suppliers and Respondents

1. In managing this procurement the Buyer will endeavour to act fairly and reasonably in all of its dealings with interested suppliers and Respondents, and to follow due process which is open and transparent.
2. This section contains the government's standard RFP Process, Terms and Conditions (shortened to RFP-Terms) which apply to this procurement. Any variation to the RFP-Terms will be recorded in Section 1, [paragraph 1.6](#). Check to see if any changes have been made for this RFP.
3. Words and phrases that have a special meaning are shown by the use of capitals e.g. Respondent, which means '*a person, organisation, business or other entity that submits a Proposal in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Proposal.*' [Definitions](#) are at the end of this section.
4. If you have any questions about the RFP-Terms please email our [Point of Contact](#).

Standard RFP process



Preparing and submitting a proposal

○ Preparing a Proposal

- Respondents are to use the Response Form provided and include all information requested by the Buyer in relation to the RFP.
- By submitting a Proposal the Respondent accepts that it is bound by the RFP Process, Terms and Conditions (RFP-Terms) contained in Section 6 (as varied by Section 1, paragraph 1.6, if applicable).
- Each Respondent will:
 - examine the RFP and any documents referenced in the RFP and any other information provided by the Buyer
 - consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in its Proposal to manage such risks and contingencies
 - document in its Proposal all assumptions and qualifications made about the delivery of the Requirements, including any assumption that the Buyer or a third party will deliver any aspect of the Requirements or incur any cost related to the delivery of the Requirements
 - ensure that pricing information is quoted in NZ\$ exclusive of GST
 - if appropriate, obtain independent advice before submitting a Proposal
 - satisfy itself as to the correctness and sufficiency of its Proposal, including the proposed pricing and the sustainability of the pricing.
- There is no expectation or obligation for Respondents to submit Proposals in response to the RFP solely to remain on any prequalified or registered supplier list. Any Respondent on such a list will not be penalised for failure to submit a Proposal.

○ Offer Validity Period

- c. Proposals are to remain valid and open for acceptance by the Buyer for the Offer Validity Period.



○ Respondents' Deadline for Questions

5. Each Respondent should satisfy itself as to the interpretation of the RFP. If there is any perceived ambiguity or uncertainty in the RFP document/s Respondents should seek clarification before the Deadline for Questions.
6. All requests for clarification must be made by email to the Buyer's Point of Contact. The Buyer will endeavour to respond to requests in a timely manner, but not later than the deadline for the Buyer to answer Respondents' questions in Section 1, paragraph 1.2.a, if applicable.
7. If the Buyer considers a request to be of sufficient importance to all Respondents it may provide details of the question and answer to other Respondents. In doing so the Buyer may summarise the Respondent's question and will not disclose the Respondent's identity. The question and answer may be posted on GETS and/or emailed to participating Respondents. A Respondent may withdraw a request at any time.
8. In submitting a request for clarification a Respondent is to indicate, in its request, any information that is commercially sensitive. The Buyer will not publish such commercially sensitive information. However, the Buyer may modify a request to eliminate such commercially sensitive information, and publish this and the answer where the Buyer considers it of general significance to all Respondents. In this case, however, the Respondent will be given an opportunity to withdraw the request or remove the commercially sensitive information.



○ Submitting a Proposal

- Each Respondent is responsible for ensuring that its Proposal is received by the Buyer at the correct address on or before the Deadline for Proposals. The Buyer will acknowledge receipt of each Proposal.
- The Buyer intends to rely on the Respondent's Proposal and all information provided by the Respondent (e.g. correspondence and negotiations). In submitting a Proposal and communicating with the Buyer each Respondent should check that all information it provides to the Buyer is:
 - true, accurate and complete, and not misleading in any material respect
 - does not contain Intellectual Property that will breach a third party's rights.
- Where the Buyer requires the Proposal to be delivered in hard and soft copies, the Respondent is responsible for ensuring that both the hard and soft copies are identical.
- Where the Buyer stipulates a two envelope RFP process the following applies:
 - each Respondent must ensure that all financial information and pricing components of its Proposal are provided separately from the remainder of its Proposal
 - financial information and pricing must be contained either in a separate sealed envelope or as a separate soft copy file (whichever option has been requested by the Buyer)
 - the pricing information must be clearly marked 'Financial and Pricing Information.' This is to ensure that the pricing information cannot be viewed when the package containing the other elements of the Proposal is opened.



Assessing Proposals



○ **Evaluation panel**

- The Buyer will convene an evaluation panel comprising members chosen for their relevant expertise and experience. In addition, the Buyer may invite independent advisors to evaluate any Proposal, or any aspect of any Proposal.

○ **Third party information**

- Each Respondent authorises the Buyer to collect additional information, except commercially sensitive pricing information, from any relevant third party (such as a referee or a previous or existing client) and to use that information as part of its evaluation of the Respondent's Proposal.
- Each Respondent is to ensure that all referees listed in support of its Proposal agree to provide a reference.
- To facilitate discussions between the Buyer and third parties each Respondent waives any confidentiality obligations that would otherwise apply to information held by a third party, with the exception of commercially sensitive pricing information.



○ **Buyer's clarification**

- The Buyer may, at any time, request from any Respondent clarification of its Proposal as well as additional information about any aspect of its Proposal. The Buyer is not required to request the same clarification or information from each Respondent.
- The Respondent must provide the clarification or additional information in the format requested. Respondents will endeavour to respond to requests in a timely manner. The Buyer may take such clarification or additional information into account in evaluating the Proposal.
- Where a Respondent fails to respond adequately or within a reasonable time to a request for clarification or additional information, the Buyer may cease evaluating the Respondent's Proposal and may eliminate the Proposal from the RFP process.

○ **Evaluation and shortlisting**

- The Buyer will base its initial evaluation on the Proposals submitted in response to the RFP. The Buyer may adjust its evaluation of a Proposal following consideration of any clarification or additional information as described in paragraphs 6.6 and 6.7.
- In deciding which Respondent/s to shortlist the Buyer will take into account the results of the evaluations of each Proposal and the following additional information:
 - b) each Respondent's understanding of the Requirements, capability to fully deliver the Requirements and willingness to meet the terms and conditions of the Proposed Contract
 - c) except where the price is the only criterion, the best value-for-money over the whole-of-life of the goods or services.
- In deciding which Respondent/s, to shortlist the Buyer may take into account any of the following additional information:
 1. the results from reference checks, site visits, product testing and any other due diligence
 2. the ease of contracting with a Respondent based on that Respondent's feedback on the Proposed Contract (where these do not form part of the weighted criteria)
 3. any matter that materially impacts on the Buyer's trust and confidence in the Respondent
 4. any other relevant information that the Buyer may have in its possession.
- The Buyer will advise Respondents if they have been shortlisted or not. Being shortlisted does not constitute acceptance by the Buyer of the Respondent's Proposal, or imply or create any obligation on the Buyer to enter into negotiations with, or award a Contract for



delivery of the Requirements to any shortlisted Respondent/s. At this stage in the RFP process the Buyer will not make public the names of the shortlisted Respondents.

○ Negotiations

- The Buyer may invite a Respondent to enter into negotiations with a view to contract. Where the outcome is unsatisfactory the Buyer may discontinue negotiations with a Respondent and may then initiate negotiations with another Respondent.
- The Buyer may initiate concurrent negotiations with more than one Respondent. In concurrent negotiations the Buyer will treat each Respondent fairly, and:
 1. prepare a negotiation plan for each negotiation
 2. advise each Respondent, that it wishes to negotiate with, that concurrent negotiations will be carried out
 3. hold separate negotiation meetings with each Respondent.
- Each Respondent agrees that any legally binding contract entered into between the Successful Respondent and the Buyer will be essentially in the form set out in Section 5, the Proposed Contract.



○ Respondent's debrief

1. At any time after shortlisting Respondents the Buyer will offer all Respondents who have not been shortlisted a debrief. Each Respondent will have 30 Business Days, from the date of offer, to request a debrief. When a Respondent requests a debrief, the Buyer will provide the debrief within 30 Business Days of the date of the request, or of the date the Contract is signed, whichever is later.
2. The debrief may be provided by letter, email, phone or at a meeting. The debrief will:
 1. provide the reasons why the Proposal was or was not successful
 2. explain how the Proposal performed against the pre-conditions (if applicable) and the evaluation criteria
 3. indicate the Proposal's relative strengths and weaknesses
 4. explain, in general terms, the relative advantage/s of the successful Proposal
 5. seek to address any concerns or questions from the Respondent
 6. seek feedback from the Respondent on the RFP and the RFP process.



○ Notification of outcome

1. At any point after conclusion of negotiations, but no later than 30 Business Days after the date the Contract is signed, the Buyer will inform all unsuccessful Respondents of the name of the Successful Respondent, if any. The Buyer may make public the name of the Successful Respondent and any unsuccessful Respondent. Where applicable, the Buyer will publish a Contract Award Notice on GETS.



○ Issues and complaints

- A Respondent may, in good faith, raise with the Buyer any issue or complaint about the RFP, or the RFP process at any time.
- The Buyer will consider and respond promptly and impartially to the Respondent's issue or complaint.
- Both the Buyer and Respondent agree to act in good faith and use their best endeavours to resolve any issue or complaint that may arise in relation to the RFP.
- The fact that a Respondent has raised an issue or complaint is not to be used by the Buyer to unfairly prejudice the Respondent's ongoing participation in the RFP process or future contract opportunities.





Standard RFP conditions

○ Buyer's Point of Contact

- All enquiries regarding the RFP must be directed by email to the Buyer's Point of Contact. Respondents must not directly or indirectly approach any representative of the Buyer, or any other person, to solicit information concerning any aspect of the RFP.
- Only the Point of Contact, and any authorised person of the Buyer, are authorised to communicate with Respondents regarding any aspect of the RFP. The Buyer will not be bound by any statement made by any other person.
- The Buyer may change the Point of Contact at any time. The Buyer will notify Respondents of any such change. This notification may be posted on GETS or sent by email.
- Where a Respondent has an existing contract with the Buyer then business as usual communications, for the purpose of managing delivery of that contract, will continue using the usual contacts. Respondents must not use business as usual contacts to lobby the Buyer, solicit information or discuss aspects of the RFP.

○ Conflict of Interest

- Each Respondent must complete the Conflict of Interest declaration in the Response Form and must immediately inform the Buyer should a Conflict of Interest arise during the RFP process. A material Conflict of Interest may result in the Respondent being disqualified from participating further in the RFP.

○ Ethics

- Respondents must not attempt to influence or provide any form of personal inducement, reward or benefit to any representative of the Buyer in relation to the RFP.
- A Respondent who attempts to do anything prohibited by paragraphs 6.13.a. and d. and 6.15.a. may be disqualified from participating further in the RFP process.
- The Buyer reserves the right to require additional declarations, or other evidence from a Respondent, or any other person, throughout the RFP process to ensure probity of the RFP process.

○ Anti-collusion and bid rigging

- Respondents must not engage in collusive, deceptive or improper conduct in the preparation of their Proposals or other submissions or in any discussions or negotiations with the Buyer. Such behaviour will result in the Respondent being disqualified from participating further in the RFP process. In submitting a Proposal the Respondent warrants that its Proposal has not been prepared in collusion with a Competitor.
- The Buyer reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by Respondents to the appropriate authority and to give that authority all relevant information including a Respondent's Proposal.

○ Confidential Information

1. The Buyer and Respondent will each take reasonable steps to protect Confidential Information and, subject to paragraph 6.17.c. and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.
2. The Buyer and Respondent may each disclose Confidential Information to any person who is directly involved in the RFP process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the RFP.
3. Respondents acknowledge that the Buyer's obligations under paragraph 6.17.a. are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed



by law. The Buyer will not be in breach of its obligations if Confidential Information is disclosed by the Buyer to the appropriate authority because of suspected collusive or anti-competitive tendering behaviour. Where the Buyer receives an OIA request that relates to a Respondent's Confidential Information the Buyer will consult with the Respondent and may ask the Respondent to explain why the information is considered by the Respondent to be confidential or commercially sensitive.

○ **Confidentiality of RFP information**

1. For the duration of the RFP, to the date of the announcement of the Successful Respondent, or the end of the RFP process, the Respondent agrees to keep the RFP strictly confidential and not make any public statement to any third party in relation to any aspect of the RFP, the RFP process or the award of any Contract without the Buyer's prior written consent.
2. A Respondent may disclose RFP information to any person described in paragraph 6.17.b. but only for the purpose of participating in the RFP. The Respondent must take reasonable steps to ensure that such recipients do not disclose Confidential Information to any other person or use Confidential Information for any purpose other than responding to the RFP.

○ **Costs of participating in the RFP process**

1. Each Respondent will meet its own costs associated with the preparation and presentation of its Proposal and any negotiations.

○ **Ownership of documents**

- The RFP and its contents remain the property of the Buyer. All Intellectual Property rights in the RFP remain the property of the Buyer or its licensors. The Buyer may request the immediate return or destruction of any or all RFP documents and any copies. Respondents must comply with any such request in a timely manner.
- All documents forming the Proposal will, when delivered to the Buyer, become the property of the Buyer. Proposals will not be returned to Respondents at the end of the RFP process.
- Ownership of Intellectual Property rights in the Proposal remain the property of the Respondent or its licensors. However, the Respondent grants to the Buyer a non-exclusive, non-transferable, perpetual licence to retain, use, copy and disclose information contained in the Proposal for any purpose related to the RFP process.

○ **No binding legal relations**

1. Neither the RFP, nor the RFP process, creates a process contract or any legal relationship between the Buyer and any Respondent, except in respect of:
 - the Respondent's declaration in its Proposal
 - the Offer Validity Period
 - the Respondent's statements, representations and/or warranties in its Proposal and in its correspondence and negotiations with the Buyer
 - the Evaluation Approach to be used by the Buyer to assess Proposals as set out in Section 3 and in the RFP-Terms (as varied by Section 1, paragraph 1.6, if applicable)
 - the standard RFP conditions set out in paragraphs 6.13 to 6.26
 - any other matters expressly described as binding obligations in Section 1, paragraph 1.6.
2. Each exception in paragraph 6.21.a. is subject only to the Buyer's reserved rights in paragraph 6.23.
3. Except for the legal obligations set out in paragraph 6.21.a. no legal relationship is formed between the Buyer and any Respondent unless and until a Contract is entered into between those parties.



○ Elimination

1. The Buyer may exclude a Respondent from participating in the RFP if the Buyer has evidence of any of the following, and is considered by the Buyer to be material to the RFP:
 1. the Respondent has failed to provide all information requested, or in the correct format, or materially breached a term or condition of the RFP
 2. the Proposal contains a material error, omission or inaccuracy
 3. the Respondent is in bankruptcy, receivership or liquidation
 4. the Respondent has made a false declaration
 5. there is a serious performance issue in a historic or current contract delivered by the Respondent
 6. the Respondent has been convicted of a serious crime or offence
 7. there is professional misconduct or an act or omission on the part of the Respondent which adversely reflects on the integrity of the Respondent
 8. the Respondent has failed to pay taxes, duties or other levies
 9. the Respondent represents a threat to national security or the confidentiality of sensitive government information
 10. the Respondent is a person or organisation designated as a terrorist by New Zealand Police.

○ Buyer's additional rights

- Despite any other provision in the RFP the Buyer may, on giving due notice to Respondents:
 1. amend, suspend, cancel and/or re-issue the RFP, or any part of the RFP
 2. make any material change to the RFP (including any change to the timeline, Requirements or Evaluation Approach) on the condition that Respondents are given a reasonable time within which to respond to the change.
- Despite any other provision in the RFP the Buyer may:
 1. accept a late Proposal if it is the Buyer's fault that it is received late
 2. in exceptional circumstances, accept a late Proposal where it considers that there is no material prejudice to other Respondents. The Buyer will not accept a late Proposal if it considers that there is risk of collusion on the part of a Respondent, or the Respondent may have knowledge of the content of any other Proposal
 3. in exceptional circumstances, answer a question submitted after the Deadline for Questions, if applicable
 4. accept or reject any Proposal, or part of a Proposal
 5. accept or reject any non-compliant, non-conforming or alternative Proposal
 6. decide not to accept the lowest priced conforming Proposal unless this is stated as the Evaluation Approach
 7. decide not to enter into a Contract with any Respondent
 8. liaise or negotiate with any Respondent without disclosing this to, or doing the same with, any other Respondent
 9. provide or withhold from any Respondent information in relation to any question arising in relation to the RFP. Information will usually only be withheld if it is deemed unnecessary, is commercially sensitive to a Respondent, is inappropriate to supply at the time of the request or cannot be released for legal reasons
 10. amend the Proposed Contract at any time, including during negotiations with a shortlisted Respondent



11. waive irregularities or requirements in or during the RFP process where it considers it appropriate and reasonable to do so.
- The Buyer may request that a Respondent/s agrees to the Buyer:
 1. selecting any individual element/s of the Requirements that is offered in a Proposal and capable of being delivered separately, unless the Proposal specifically states that the Proposal, or elements of the Proposal, are to be taken collectively
 2. selecting two or more Respondents to deliver the Requirements as a joint venture or consortium.
- **New Zealand law**
 - k. The laws of New Zealand shall govern the RFP and each Respondent agrees to submit to the exclusive jurisdiction of the New Zealand courts in respect of any dispute concerning the RFP or the RFP process.
- **Disclaimer**
 - The Buyer will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss or cost incurred by any Respondent or any other person in respect of the RFP process.
 - Nothing contained or implied in the RFP, or RFP process, or any other communication by the Buyer to any Respondent shall be construed as legal, financial or other advice. The Buyer has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.
 - To the extent that liability cannot be excluded, the maximum aggregate liability of the Buyer, its agents and advisors is \$1.
- **Precedence**
 1. Any conflict or inconsistency in the RFP shall be resolved by giving precedence in the following descending order:
 1. Section 1, paragraph 1.6
 2. Section 6 (RFP-Terms)
 3. all other Sections of this RFP document
 4. any additional information or document provided by the Buyer to Respondents through the Buyer's Point of Contact or GETS.
 5. If there is any conflict or inconsistency between information or documents having the same level of precedence the later information or document will prevail.

Definitions

In relation to the RFP the following words and expressions have the meanings described below.

Advance Notice	A notice published by the buyer on GETS in advance of publishing the RFP. An Advance Notice alerts the market to a contract opportunity. Where used, an Advance Notice forms part of the RFP.
Business Day	Any week day in New Zealand, excluding Saturdays, Sundays, New Zealand (national) public holidays and all days from Boxing Day up to and including the day after New Year's Day.
Buyer	The Buyer is the government agency that has issued the RFP with the intent of purchasing the goods or services described in the Requirements. The term Buyer includes its officers, employees, contractors, consultants, agents and representatives.

Competitors	Any other business that is in competition with a Respondent either in relation to the goods or services sought under the RFP or in general.
Confidential Information	<p>Information that:</p> <ul style="list-style-type: none"> d. is by its nature confidential e. is marked by either the Buyer or a Respondent as 'confidential', 'commercially sensitive', 'sensitive', 'in confidence', 'top secret', 'secret', 'classified' and/or 'restricted' f. is provided by the Buyer, a Respondent, or a third party in confidence g. the Buyer or a Respondent knows, or ought to know, is confidential. <p>Confidential information does not cover information that is in the public domain through no fault of either the Buyer or a Respondent.</p>
Conflict of Interest	<p>A Conflict of Interest arises if a Respondent's personal or business interests or obligations do, could, or be perceived to, conflict with its obligations to the Buyer under the RFP or in the provision of the goods or services. It means that the Respondent's independence, objectivity or impartiality can be called into question. A Conflict of Interest may be:</p> <ul style="list-style-type: none"> 1.7.1 actual: where the conflict currently exists 1.7.2 potential: where the conflict is about to happen or could happen, or 1.7.3 perceived: where other people may reasonably think that a person is compromised.
Contract	The written Contract/s entered into by the Buyer and Successful Respondent/s for the delivery of the Requirements.
Contract Award Notice	Government Rules of Sourcing, Rule 45 requires a Buyer to publish a Contract Award Notice on GETS when it has awarded a contract that is subject to the Rules.
Deadline for Proposals	The deadline that Proposals are to be delivered or submitted to the Buyer as stated in Section 1, paragraph 1.2.
Deadline for Questions	The deadline for suppliers to submit questions to the Buyer as stated in Section 1, paragraph 1.2, if applicable.
Evaluation Approach	The approach used by the Buyer to evaluate Proposals as described in Section 3 and in Section 6 (as varied by Section 1, paragraph 1.6, if applicable).
GETS	Government Electronic Tenders Service available at www.gets.govt.nz
GST	The goods and services tax payable in accordance with the New Zealand Goods and Services Tax Act 1985.
Intellectual Property	All intellectual property rights and interests, including copyright, trademarks, designs, patents and other proprietary rights, recognised or protected by law.
Offer Validity Period	The period of time when a Proposal (offer) is held open by the Respondent for acceptance by the Buyer as stated in Section 1, paragraph 1.6.
Point of Contact	The Buyer and each Respondent are required to appoint a Point of Contact. This is the channel to be used for all communications during the RFP process. The Buyer's Point of Contact is identified in Section 1, paragraph 1.3. The Respondent's Point of Contact is identified in its Proposal.
Price	The total amount, including all costs, fees, expenses and charges, to be charged by the Successful Respondent for the full delivery of the Requirements. Each Respondent's Proposal must include its Price.



Proposal	The response a Respondent submits in reply to the RFP. It comprises the Response Form, the Respondent's bid, financial and pricing information and all other information submitted by a Respondent.
Proposed Contract	The Contract terms and conditions proposed by the Buyer for the delivery of the Requirements as described in Section 5.
RFP	Means the Request for Proposal.
Registration of Interest	A formal request by a Buyer asking potential suppliers to register their interest in a procurement. It is the first step in a multi-step tender process.
Request for Proposal (RFP)	The RFP comprises the Advance Notice (where used), the Registration of Interest (where used), this RFP document (including the RFP-Terms) and any other schedule, appendix or document attached to this RFP, and any subsequent information provided by the Buyer to Respondents through the Buyer's Point of Contact or GETS.
RFP-Terms	Means the Request for Proposal - Process, Terms and Conditions as described in Section 6.
RFP Process, Terms and Conditions (shortened to RFP-Terms)	The government's standard process, terms and conditions that apply to RFPs as described in Section 6. These may be varied at the time of the release of the RFP by the Buyer in Section 1, paragraph 1.6. These may be varied subsequent to the release of the RFP by the Buyer on giving notice to Respondents.
Requirements	The goods and/or services described in Section 2 which the Buyer intends to purchase.
Respondent	A person, organisation, business or other entity that submits a Proposal in response to the RFP. The term Respondent includes its officers, employees, contractors, consultants, agents and representatives. The term Respondent differs from a supplier, which is any other business in the market place that does not submit a Proposal.
Response Form	The form and declaration prescribed by the Buyer and used by a Respondent to respond to the RFP, duly completed and submitted by a Respondent as part of the Proposal.
Successful Respondent	Following the evaluation of Proposals and successful negotiations, the Respondent/s who is awarded a Contract/s to deliver all or part of the Requirements.

SECTION 7: Attachments

Refer to links provide on GETS

DRAFT

6.7 APPROVAL OF EXEMPTION TO MACKENZIE DISTRICT COUNCIL PROCUREMENT PLAN - APPOINTMENT OF PROJECT AND ENGAGEMENT MANAGER FOR DISTRICT PLAN REVIEW

Author: Aaron Hakkaart, Manager - Planning
Authoriser: Tim Harty, General Manager - Operations
Attachments: 1. Procurement Plan  

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

This report seeks Council to approve an exemption to Council's Procurement Policy, allowing for the direct appoint of Rationale to act as Project and Engagement Manager for the District Plan Review – Stage 1 (Drafting) to a value of \$125,000.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approve an exemption to the Procurement Policy to allow for the direct appoint of Rationale as Project and Engagement Manager for Stage 1 (Drafting) of the District Plan Review to the value of \$125,000.

BACKGROUND

Mackenzie District Council is about to embark on the Drafting Stage of the District Plan Review. As part of the internal project structure, it has been identified that having a dedicated Project and Engagement Manager Role is critical to the success of the project for the following reasons:

- The project is significant and will involve multiple consultants and in-house staff, necessitating the need for a dedicated resource to help manage aspects such as budgets and timings of deliverables.
- The project requires extensive community engagement on topics, many of which are controversial. This necessitates the need for a dedicated resource to support staff in preparing engagement material and strategising the best approach to be taken by Council.
- There is a need to have consistency in approach and currently the Principal Planner – District Plan role is vacant. The appointment of a consultant in the Project and Engagement Manager Role will provide more surety for Council moving forward and allows them to be on-board as the procurement process begins, ensuring all the necessary documentation is in place and a robust process is followed.
- The Planning Team is currently four people being the Manager, two Planners and an Administration Assistant. With fluctuating consent numbers and multiple other projects needing attention, additional resources are critical. Whilst there are two vacancies the market for suitably qualified and experienced Planner's is incredibly tough and the time taken to fill these roles could be significant.

Staff have identified Rationale as being a reputable company with the necessary resources to provide the skills necessary to fill the Project and Engagement Manager within Stage 1 of the District Plan Review process.

Rationale have filled a similar role within the 'Mackenzie Spatial Plans' project and have provided an excellent service. Rationale have also supported the preparation of the procurement documents and the finalisation of the District Plan Review – Project Plan. In filling these roles, they have also gained a level of institutional and community knowledge that will benefit Council in the District Plan Review process.

Key staff from Rationale will be:

- Neil Jorgensen – General Manager/ Principal Infrastructure Advisor, who will provide strategic oversight and direction to the role supporting Council.
- Jimmy Sygrove – Senior Infrastructure Advisor, who will provide key services around communication and engagement.
- Chris Bowie – Infrastructure Advisor, who will provide key services around project management.

Rationale will also have additional staffing capacity to fill any gaps as they arise throughout the project.

This role will be included in the District Plan Review budget and forms a critical aspect of the District Plan Review structure.

POLICY STATUS

Clause 5.7.2 of the procurement policy (see below) requires Council to approve this exemption process.

5.7.2 Exceptions to the Standard Procedure

Where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:

- *evidence documenting the reason for the exception*
 - *a procurement plan developed and submitted with the request for exception*
 - *confirmation that estimated contract costs are over the \$50,000 threshold.*
- Note that application for approval of exceptions can only be sought for estimated contract costs over \$50,000.*

The rationale for the exemption is outlined within the attachment Procurement Plan.

SIGNIFICANCE OF DECISION

The proposal does not trigger Council's Significance and Engagement Policy.

OPTIONS

The Council has two options:

Option 1: Approve the exemption to the Procurement Policy as proposed and engage Rationale as Councils Project and Engagement Managers for the District Plan review; or

Option 2: Do not approve the exemption to the Procurement Policy as proposed and request that staff go to the open market to fill this role

Given internal resourcing pressures, there is no option for Council to resource this role internally. The role of Principal Planner – District Plan (PP-DP) has been advertised recently and no applicants were received. Over the period of the review, should a PP-DP be secured then the external resources needs will be re-evaluated and reduced as appropriate.

CONSIDERATIONS

The District Plan is a priority project and needs to be suitably resourced so that it can achieve a timely and overall good outcome. This proposal seeks to direct appoint Rationale to fill the Project and Engagement Managers role, requiring an exemption to the Procurement Policy 9a direct appointment over \$2000).

The need to continue to progress the District Plan Review is critical and the direct appointment as proposed will provide continuity as the transition from the Spatial Planning Project to the District Plan Review occurs. The community and institutional knowledge Rationale already hold will be of benefit to the District Plan Review project, which includes the engagement of appropriate technical specialists to support in-house resources.

Going through an open market process will remove an important role from the imminent procurement process, adding additional pressures to the in-house staff. Appointing this role through an open market process and delaying the wider District Plan Review process is not considered to be a viable option.

CONCLUSION

This report seeks Council to approve an exemption to Council's Procurement Policy, allowing for the direct appoint of Rationale to act as Project and Engagement Manager for the District Plan Review – Stage 1 (Drafting) to a value of \$125,000. This will allow for in-house staff to be well supported through the initial project establishment which includes the procurement of technical specialists.

**APPROVAL OF EXEMPTION TO MACKENZIE DISTRICT COUNCIL PROCUREMENT PLAN -
APPOINTMENT OF PROJECT AND ENGAGEMENT MANAGER FOR DISTRICT PLAN REVIEW**

Author: Aaron Hakkaart, Manager - Planning
Authoriser: Tim Harty, General Manager - Operations
Attachments: Nil

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

This report seeks Council to approve an exemption to Council's Procurement Policy, allowing for the direct appoint of Rationale to act as Project and Engagement Manager for the District Plan Review – Stage 1 (Drafting) to a value of \$125,000.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approve an exemption to the Procurement Policy to allow for the direct appoint of Rationale as Project and Engagement Manager for Stage 1 (Drafting) of the District Plan Review to the value of \$125,000.

BACKGROUND

Mackenzie District Council is about to embark on the Drafting Stage of the District Plan Review. As part of the internal project structure, it has been identified that having a dedicated Project and Engagement Manager Role is critical to the success of the project for the following reasons:

Ordinary Council Meeting Agenda

12 October 2021

- The project is significant and will involve multiple consultants and in-house staff, necessitating the need for a dedicated resource to help manage aspects such as budgets and timings of deliverables.
- The project requires extensive community engagement on topics, many of which are controversial. This necessitates the need for a dedicated resource to support staff in preparing engagement material and strategising the best approach to be taken by Council.
- There is a need to have consistency in approach and currently the Principal Planner – District Plan role is vacant. The appointment of a consultant in the Project and Engagement Manager Role will provide more surety for Council moving forward and allows them to be on-board as the procurement process begins, ensuring all the necessary documentation is in place and a robust process is followed.
- The Planning Team is currently four people being the Manager, two Planners and an Administration Assistant. With fluctuating consent numbers and multiple other projects needing attention, additional resources are critical. Whilst there are two vacancies the market for suitably qualified and experienced Planner's is incredibly tough and the time taken to fill these roles could be significant.

Staff have identified Rationale as being a reputable company with the necessary resources to provide the skills necessary to fill the Project and Engagement Manager within Stage 1 of the District Plan Review process.

Rationale have filled a similar role within the 'Mackenzie Spatial Plans' project and have provided an excellent service. Rationale have also supported the preparation of the procurement documents and the finalisation of the District Plan Review – Project Plan In filling these roles, they have also gained a level of institutional and community knowledge that will benefit Council in the District Plan Review process.

Key staff from Rationale will be:

- Neil Jorgensen – General Manager/ Principal Infrastructure Advisor, who will provide strategic oversight and direction to the role supporting Council.
- Jimmy Sygrove – Senior Infrastructure Advisor, who will provide key services around communication and engagement.
- Chris Bowie – Infrastructure Advisor, who will provide key services around project management.

Rationale will also have additional staffing capacity to fill any gaps as they arise throughout the project.

This role will be included in the District Plan Review budget and forms a critical aspect of the District Plan Review structure.

POLICY STATUS

The exemption process is guided by Council's Procurement Policy,

SIGNIFICANCE OF DECISION

The proposal does not trigger Council's Significance and Engagement Policy.

OPTIONS

The Council has two options:

Option 1:

Approve the exemption to the Procurement Policy as proposed; or

Option 2:

Do not approve the exemption to the Procurement Policy as proposed.

CONSIDERATIONS

The District Plan is a priority project and needs to be suitably achieve a timely and overall good outcome. This proposal seeks to direct appoint Rationale to fill the Project and Engagement Managers role, requiring an exemption to the Procurement Policy.

The need to continue to progress the District Plan Review is of high importance and the direct appointment as proposed will provide continuity as the transition from the Spatial Planning Project to the District Plan Review occurs. The community and institutional knowledge Rationale already hold will be of benefit to the District Plan Review project, which includes the engagement of appropriate technical specialists to support in-house resources.

Going through an open market process will remove an important role from the imminent procurement process, adding additional pressures to the in-house staff. Appointing this role through an open market process and delaying the wider District Plan Review process is not considered to be a viable option.

CONCLUSION

This report seeks Council to approve an exemption to Council's Procurement Policy, allowing for the direct appoint of Rationale to act as Project and Engagement Manager for the District Plan Review – Stage 1 (Drafting) to a value of \$125,000. This will allow for in-house staff to be well supported through the initial project establishment which includes the procurement of technical speacilists.

6.8 ADOPTION OF THE MACKENZIE SPATIAL PLANS DOCUMENT

Author: Aaron Hakkaart, Manager - Planning

Authoriser: Tim Harty, General Manager - Operations

Attachments: 1. Mackenzie Spatial Plans Document [↓](#) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

To seek the adoption of the Mackenzie Spatial Plans Document

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council resolves to adopt the Mackenzie Spatial Plans document.

BACKGROUND

A Spatial Plan (the plan) is a high-level blueprint for the future of the district. The plan shows, at a high level, what type of growth should go where and how parts they interact and coordinate together. The Mackenzie Spatial Plan charts the future of the district's townships and rural settlements, ensuring growth can occur in a positive, sustainable and coordinated way.

At its meeting on 29 June 2021 Council adopted Spatial Plans for Fairlie, Tekapo/ Takapo, Twizel, Burkes Pass, Kimble and Albury. Those plans have now been incorporated into the final Mackenzie Spatial Plans documents, which is attached.

The Spatial Plans were adopted following multiple rounds of community engagement and the release of preferred options for each of the six townships and rural settlements. The attached document summarises this process and provides a narrative to the Spatial Plans which have already been adopted.

It is noted that minor amendments will need to be made to the document, accordingly staff propose to keep a record of necessary changes and carry out updates on a frequent basis. Such changes will only be to small typographical errors or inconsistencies, with two having been identified and not yet changed prior to the writing of this report.

POLICY STATUS

The proposal does not represent a formal policy nor change to any Council policy or statutory documents.

SIGNIFICANCE OF DECISION

This is not considered to be significant in terms of Council's Significance and Engagement Policy.

The proposal has been through a significant level of engagement, and has been widely circulated within the community.

OPTIONS

There are two options available to Council.

Option 1. Adopt the Mackenzie Spatial Plans document.

Option 2. Do not adopt the Mackenzie Spatial Plans document.

CONSIDERATIONS

The Mackenzie Spatial Plans project has included multiple rounds of community engagement. The Plans are a critical piece of work to inform the District Plan Review and adoption of the final document will ensure that the District Plan Review is able to commence with a clear direction having already been identified by the respective communities.

CONCLUSION

The adoption of the attached Mackenzie Spatial Plans document will represent the completion of the Spatial Plans project. The next steps involve the progression of the District Plan Review which will give effect to the Spatial Plans as adopted by Council.



YOUR TOWN, YOUR FUTURE TŌ KOUTOU TAONE, TŌ KOUTOU Ā MUA MACKENZIE SPATIAL PLANS

SEPTEMBER 2021



rationale >

Boffa Miskell

FOREWORD

MAYOR

The Mackenzie District is special to all those who live here, and our communities consistently remind us of the need to ensure it is protected for years to come. That's the idea behind the Spatial Plans: to ensure our towns and settlements can grow in a planned and managed way without impacting the things that make them special.

It's important to note that these plans weren't thought up behind closed doors. Right from the start, before we put pen to paper, we've involved community and have used the results of community engagement to help shape the outcome at every step in the process. There have been some difficult conversations along the way, but we believe these open and honest discussions have helped us deliver better outcomes for our communities. As result of your feedback we have developed plans that have council and community support.

The Spatial Plans look thirty years into the future, and, with your help, the team has done a great job figuring out how our towns and settlements can grow in ways that ensure they remain great places to live and attractive places to visit.

Thanks to everyone who has taken part in the process and helped build the Mackenzie Spatial Plans, every little bit has helped to ensure we're getting it right. Thanks also to the project team who have pulled this together, and to our iwi partners who have supported the process from the outset.

The next steps will see the Mackenzie Spatial Plans used to inform a review of our District Plan – this is the 'rule book' which ensures future development occurs in line with the objectives of the spatial plans. Essentially the zoning you see in the plans will be reflected in the new District Plan.

We'll be having a whole lot more conversations with our communities as we develop the new District Plan, and look forward to your feedback once the process is underway.

CHIEF EXECUTIVE

The Mackenzie Spatial Plans offer a plan for each of our District's towns and settlements, ensuring we can get the zoning right to allow for managed, appropriate growth, and identify the infrastructure required to support it.

Thirty years seems like a long way away, but we've seen how fast growth can occur in our District so it's wise that we look ahead. Infrastructure takes time to fund and build, and this approach will ensure we don't get caught out when the next wave of growth comes.

Delivery of this vision will take time – but the Spatial Plans now enable Council, developers, investors, mana whenua and our communities to work towards the agreed outcomes.

Community has been at the heart of the process, and it has been fantastic to see how passionate and invested our communities are about the future of the places in which we live.

I want to thank the members of staff who have put in a great deal of work into the delivery of the Spatial Plans. Thanks also to everyone who has provided feedback throughout the process, whether through an online survey, an email, a community meeting, a workshop or drop-in session. We've listened to everyone, and I'm confident that the final Spatial Plans reflect the views and aspirations of our communities.

I'd also like to thank the representatives Arowhenua who have been part of the team throughout the process and have offered valuable insights from a mana whenua perspective.

The next steps will be to turn the Spatial Plans into Council policy through the District Plan review which will be underway in the coming months. We'll be asking for your input into that process in due course.

AROWHENUA

He Po, He Ao, He Po, Ka Awatea, tihei mauri ora.
Naia te mihi nei ki nga lwi e noho ana i te rohe ko Te Manahuna i Te Runanga o Arowhenua.
Nei ra te take puuwaahi ki Te Manahuna.
He take mo rātou a muri ake nei ki Te Manahuna
No reira tena tātou kaatoa.

The darkness, the light, the darkness, the breaking day, the sneeze of life.
This is the acknowledgement of the people who live in the area of the McKenzie from Te Rūnanga o Arowhenua.
This is the strategic spatial plan of the Mackenzie Basin.
It is a plan for the future generations of the MacKenzie.
Therefore, greetings to you all.

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File Ref: BM191137_01_Spatial Plan Document

INTRODUCTION

TŌ KOUTOU TAONE, TŌ KOUTOU Ā MUA

“THE MACKENZIE SPATIAL PLANS CREATE A 30-YEAR VISION OF WHAT THE FUTURE COULD LOOK LIKE IN THE MACKENZIE DISTRICT'S TOWNS AND SETTLEMENTS.”

WHAT IS A SPATIAL PLAN

A Spatial Plan is a high-level blueprint for the future, showing what should go where and how each part should interact with the others. The Mackenzie Spatial Plans will chart the future of the district's townships and rural settlements, ensuring growth can occur in a positive, sustainable way.

The Mackenzie Spatial Plans offer a 30 year planning horizon, ensuring the district can get ahead of growth and plan for it. By taking a long-term approach, the plans will ensure our towns and settlements continue to be places for people that support healthy communities of residents and visitors alike.

The Mackenzie Spatial Plans will inform future land use patterns and new zoning that will be outlined in the next iteration of the Mackenzie District Plan.

WHY IS A SPATIAL PLAN NEEDED?

The plans have been developed using a process that puts community at its heart, ensuring they reflect the ideas, wishes and aspirations of the people who have a connection with the district. The plans will ensure each town can grow in a sustainable way, while protecting what makes them special for years to come.

The Spatial Planning process has integrated a considerable amount of thinking across a range of work-streams – offering a compelling case for change that brings the community, mana whenua, landowners, stakeholders and partners together. It will create a shared vision, setting expectations for the future of each area.

PROJECT TEAM

To deliver the Spatial Plans a project team was built that included MDC staff, Rationale Ltd and Boffa Miskell. The project team has worked in a close partnership with representatives from Arowhenua, throughout the process, ensuring the Spatial Plans meet iwi aspirations for the area.

SPATIAL PLAN OBJECTIVES

1. We understand what the future holds for each town.
2. Integration of existing strategies and projects ensuring the outcomes reflect Mackenzie District values.
3. The work informs/facilitates the District Plan Review.
4. Ensure the Mackenzie District Council can get ahead of growth, identify key spatial improvements, then plan for it and get on with it.
5. The community is engaged throughout the process.

MACKENZIE SPATIAL PLAN | YOUR TOWNS, YOUR FUTURE, YOUR SAY

GEOGRAPHIC SCOPE

The Mackenzie District is a vast and varied area, treasured by locals and visitors alike. It has strong and distinctive communities, and a wealth of distinctive natural features - from the spectacular scenery offered in the Mackenzie Basin, through to the fertile soils of Eastern Mackenzie.

The district's boundaries stretch from The Hopkins and Ohau rivers in the South right up to the Two Thumb Range and Ōpihi River Catchment in the North. It covers an area of 7,339 km and is home to over 5,100 people.

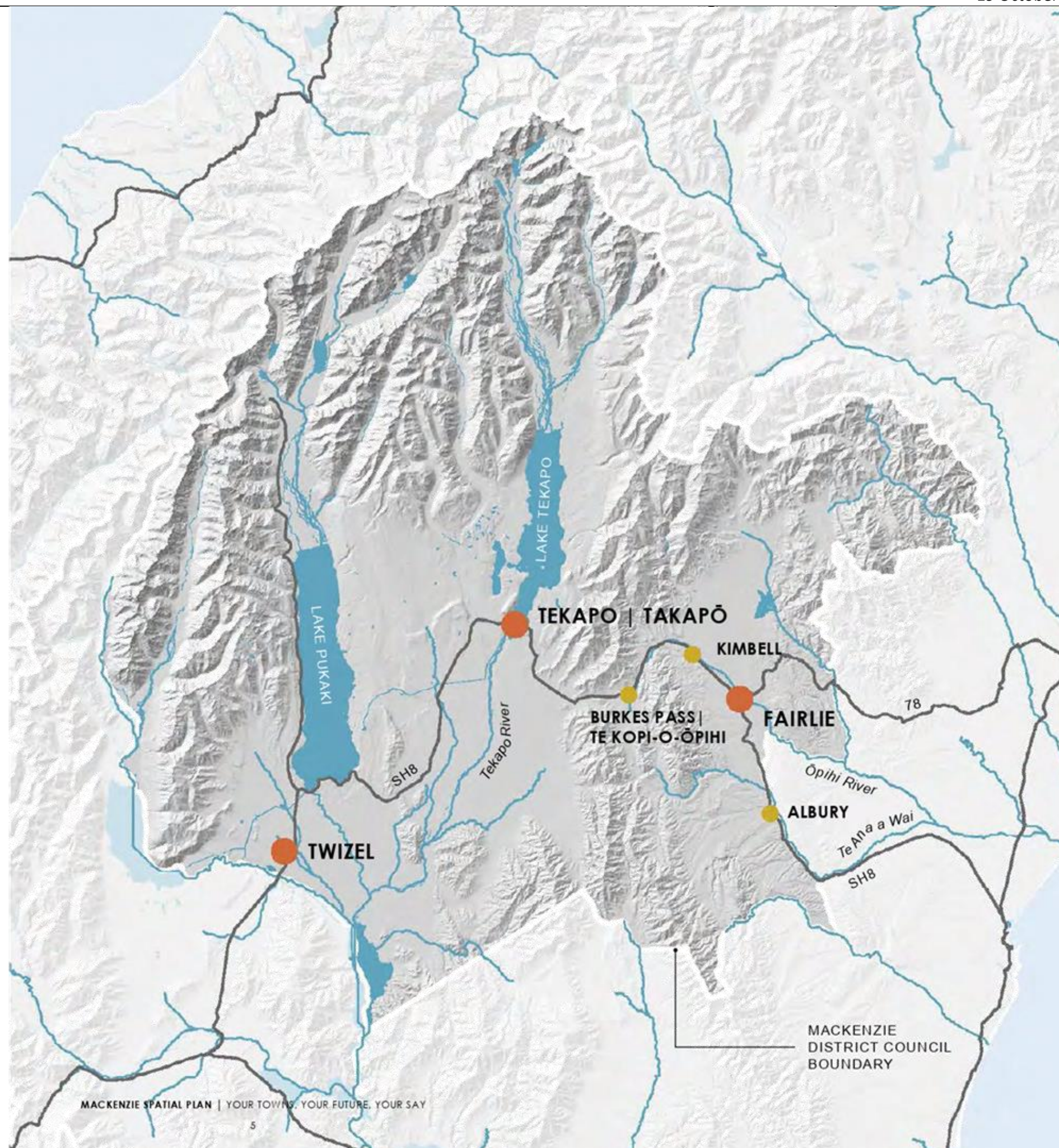
For Te Rūnanga O Ngāi Tahu and Papatipu Rūnanga the district provides a deep cultural connection with the past and future through a long line of whakapapa and history.

Residents, and those with a connection to the Mackenzie, are rightfully proud of the district and want to see the things that make it such a special place to live, work and play protected.

The three main townships that make up the Mackenzie District, Fairlie, Tekapo | Takapō and Twizel have distinctive communities of their own, with differing likes, dislikes and visions of the future. Likewise, the smaller rural settlements of Burke's Pass | Te Kopi-o-Ōpihi, Kimbell and Albury have their own distinctive features and heritage.

The Spatial Planning process has seen Spatial Plans developed for the three main townships, while rural settlement plans have been developed for the smaller settlements.

All the plans have focussed on each town or settlement and its surrounding area. This has ensured each location has been approached in a way that considers its specific issues, pressures and opportunities.



PROCESS

The Spatial Planning process has been driven by the community...

ESTABLISHMENT REPORT AND COMMUNITY SURVEY

1

January - May 2020

COMMUNITY SURVEY

January - February 2020

The Mackenzie Community Survey was carried out to get a high-level understanding of how the community feels about the district. It had 759 responses and asked three main questions of residents, ratepayers and visitors:

- a) What's one thing do you like most about the District?
- b) What's one thing would you like to see changed?
- c) Looking ahead, what one thing would you like the Mackenzie District to be known for in the future?



The results can be viewed online at:

<https://bit.ly/2upEAFJ>

ESTABLISHMENT REPORT

May 2020

The Establishment Report set the foundation for the delivery of the Spatial Plans. It was adopted by Council in May 2020.



COMMUNITY WORKSHOPS

2

July 2020

Targeted community and stakeholder workshops were held across the district. Three rounds of workshops were held.

a

Investment Logic Map workshops (8-10 July)



b

Issues and opportunities workshops (27 – 28 July)



c

Spatial optioneering workshops (29 – 31 July)



Investment Logic Mapping is a New Zealand Treasury endorsed process that helps set the foundation of a programme of work by understanding the problems faced and the benefits that would be achieved by addressing those problems. These were carried out as facilitated workshops with a range of community stakeholders from each main township.



Workshops were held in Burkes Pass, Kimbell and Albury to understand the issues and opportunities encountered by the communities of each rural settlement.



A second round of workshops were held in the main townships to identify what each community would like to see for the future of their town. These were interactive sessions with a wide cross section of the community which were used to in the options subsequently developed.

SHORT-LIST DEVELOPMENT

3

August - December 2020

Following the community workshops, the project team developed a short-list of three spatial plan options for each township, as well as a settlement concept plan for each rural settlement.

a Community Engagement on Short-list (September – October 2020)

Once the shortlist and rural settlements had been developed, they were shared with the community for feedback. These results directly informed the identification of preferred options for each town.



b Community Meetings (December 2020)

Following the short-list community engagement, the project came back to each community to share their findings and get further direction.

PREFERRED OPTION DEVELOPMENT

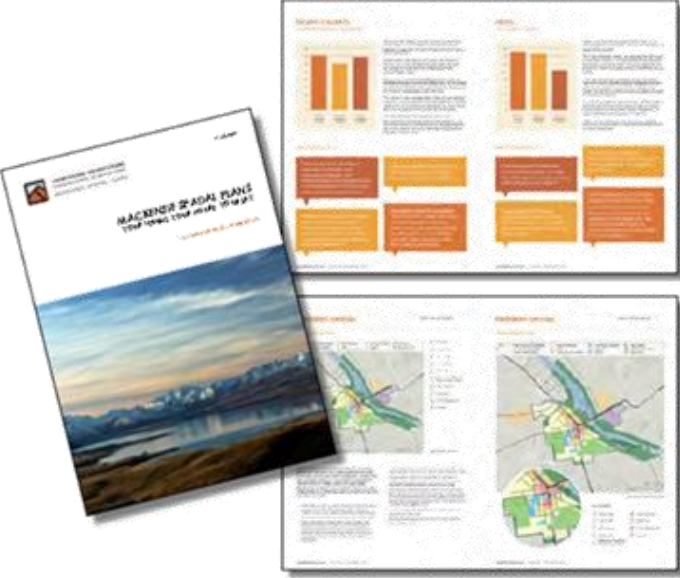
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December 2020 - May 2021

Using the feedback received from the community, the options were analysed against a range of measures to identify the preferred option for each town.

a Preferred Option Engagement (April-May 2021)

The preferred options were shared with the community for feedback.



b Fine-tuning (May – June 2021)

Following the community engagement on the preferred options, the Spatial plans were fine-tuned before being presented to Council for adoption.

ADOPTION OF SPATIAL PLANS

5

June 2021

The Spatial Plans and Rural Settlement Plans were adopted by Mackenzie District Council at a full Council meeting on 29 June 2021. They will now be used to inform future investment in each town and the zoning for each area in the District Plan Review.



a FAIRLIE



b TEKAPO | TAKAPŌ



c TWIZEL

AROWHENUA KORERO

Prepared by Aoraki Environmental Consultancy on behalf of Te Runanga o Arowhenua for Mackenzie District Council.

AROWHENUA

Arowhenua whānui is made up by three distinct groups of people:

- Te iwi o Waitaha,
- Te iwi o Kati Mamoe, and
- Te iwi o Ngāi Tahu.

There are two other groups of people with whakapapa links to Arowhenua:

- The Hawea iwi, and
- Rapanui iwi.

Kati Huirapa is the primary hapu of the Arowhenua, named after their ancestor, Huirapa.

The heart of modern day Arowhenua / Kati Huirapa is Arowhenua Marae, located on Huirapa Road between the Te Umu Kaha and Ōpihi rivers. The whare of the marae is named Te Hapa o Nui Tireni.

This is not the original Kāinga (village) for the Kati Huirapa hapu. Te Waiateruati is the tupuna pa, centred in the Orakipaoa wetland complex. It was a fortified village and a safe haven for the hapu in times of war. With multiple kāinga in the outer wetland and surrounding area.

Having a secure place to congregate, protect and defend whanau members in times of conflict was key to their survival. Fortified pa were common practice throughout Te Ao Maori.

A prominent figure and tupuna of many families that are whakapapa to Kati Huirapa was Te Rehi. He lived at Te Waiateruati and his Kāinga was an island, Harakeke Tautoro, named after the extensive swamplands of Harakeke (flax) that surrounded it. Unless someone was familiar with the area and knew the pathways into the pa, it was very difficult to find.

A whakatauki from the area explains the wetland – 'Te Pakihi hauroa e te Kahu.'

The plains that are soared over by the kahu (swamp harrier) were used as signals. Often birds were seen at villages. Due to the thickness of the Harakeke the only bird to be seen was the kahu circling above the pa. Orakipaoa also formed part of the numerous trails into river valleys and the alpine areas beyond. Some of these trails led into Te Manahuna (Mackenzie Basin).

Kati Huirapa have used and cared for the catchments within their takiwa for generations. This has created a strong sense of belonging and connection with the catchments. It is the same connection that any person would feel when they visit the land where their ancestors lived hundreds or thousands of years ago.

This sense of belonging and connection is described by Kati Huirapa as 'turangawaewae', which means 'a place to stand', where one belongs and has a right to stand as their ancestors stood before them.

Being a thriving community with growing needs based on seasonal gathering, tikanga protocols would have seen multiple excursions into te Manahuna for mahinga kai and other resources (harakeke, taramea (Spaniard) and rakau kāpeti (cabbage tree)) and activities throughout the seasonal calendar.

To survive and thrive in the harsh conditions of the time, the Tupuna had an intimate and vast knowledge of their surroundings. They were connected through a deep understanding and spiritual link to all things which was created and reinforced through karakia, whakapapa, moteatea, waiata, whare wāhana, haka, toi Maori, iwi, tikanga and kawa. Mātauranga (way of being and engaging in the world) was passed down through the generations.

This deep connection with South and Mid Canterbury and the Mackenzie Basin has meant Kati Huirapa have developed a deep sense of

responsibility to care for it, as it has cared for them and those who came before them. This exercising kaitiakitanga supports the philosophy of rangatiratanga over South and Mid Canterbury and the Mackenzie Basin. Rangatiratanga is discussed in greater detail below.

Modern day Te Rūnanga o Arowhenua (Arowhenua) are one of the 18 Papatipu Rūnanga (mana whenua with kaitiaki status) that make up Te Rūnanga o Ngāi Tahu. Their takiwā (district/area) has changed in size throughout their history. At present, it lies between two awa – the south bank of the Rakaia and the north bank of the Waitaki - ki uta ki tai, from the mountains to the seas.

Arowhenua share their takiwā borders with their whanau – to the north is Taumutu and Tuahuriri and to the south is Waihao and Moeraki.

The Rūnanga is set up as an incorporated society with a board of executives that oversees the day to day running of the marae and the four companies in its portfolio:

- The company board of directors that oversee investment.
- A newly formed board of directors that oversee business development.
- Arowhenua Whānau Services – a health provider.
- Aoraki Environmental Consultancy Limited (AEC) – the legal entity was established in 2017 to oversee resource consents, regional and district plan reviews, plan changes, concessions, cultural consultation with the public sector, as well as the environmental space with the private sector, particularly farming, industrial and energy sectors. AEC is unique in that it has been given the mandate by Arowhenua to make decisions within the environmental space on behalf of the rūnanga.

Image looking across Lake Pukaki towards Aoraki / Mt Cook

RANGATIRATANGA

The deep connection Arowhenua and Kati Huirapa have with South and Mid Canterbury and the Mackenzie Basin has meant Kati Huirapa have developed a deep sense of responsibility to care for it, as it has cared for them and those who came before them. This way of life is known as kaitiakitanga and incorporates the responsibility to ensure that the whenua and wai will continue to provide for their mokopuna – ‘for those who come after us’.

For Kati Huirapa, exercising kaitiakitanga supports the philosophy of rangatiratanga over South and Mid Canterbury and the Mackenzie Basin. Rangatiratanga is a traditional Māori philosophy, value and practice of people exercising their independence, determining their choices for governing themselves, their lands, and all their treasures. Rangatiratanga has particular prominence, as it is the basis of Article 2 of Te Tiriti o Waitangi/The Treaty of Waitangi (1840).

Rangatiratanga is often associated with sovereignty, leadership, autonomy to make decisions, and self-determination. This includes leadership within the whānau and community, as well as leadership within business activities in the private and public sectors. For Kati Huirapa, rangatiratanga in the cultural sphere relates to stewardship of others, advocating for others and the community, doing the right thing for their people, and ensuring well-being and generosity of spirit.

In relation to the environment, rangatiratanga is about caring for wāhi tapu and wāhi taonga (sacred places and objects) and ensuring co-governance and co-management of natural resources. This in turn ensures that rangatahi (the younger generations) and the community know the history of the land and reserves that surround them, and that the land is safe, appreciated and used. The values held by Kati Huirapa and Arowhenua associated with this belief are as follows:

- Practice and protect the co-governance and co-management of natural resources and be active participants in the decision-making processes that impact the takiwa.
- Establish and achieve a high standard of environmental outcomes to protect the natural landscape for future generations.
- Aim to return conservation land to a natural state where biodiversity projects can enhance the indigenous flora and fauna of the area.
- Encourage customary harvesting and practices on the whenua (land), in the awa (rivers) and the moana (lakes).
- Protect the whakapapa of Arowhenua and Kati Huirapa.

Arowhenua proclaim rangatiratanga, kaitiakitanga over their takiwā and feel this responsibility strongly. Arowhenua are greatly concerned with the ongoing degradation of awa, moana and whenua. Arowhenua want to participate and be involved in the decision-making processes and the formulation of strategies and plans that will stop the waterway and environmental degradation. This is supported and provided for in all resource management processes.

WAITAHA

Te iwi o Waitaha are recorded in Ngāi Tahu whakapapa as the first inhabitants of Te Wai Pounamu.

Whakapapa states their arrival around the 8th century AD, arriving in the great waka Uruao which was led by the Rangatira Rakāihautū and his son Rākihōia. They first landed at Boulder Bank in Whakatū (Nelson) where their group split in two, with one led by Rakāihautū and the other led by Rākihōia.

Rakāihautū led his group south and down through the main divide, exploring the island and eventually discovering the great lakes in Te Manahuna rohe, the lakes and wetlands in Murihiku and the coastal lakes and wetlands from Wainono up to Banks Peninsular, with the help of his ko (digging stick) Tūwhakarōria.

It is recorded as Nga puna wai karikari o Rakāihautū Takapō, Pūkaki, Ōhau, Hāwea, Wānaka, Whakatipu wai maori, Whakatipu wai tai, Te Anau, Wairau. Rakāihautū claimed the whenua (land) by way of take taunaha ahi kaa – the right of discovery and occupation.

‘Ko Rakāihautū te takata nāna i timata te ahi ki ruka ki tēnei motu ka nohoia tēnei motu e Waitaha.’ Rakāihautū was the man who lit the fires of occupation upon this island which was settled by Waitaha. Upon his return from Wairewa and Waihora he pronounced the name of ko to be Tuhiraki. His people cried out and repeated ka puna karikari a Rakāihautū – the pools dug by Rakāihautū.

The group led by Rākihōia sailed the waka Uruao through the Cook Strait and down the east coast. Noticing the abundance of tuna (eels) from Banks Peninsular to Morvern, he set pa tuna (eel weirs) along the coast, giving effect to the name of the South Canterbury coast – ka poupu o Rākihōia (Rākihōia’s upstanding post – in reference to the eel weirs he erected).

The two groups reunited at Waihao-Morven and it is said the waka Uruao is now a reef in the Waitaki hapua.

KATI MAMOE

Kati Mamoe descends from Hotu Māmoe / Whatua Māmoe. They merged into a tribe in the late 15th century.

Based out of the great pa in Ahuriri (Napier) Otātura and Heipipi (Gisborne), they have close whakapapa connections to the Kurahaupō people from Mahia. They are also connected to the Rangitane and Ngāi Tara people who descend from Whātonga, a very early explorer to Aotearoa from Hawaiki.

Whātonga is said to have landed a Nukutaura on the Mahia Peninsular in the late 16th-17th Century, a small migrant ropu settled at Te Rimurapa (Sinclair Head), Raukana Moana coast.

Tradition says that they received a gift of kai from the Waitaha iwi living at Wairau across the strait. The abundance of kai in the gift led them to desire the Waitaha’s plentiful resources and they migrated south and settled at Waiau, where they absorbed the Waitaha iwi into their own. They moved from Waiau and established significant settlements at Waipapa at the mouth of the Waiau-toa (Clarence River). They later moved to Kaikoura as well.

With the arrival of Kati Kuri hapu of Ngāi Tahu, they were pushed out of their homelands and migrated as far south as Murihiku (Invercargill). They had a violent relationship with the Ngāi Tahu hapu and a lot of battles were fought. There was a lot of intermarriage between Kati Mamoe and Ngāi Tahu as well, creating alliances and peace from the marriage of both tribes.

TE RŪNANGA O NGĀI TAHU

Te Rūnanga o Ngāi Tahu (Ngāi Tahu) were the last group of people to migrate south to Te Wai Pounamu and were to have the greatest impact.

They descend from the Mātaatua waka through their founding ancestress Hemo-ki-te-raki. Another line they descend from is Paikea. He settled at Whangaroa and married Huturangi around 1350. Four generations later form this unity the eponymous ancestor of Ngāi Tahu was born – Tahu Potiki.

As an adult he was to marry Hemo-ki-te-raki and their offspring are the foundations of Ngāi Tahu whanui.

From Whangaroa they started migrating south around the 1500’s. Spearheaded by the hapu Kati Kuri, the migration was called Te Heke o Pūrahonui after their ariki (high chief) Pūrahonui. Kati Irakehu were another Ngāi Tahu hapu to migrate south after fighting broke out on their lands. Another prominent hapu was Kāti Tūhaitara, who were led and guided by chiefly woman whose group bear her name, later becoming Ngai Tūahuriri.

The other two main hapu are Kati Huirapa and Te Ruahikihiki.

Ngāi Tahu’s migration south was one of warfare, political allegiances and intermarriage between Kati Mamoe and Waitaha.

The principal leaders of the Te Wai Pounamu around the time of the signing of Te Tiriti o Waitangi, Tuhawaiki, Iwi Kau, Taiaroa, Korako and Karetai could all claim decent from Waitaha, Kati Mamoe and Ngāi Tahu.

Modern day Ngāi Tahu is now made up by the 18 papatipu Runanga who descend from the five hapu mentioned above.

TE MANAHUNA CONNECTION

Arowhenua's connection to Te Manahuna is one of whakapapa from Te Kauwae-rangoe (the celestial world) through to Te Kauwae-raro (the realm of man).

Arowhenua are connected through Te Waka o Aoraki whakapapa, Te waka o Arai, te uru whakapapa, Te waka o Uruao whakapapa.

Arowhenua see Te Manahuna as our tupuna held in the highest regard. This can be seen with the naming of important landmarks with the names of significant tupuna of Arowhenua / Kati Huirapa. For example:

- Ōtehīwai / Mt John – a passenger from the Arai te uru waka that capsized at Matakāea (Shag Point)
- Rakiroa / Mt Dampier – a demi-god and brother of Aoraki from the waka o Aoraki
- Takapō – one of the lakes dug by Rakāihautū and his ko (digging stick) Tūwhakarōria.
- Te Tari o Mauka Atua / Ben Ohau Range - Mauka Atua was also a passenger on Arai te uru waka.
- Manahuna was a place for Tohunga to seek enlightenment and to be close to their atua (gods) through karakia.

Arowhenua / Kati Huirapa and the wider Ngāi Tahu were a nomadic hunter gatherer people that followed a seasonal calendar. Mahinga Kai was key component to their survival and success. From the coast to the Alps, they roamed far and wide with the use of the plentiful braided river systems.

One key travel route used was the Ōpihi awa. There are many tuhituhi nehera (rock drawings) along limestone cliffs which are taonga, recording Tupuna's time in history.

Travelling up the Ōpihi, just before it splits into the Te ana a wai and Opūaha awas there are the mahinga kai sites Te kohaka a Makaia, Ote Ao and Waitu. The Kauru (cabbage tree root) and tuna were gathered

and harvested at these sites in large numbers on seasonal gathering expeditions.

Both the Te ana a wai and Opūaha were regularly used as travel routes. Heading up the Te ana a wai, the name comes from the water in the awa originating from a series of caves in the upper catchment.

There are mahinga kai sites surrounding the town of Albury including Te awa Moko and Te Horo Motuhaka. Weka, tuna and āruhe (bracken fern root) were gathered and harvested here.

Following the Opūaha where tuna and taramea (spear grass) were gathered there are more mahinga kai sites including Te Wai a Kanekane and Kohinewahia. Tuna, āruhe and kauru were gathered here.

There are a number of mahinga kai sites around the township of Fairlie. On the Opūaha side there are the sites that include Here Wahine and Te Haka Tārewa where weka, kakapo, kereru, kaka and other forest birds were gathered and harvested.

West of Fairlie, including the township of Kimbell and Te Kopi o Ōpihi | Burkes Pass is the substantial kāinga mahinga kai site, Te Arotuaporoporo. Here weka, āruhe, taramea and kauheke (a native tree bark used to make clothing, belts and sandals) were gathered and harvested. Te Kopi o Ōpihi is recorded as being the source of the Ōpihi awa.

Tauhinu is a landmark of note for Arowhenua, known today by the European name Sterickers Mound, it is a viewpoint of the original Te Manahuna braided river system. Weka and tuna were abundant in this area, with May through to August being the main season for gathering. The fat content in weka was high and the meat was preserved in the fat so it could be stored over the winter months.

TAKAPŌ

Te Roto o Takapō (Lake Takapō) is another significant landmark for mana whenua. One of the great lakes dug by Rakāihautū, the area was another

abundant source of tuna and weka. The island in the lake bears the name Motu Ariki and is said to have been a defensive position in times of war. The adjoining two lakes – Takamana (Alexandrina) and Whakaru Kumoana (McGregor) were also abundant with tuna. Takamana was the kainga associated to Takapō and Koareare (the edible rhizome of raupō) was harvested here.

Flowing between Takapō and Pukaki is Te Wai a Kohe (Irishman Creek). A kainga mahinga kai site was situated by the awa close to O te raki kawau (Patterson's Terrace).

PUKAKI

Te Roto o Pukaki (Lake Pukaki) is the largest of the lakes that were dug by Rakāihautū in Te Manahuna. Multiple kainga mahinga kai sites were situated around the lake and near the two awa – Te awa Whakamau (Tasman River) and Te Awaure (Jollie River). Weka, Pūtakitaki (Paradise Duck), āruhe, tuna, tikumu (common mountain daisy) were gathered and harvested here.

TWIZEL

There are multiple kainga mahinga kai sites of significance in the area surrounding Twizel. Weka were gathered at Te Waiotūtahi. Wakapōha was located on the Ōhau awa, where weka and tuna were gathered here. Kiutu Tuia was located near the outlet of Lake Ōhau and this was another place to gather weka and tuna.

ŌHAU

Te Roto O Ōhau was also dug by Rakāihautū and was a place for a tohunga (priest) to come for karakia to the atua (gods). Weka and tuna were gathered here. Te Ruataniwha (Ben Ohau) stand next to Te Roto O Ōhau. Te Ruataniwha was a passenger on the waka Arai te Uru. It capsized near Matakāea (Shag Point). The waka's passengers came ashore explore but many were turned into the geographical features of Te Wai Pounamu when they did not return in time to the waka.



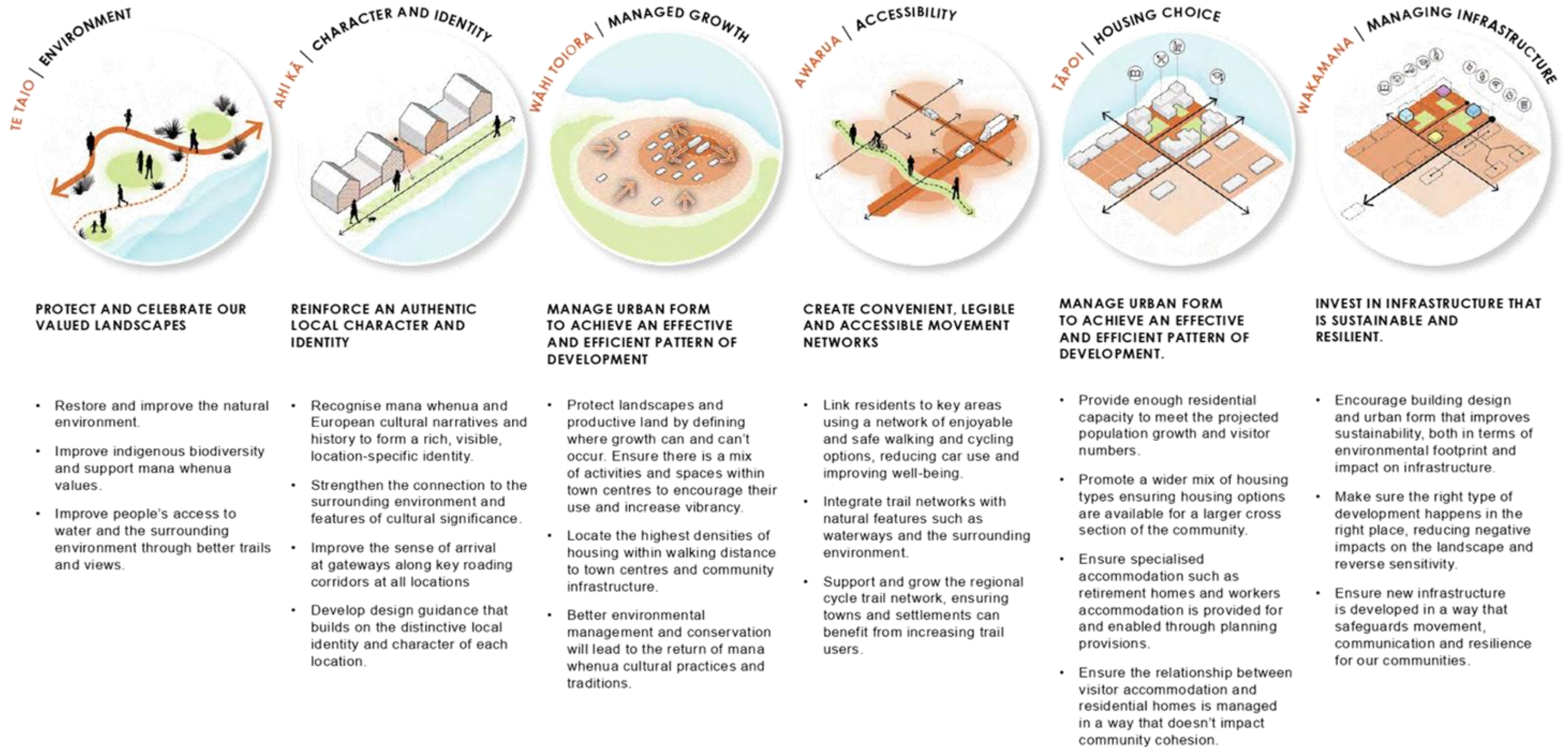
Image looking north across Takapō | Lake Tekapo to Motuariki

SPATIAL PLANNING PRINCIPLES

A series of design principles have been developed through the Spatial Planning process. These principles drew on a range of sources, including background research, community engagement, the Investment Logic Mapping workshops, the Optioneering Workshops and community feedback.

These principles will be used to guide the development of each town and rural settlement as they grow. Each principle can be used to evaluate development proposals that come to light in future.

They are living principles, designed to be updated and amended as new opportunities come to light or the situation in each location changes.



ACCOMMODATION AND HOUSING TYPES

Ensuring a good mix of housing types can be developed in the right areas is important to ensuring our communities can grow in a way that improves the places we call home.

The provision of different types of densities have been informed by growth projections that look out thirty years (and beyond). By doing this the Spatial Plans ensure that there will be enough housing capacity to meet the needs of our growing populations.

The Spatial Plans outline the zoning that will be provided for through the District Plan Review, which will begin in early 2022. This enables different types of housing to be developed to meet the changing needs of the community, such as catering for different lifestyles, more choice, greater affordability and increased availability.

DESIGN GUIDELINES

As each township has its own specific environment and built character, it is expected that township specific design guidelines will be developed alongside the District Plan Review. Design Guidelines will support the new District Plan and will inform how housing should be developed, ensuring it complements the landscape and fits the look and feel of the town.

This will be particularly important for the higher residential densities that have been proposed, such as High-Density / Mixed Use and Medium Density Residential. Design guidelines can cover things such as building forms, façade treatments, material palettes, open space, car parking, lighting and a range of other design elements.

SPECIALIST ACCOMMODATION

The community has made it clear they want to see provision for specialised accommodation such as retirement homes and workers accommodation etc. While specific areas haven't been identified for these types of development, the expectation is that provisions will be included in the District Plan to better enable these. MDC will also be looking at how they can encourage and incentivise these kinds of developments, where appropriate.

VISITOR ACCOMMODATION

Areas for higher density visitor accommodation, such as hotels and motels, have been identified in the plans. These have been developed to cater for the projected numbers of visitors in the next 30 years.

It is also likely that controls will be developed to address the issue of an oversupply of residential Airbnb type holiday homes, which are having an impact on existing residential communities and infrastructure. These controls will be developed in consultation with the community and included in the District Plan Review.

HIGH DENSITY/MIXED USE RESIDENTIAL



DENSITY	50-70 Dwellings / Ha
TYPICAL SECTIONS	150 - 200 sqm
TYPICAL HOUSING TYPES	Low - medium rise apartments

High density / mixed use development offers opportunities for a combination of residential living and complementary commercial and/or visitor accommodation activities. It is best used where there is high demand but little space and where the visual impacts can be well managed. It has only been proposed in Tekapo (Takapō).

- Ensures residential living in close proximity to town centre and community facilities.
- Increased densities create a vibrant town centre environment with a mix of residential and commercial opportunities supporting each other.
- Reduces the reliance on private cars, with the ability to walk and cycle to most locations within town.
- Lowest maintenance 'lock and leave' options with less impact on residential areas if they are also used as holiday homes. This is equally applicable for local residents.

MEDIUM DENSITY RESIDENTIAL



DENSITY	30 - 40 Dwellings / Ha
TYPICAL SECTIONS	250 - 300 sqm
TYPICAL HOUSING TYPES	Semi attached terrace houses, attached terrace houses, low rise apartments

Medium density residential housing offers higher density housing such as two storey town house style development. It has been identified in areas closest to town centres in the three main townships.

- Offers a wider range of housing opportunities, particularly for those looking for smaller houses and lower maintenance properties.
- Improves affordability of housing by offering economies of scale and efficient use of land.
- Offers higher densities of residential populations close to town centres, encouraging walking and cycling over car use.
- Provides for a mix of residential and visitor accommodation options without impacting traditional residential communities.

LOW DENSITY RESIDENTIAL



DENSITY	10 - 20 Dwellings / Ha
TYPICAL SECTIONS	400 - 600 sqm
TYPICAL HOUSING TYPES	Detached house

Low density residential offers the 'traditional' residential offering with standalone houses on sections between 400-600 sqm. It creates neighborhoods with regular contact between neighbours and larger spaces for indoor and outdoor recreation activities.

- Generally within convenient walking or cycling distances to town centre and community facilities
- Typically offered through large-scale subdivisions, creating affordability through volume.
- Allows a balance of privacy and space, with a lower level of maintenance required.
- Accommodates small to large household sizes, with space for children to play, vegetable gardens, recreation etc.

LARGE LOT RESIDENTIAL



DENSITY	2 - 4 Dwellings / Ha
TYPICAL SECTIONS	2,000 - 4,000 sqm
TYPICAL HOUSING TYPES	Detached houses on a large section

Large lot residential housing offers larger sections and a more rural feel. They are located further away from town centres and community facilities than higher density housing.

- Detached housing on a larger section which can accommodate larger household sizes.
- More privacy and space for a range of recreational activities, increased ability to be self-reliant.
- More reliance on the use of vehicles to access most destinations.
- Higher property maintenance requirements due to larger section sizes.
- Less affordable due to larger property size and higher infrastructure costs.

RURAL RESIDENTIAL



DENSITY	0.5 - 2 Dwellings / Ha
TYPICAL SECTIONS	1 - 2 ha
TYPICAL HOUSING TYPES	Detached houses on a rural section

Rural residential living offers a rural feel and often borders traditional rural areas, marking the boundary between the urban and rural town peripheries.

- Offers large spaces and rural outlooks, with the ability to raise small numbers of livestock.
- Reliant on vehicles to access goods and services.
- Provides space for on-site garaging and workshops spaces.
- Significantly increased property maintenance requirements due to large property size
- Increased costs due to the need to provide some infrastructure services on site.



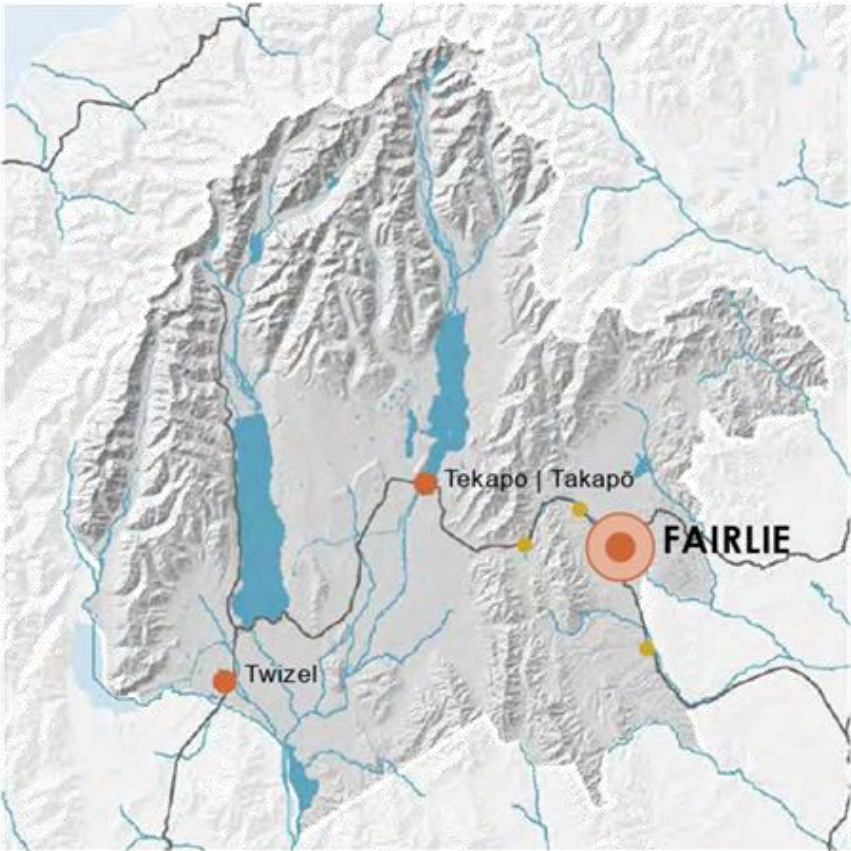
INTRODUCTION

Located on the upper Ōpihi River at the junction of State Highway 79 and State Highway 8, Fairlie is regarded by many as the gateway to the Mackenzie District from the north. Fairlie is the last large township encountered on the drive south into the Mackenzie Basin and is a popular stop on the route.

In 1865 an accommodation house opened at Fairlie Creek (as it was known until 1892). The Fairlie Branch Railway reached the town in 1884, servicing the town until 1968 and a regular coach service to Aoraki/Mt Cook began in 1886 servicing the burgeoning visitor industry.

Fairlie has been a rural hub for the Mackenzie District for generations, providing services, facilities and the main council offices. In recent years it has seen increasing tourism due to its location on the main route into the Mackenzie Basin, and this has seen a shift in the economy of the town.

While there has been a relatively stable population for a number of years, the number of houses has increased – this demonstrates the changing demographics and aging population of the town. Due to capacity constraints, housing quality and the availability of sections, many people have been choosing to live and build in the rural areas surrounding Fairlie.



MACKENZIE SPATIAL PLAN | YOUR TOWNS, YOUR FUTURE, YOUR SAY



TOWN CENTRE



CIVIC PRECINCT AND VILLAGE GREEN



SPORTS HUB

CONTEXT ANALYSIS

Fairlie is situated alongside the Ōpihi River and at the junction of State Highways 79 and 8. It is surrounded by fertile farmland and has few significant landscape constraints other than those related to flooding – both from the river and overland flows.

Ensuring Fairlie could continue to grow, without impacting its surrounding rural amenity and productive capacity, was a key consideration in the Spatial Planning process.

LAND USE AND CAPABILITY

The town centre is located centrally within the town, with residential areas radiating out to the north, west and south. Industrial land is situated directly across the river to the east. Another large industrial area remains undeveloped to the south. Larger recreational areas define the edge of the town. Land use capabilities surrounding the town are generally of moderate productive value, largely suitable for pastoral grazing.

LOT SIZE AND OWNERSHIP

Smaller lots (warmer colours) tend to be in the more established parts of Fairlie. They have already been split into a diverse range of ownerships and this is where infill growth and intensification could occur. Some larger tracts of land (cooler colours) remain close to the town, making comprehensive development more manageable. An informal settlement area exists to the north of the town, with incremental rural residential lots evident along both Nixon and Clayton Roads.

MOVEMENT

Access to Fairlie is predominately via State Highways 8 and 79, the latter providing one of the few bridge crossings over the Ōpihi River. The street grid forms the block structure of the town, with local roads radiating out in all directions. Walking and cycling trails follow the Ōpihi River corridor and along Nixons and School Roads.

LANDSCAPE CONSTRAINTS

The town is located on predominately flat land. The Ōpihi River frames the town to the immediate east with more distant foothills to the west and east.



- LEGEND**

 - Village Centre
 - Residential 1 Zone
 - Residential 2 Zone
 - Rural
 - Tourist Zone
 - Industrial Zone
 - Recreation
- Moderate limitations for cropping and horticulture
 - Significant limitations for cropping and horticulture
 - Not suited to cropping but good for pastoral and forestry

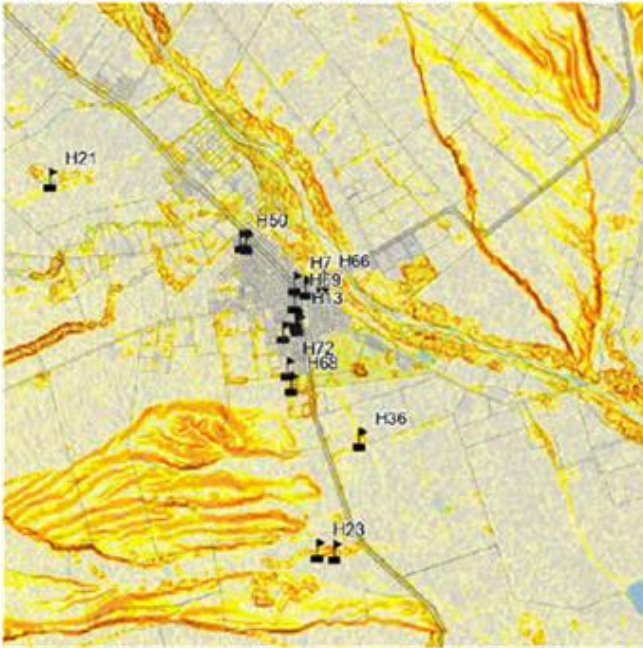


- LEGEND**

 - <2000m2
 - 2000-5000m2
 - 5000-1 ha
 - 1ha - 2ha
 - 2ha - 4ha
 - 4ha - 8ha
 - 8ha - 12ha
 - 12ha - 20ha
- 20ha - 40ha
 - >40ha
 - MDC owned land



- LEGEND**
- State Highway
 - Roads
 - Walking / Cycling Tracks



- LEGEND**

 - Heritage items
- Slope

 - Flat
 - Very Steep

COMMUNITY ANALYSIS

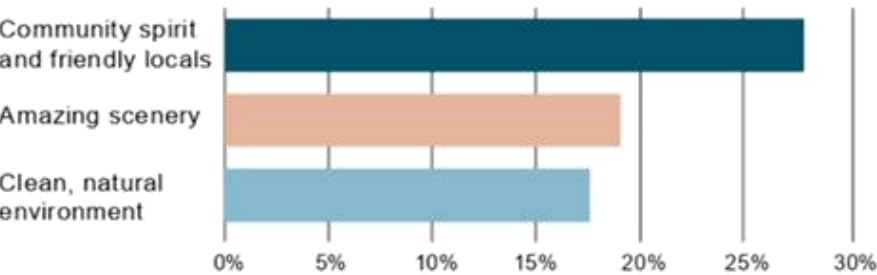
COMMUNITY SURVEY

A community survey undertaken in early 2020 showed that Fairlie has a strong sense of community and people are proud to call Fairlie home.

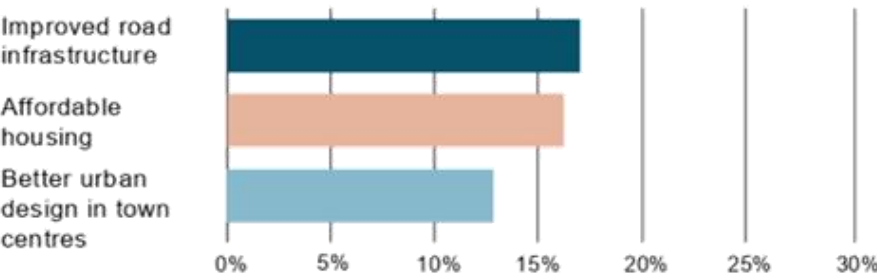
Fairlie has been less impacted by the rapid growth in tourism when compared to Tekapo/Takapō and Twizel, and this was apparent in responses to the survey.

Looking ahead, people in Fairlie wanted the town to be known for having a friendly, safe and inviting community and were interested in the provision of affordable housing.

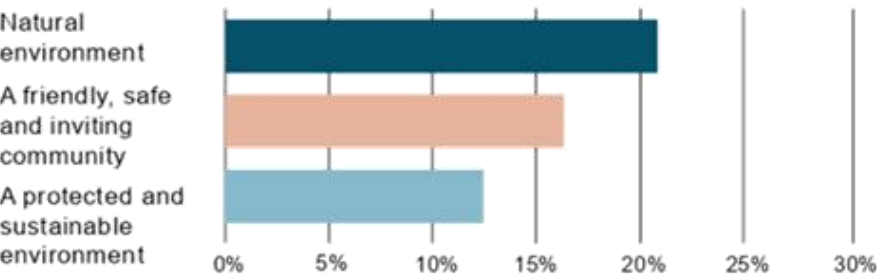
WHAT DO YOU LIKE THE MOST ABOUT THE MACKENZIE DISTRICT?



WHAT IS THE ONE THING YOU WOULD LIKE TO SEE CHANGED?



WHAT IS THE ONE THING YOU WOULD LIKE MACKENZIE DISTRICT TO BE KNOWN FOR?



HOUSING AND POPULATION

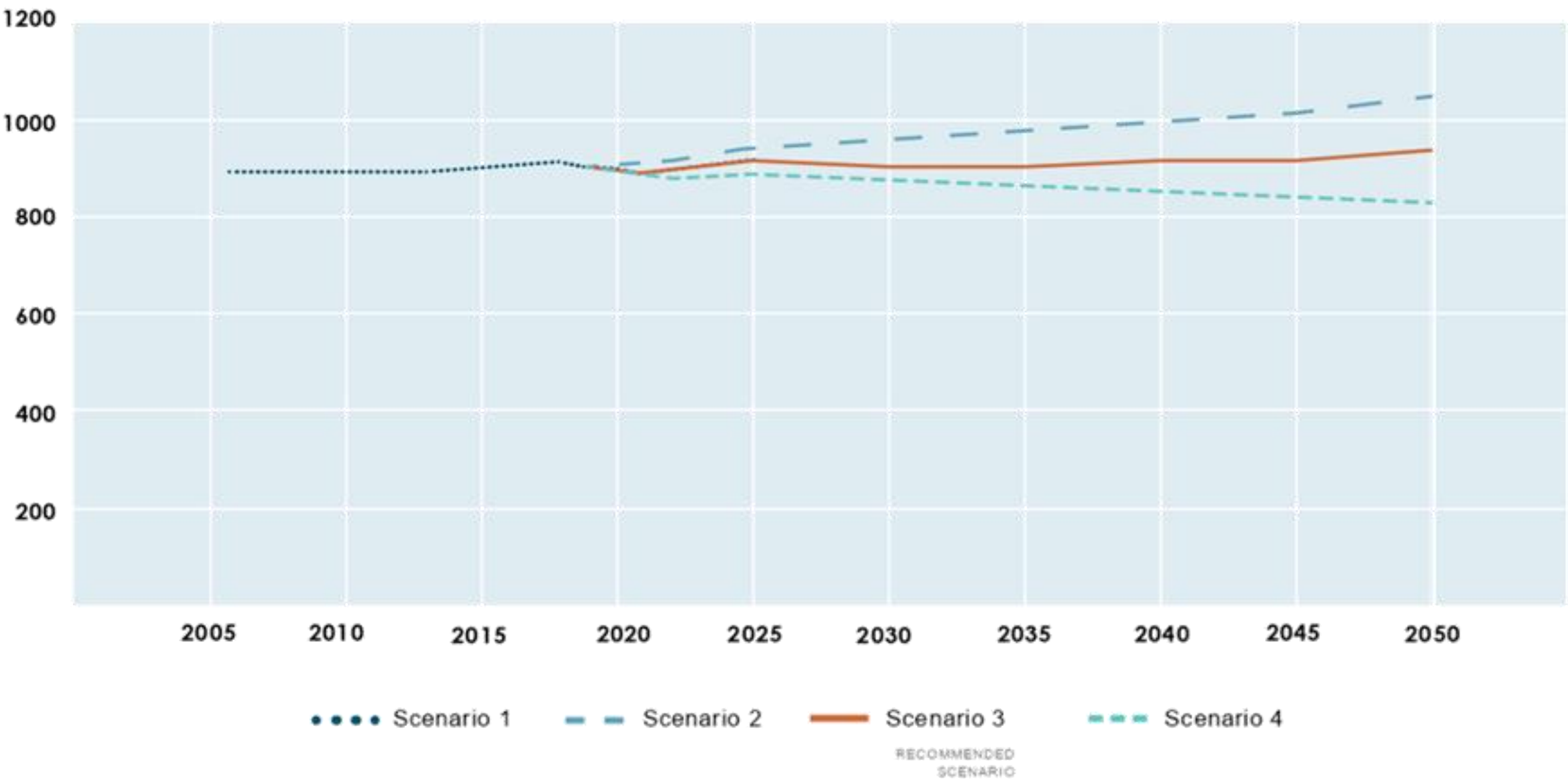
Fairlie has an aging population, with a higher proportion of elderly or those who will be elderly within the next decade.

The population structure has not changed significantly over time, nor has it experienced any marked growth, increasing just 2% from 2013 – 2018.

Fairlie has a mixed housing stock, largely made up by residential dwellings and lifestyle properties. In the last ten years the number of dwellings has increased by 10%, this been caused by a decreasing average household occupancy (less people are living in each house so more houses are required to house the same population). This is a result of changing demographics. The majority of this housing growth is through the development of lifestyle properties on the town's edges.

In the last few years, there has been anecdotal evidence to suggest that people are moving to Fairlie and working in Takapō, as house prices and rents are more affordable.

RESIDENTIAL POPULATION PROJECTIONS - FAIRLIE



GROWTH

The population in Fairlie is expected to grow slowly over the next 30 years, from a current day population of 895 to a total of 935 in 2050 – a rate of 0.1% per annum.

The number of jobs in the township is expected to increase at a higher rate of 0.8% per annum on average, from 383 in 2020 to a total of 520 jobs in 2050.

Dwelling growth is also expected to exceed the rate of population increase, moving from 492 to 583, at a rate of 0.5% per annum.

UNDERSTANDING THE PROBLEMS

INVESTMENT LOGIC MAPPING

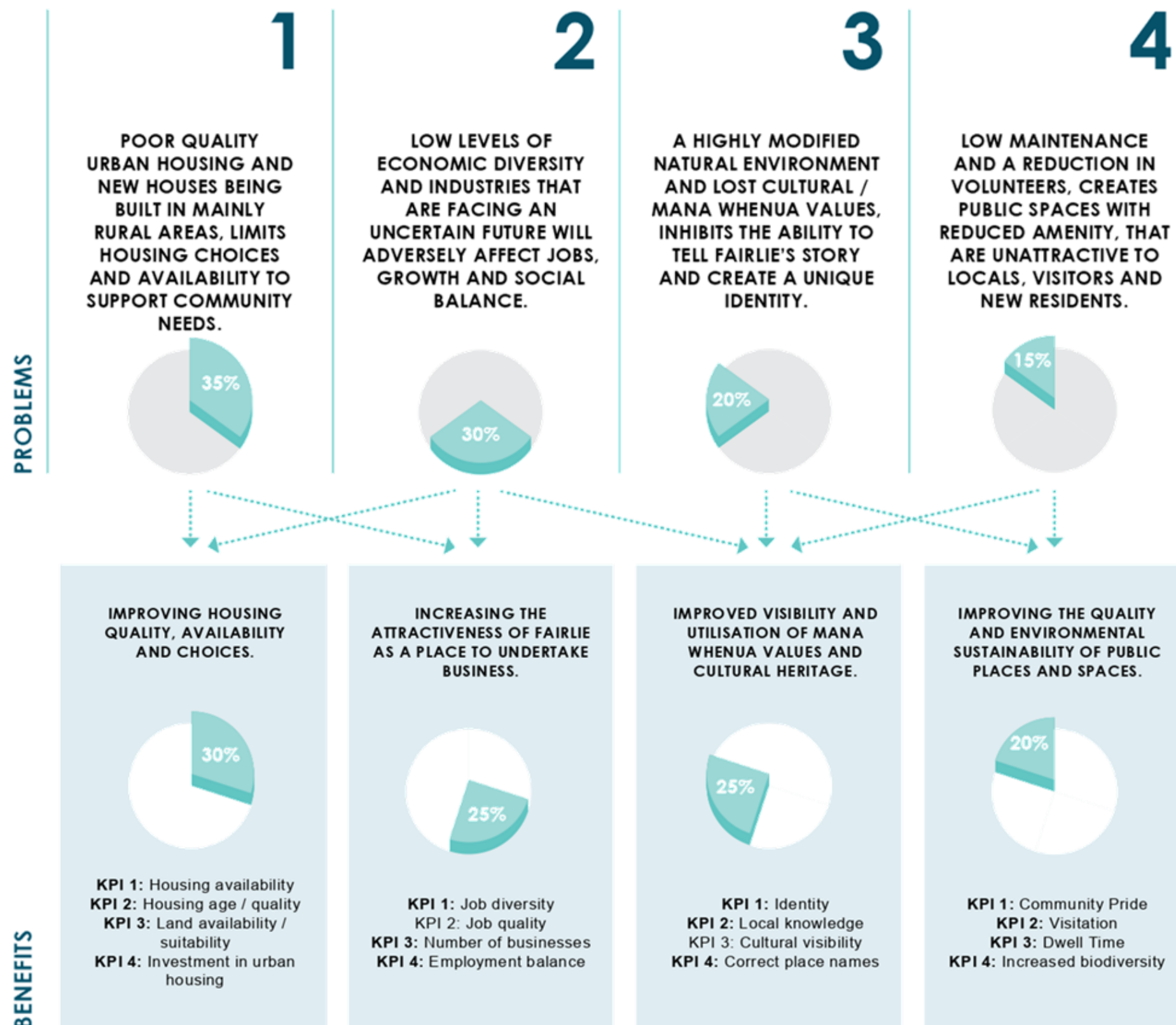
To help understand the problems faced in Fairlie, and the benefits that could be achieved by addressing the problems identified, the Spatial Planning team used a process called Investment Logic Mapping (ILM).

This ensured the Spatial Plans were focused on addressing the issues faced by the community, and created four investment objectives (or ILM benefits) that were used to measure the options developed through the process.

An ILM workshop was held in Fairlie on 8 July 2020 at the Mackenzie Council Chambers, this involved a cross section of community members to ensure a representative view was heard and understood.

INVESTMENT OBJECTIVES

- Improving housing quality, availability and choices (30%)
- Increasing the attractiveness of Fairlie as a place to undertake business (25%)
- Improved visibility and utilisation of mana whenua values and cultural heritage (25%)
- Improving the quality and environmental sustainability of public places and spaces (20%)



DEVELOPING THE OPTIONS

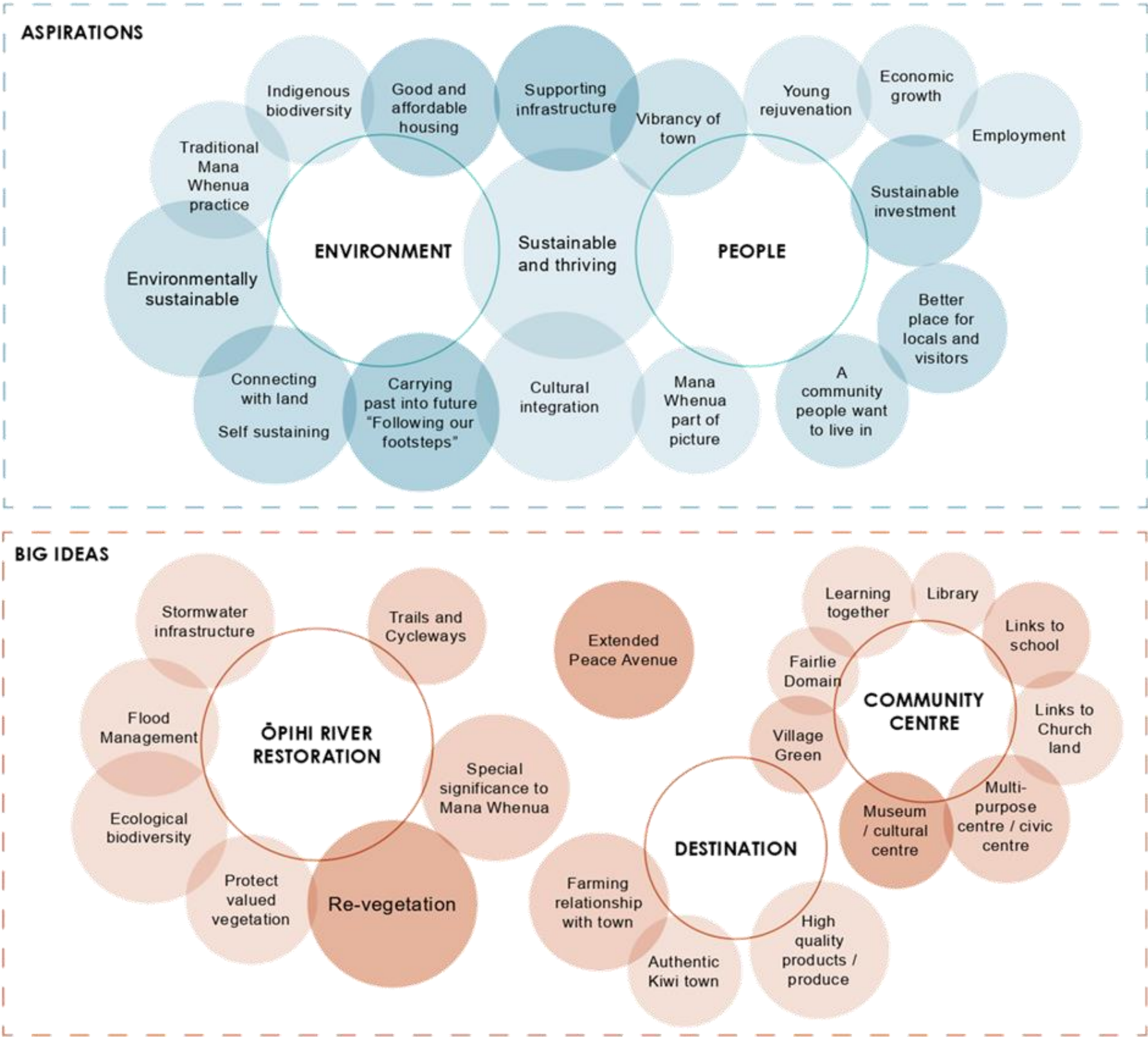
A community workshop was held in Fairlie on 29 July 2020 to help develop the options for the town.

This facilitated workshop was held with a cross section of the Fairlie community, with the aim to understand the following:

- Understand the existing positive qualities of the town and future hopes of the community for the next 30 years.
- Explore a range of approaches to managing the future growth of the town and apply those to developing a short-list of spatial plan options to consult the wider community on.
- Identify issues and opportunities that will inform future town centre plans The workshop broke attendees into four groups who independently developed four different approaches to growth in Fairlie.

Using the results of these workshops, the Spatial Planning team developed a range of growth options for the town. These were then scored against the investment objectives identified in the ILM and a range of other measures to help develop a short-list of options for engagement with the community.

It also identified a range of aspirations and big ideas for Fairlie.



APPROACHES TO GROWTH

The below approaches to growth were developed by the participants in the options workshop. They were used to develop the options that were shared with the community for feedback.

GROUP 1



- Connect and centralise community facilities to increase their presence and utilisation.
- Encourage residential subdivision to the west of the town.
- Develop some of the community village green space as a commercial area to link with existing retail activity and support the activity in the green space.

GROUP 2



- Better utilise the wetland areas along the Ōpihi River as community spaces while improving and protecting them.
- Development of a new bypass road due to concerns about heavy traffic through the centre of town.
- Spread residential development to the west of town due to terrain and the protection of rural outlook.

GROUP 3



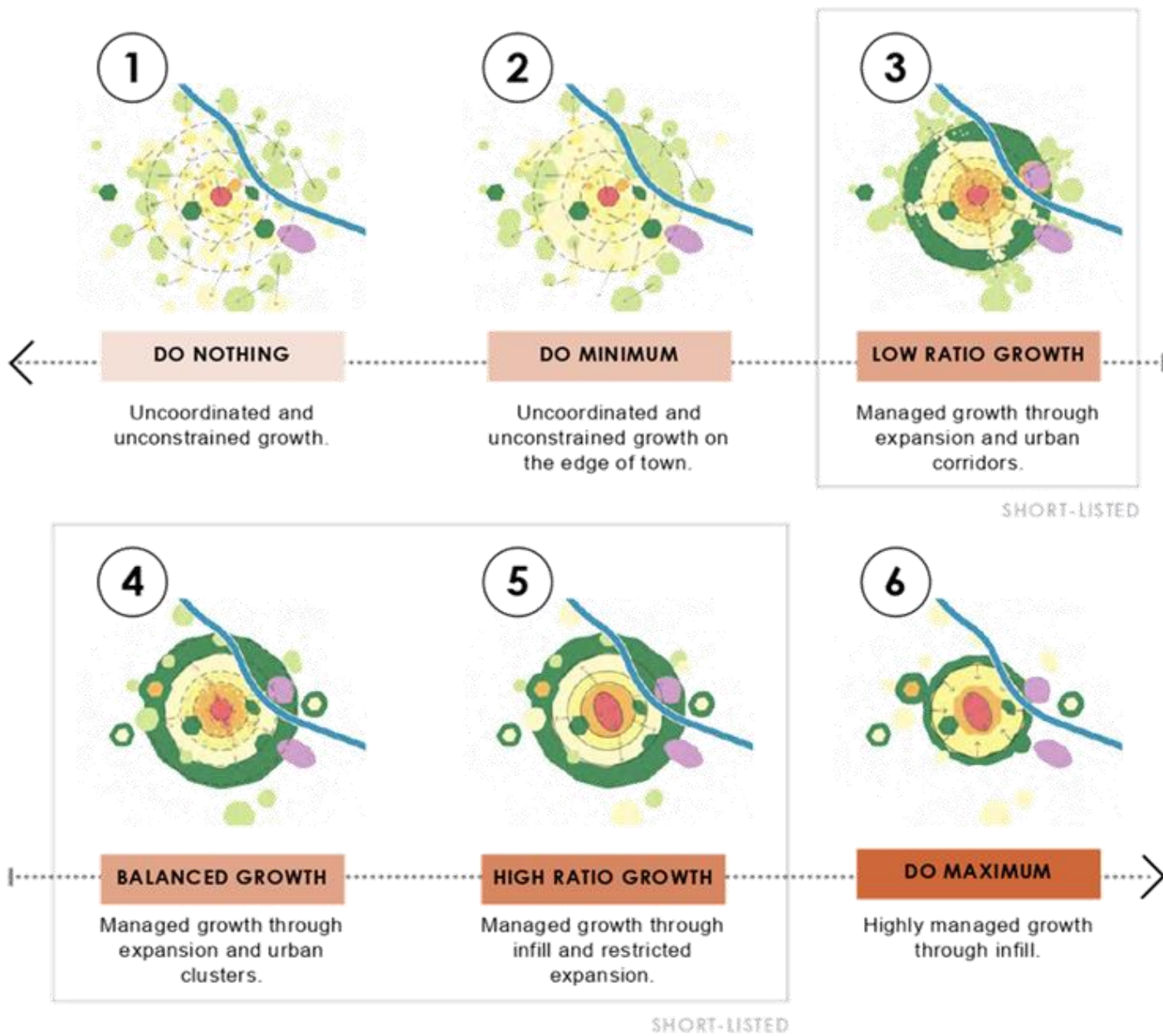
- Develop and intensify the commercial centre of town.
- Develop rural residential options to the north-west, west and south of the town.
- Invest and develop cycleways from Timaru, Kimbell and along the Ōpihi River.

GROUP 4



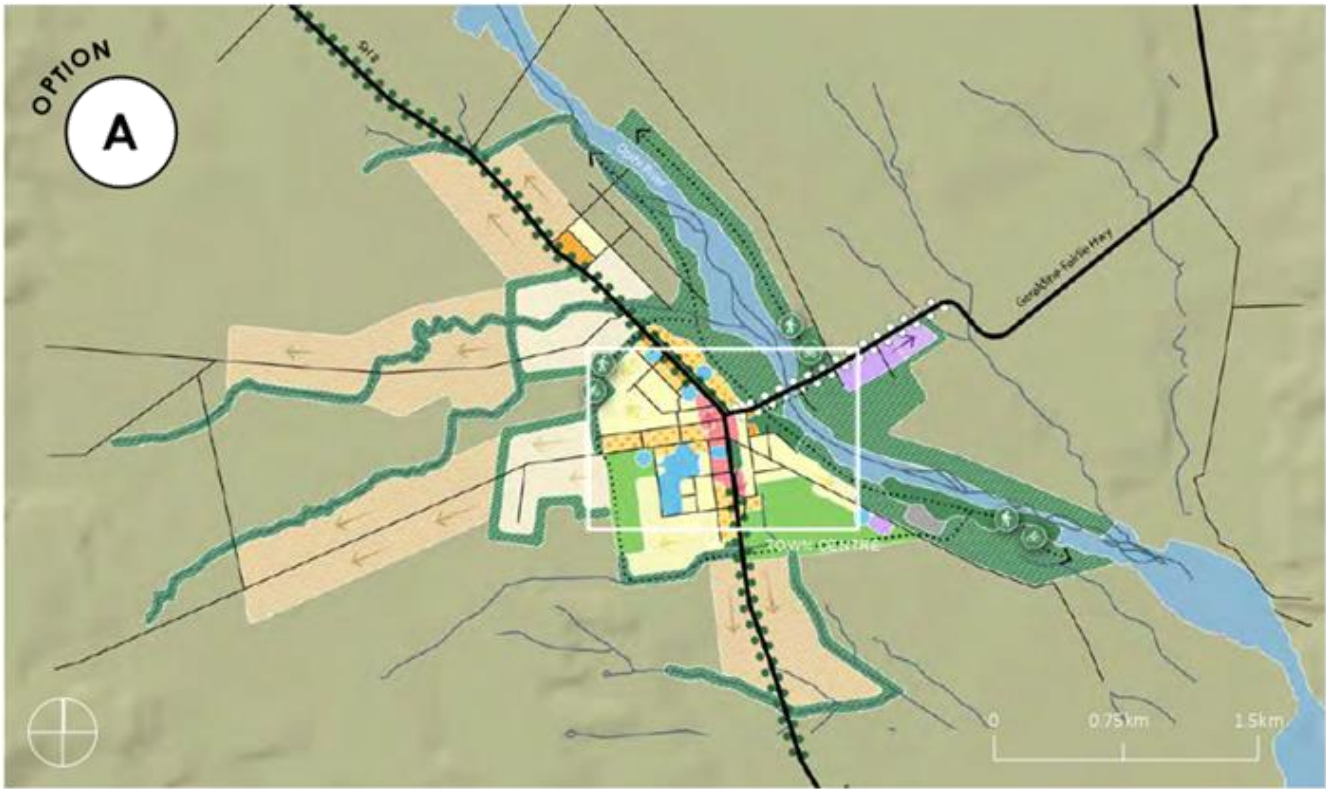
- Intensify the commercial centre of town and develop a system of laneways.
- Develop industrial land away from the Ōpihi River.
- Relocate the A&P Showgrounds and develop the land for residential housing.
- Redevelop the golf course into a shared community green space.

THE OPTIONS



LEGEND

- | | | |
|----------------------------|----------------------|---|
| Retail | Community Facilities | Walking Trail |
| Visitors Accommodation | Industrial | Direction of Growth |
| Holiday Homes | Utilities | Airport |
| Medium Density Residential | Open Space | Existing Tree Lined Streets |
| Low Density | Natural Open Space | Future Tree Lined Streets |
| Low Density | Rural Land | Hatched areas represents land use changes |
| Large Lot Residential | Cycling Trail | |



CORRIDOR GROWTH

Option A – Corridor Growth proposed growth in Fairlie through the consolidation of available land within the town and the expansion of large lot and rural residential along the main road corridors.

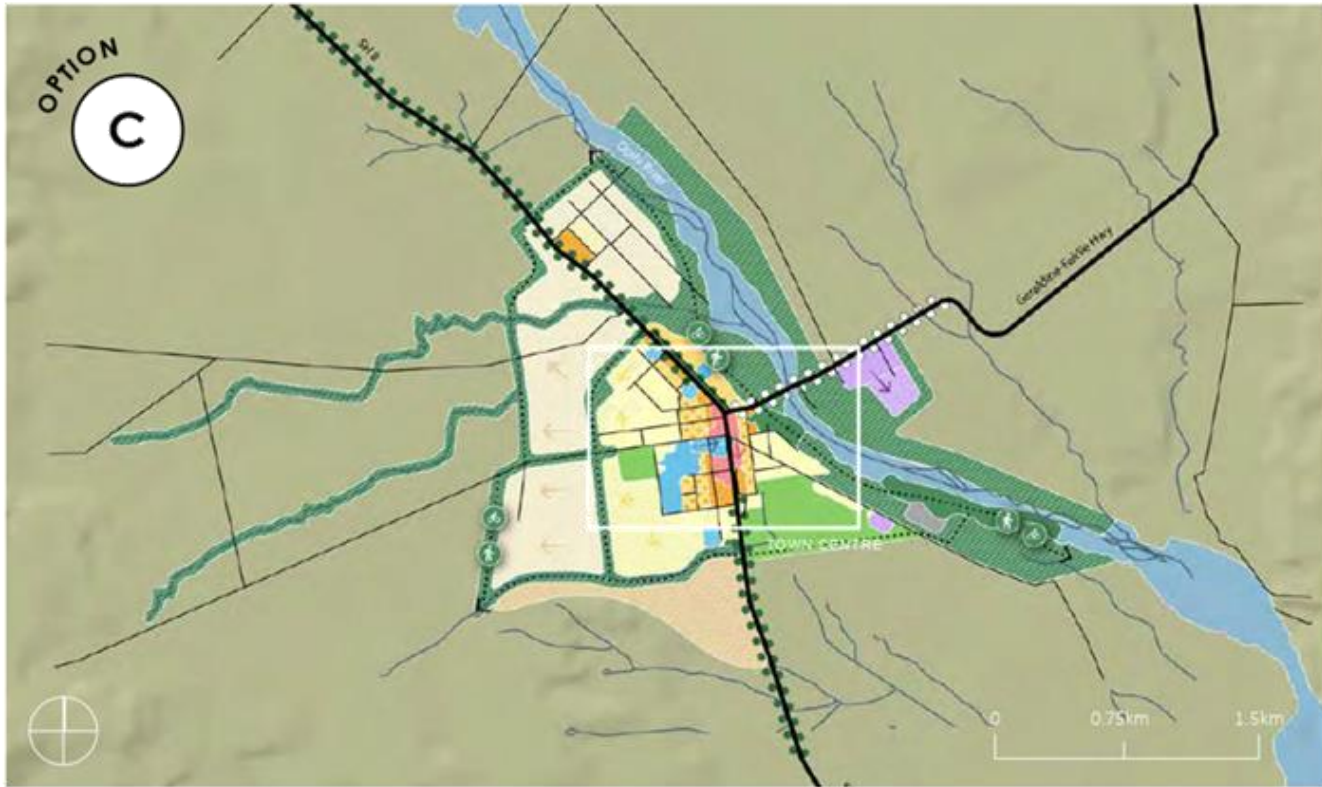
- Growth contained by landscape features and along road corridors radiating out from the town. This helps establish an open space network, which brings together existing open spaces, waterways and trails to link with the Ōpihi River.
- Housing growth achieved through some medium density infill and a mix of low density, large lot and rural residential expansion of the town edges and along urban corridors.
- Proposal to develop the frontage of the A&P Showgrounds site for residential use along Gillingham Street.
- Visitor accommodation continues to consolidate in a corridor along Mt Cook Road (SH8) with opportunities for holiday homes within the urban blocks leading out of town.
- Industrial activities grow away from the town along Geraldine-Fairlie Highway (SH79).



TOWN CENTRE

Fairlie town centre retained in its current location and grows north along Mt Cook Road and south along the Main Street (SH8) corridor on the southern end of the reserve.

The southern end of the reserve is developed for new town centre retail. The remaining northern end of the reserve is improved to link with the existing town centre and an enhanced civic precinct.



CLUSTERED GROWTH

Option B- Clustered Growth proposed growth in Fairlie through the consolidation of available land within the town and expansion through well-defined large lot and rural residential clusters close to town.

- Growth contained by landscape features and open spaces that define town edges and urban clusters. This helps establish an open space network, which brings together existing open spaces, waterways and trails to link with the Ōpihi River .
- Housing growth achieved through some medium density infill clustered around the town centre. A mix of low density, large lot and rural residential expands on the town edges and within urban clusters.
- Proposal to develop the southern part of the A&P Show ground Site for residential use.
- Visitor Accommodation is clustered to the north of the town centre, either side of Mt Cook Road (SH8) and Denmark Street, with opportunities for holiday homes along the Main Street blocks.
- Industrial activities continue to grow away from the town and are clustered within existing zoned land east of the Ōpihi River.



TOWN CENTRE

Fairlie town centre retained in its current location and grows eastwards through to Grey Street to complete the urban block.

A laneway and courtyard network established within an expanded town centre block that is defined by Main Street, Allendale Road, Grey Street and Talbot Road.

Closer links are made between the town centre, holiday park and enhanced Ōpihi River environment.

CONSTRAINED GROWTH

Option C – Contained Growth proposed growth in Fairlie through consolidation of available land within the town, along with well-defined areas of expansion of large lot and rural Residential housing options on the edge of town.

- Growth contained by landscape features and open spaces that clearly define the town edges. This helps establish a network which brings together existing open spaces, waterways and trails to link with the Ōpihi River.
- Housing growth achieved through medium density infill in blocks close to the town centre. A mix of low density and large lot residential expands on the town edges with rural residential minimised.
- Proposal to develop the whole A&P Showgrounds site for residential use.
- Visitor accommodation wraps around the town centre with opportunities for holiday homes within the surrounding blocks.
- Industrial activities continue to grow away from the town and are consolidated within existing zoned land east of the Ōpihi River.



TOWN CENTRE

Fairlie town centre is retained in its current location and grows southwards towards the civic offices and other commercial activities on the western side of Main Street

The northern end of the reserve becomes a high-quality civic space with town centre retail fronting onto it, as an extension of the Riddle Street shops.

A consolidated community precinct is established that incorporates the school, community hall, church and civic offices, linked to the town centre.

COMMUNITY ENGAGEMENT

WHAT THE COMMUNITY THOUGHT

The Fairlie community indicated they wanted to go for a more contained form of growth, with increasing densities and infill in town as opposed to increasing rural residential development on the outskirts. At the same time, people acknowledged the lifestyle living that has developed on the outer edges of Fairlie is an attractive offering and this has brought a number of new people into the community.

To cater for both, the preferred Spatial Plan formalised some of the emerging areas of rural residential development that are already occurring with some provision for further growth, and then increased the allowable density in the town itself - ideally giving a best of both worlds.

The current design of the commercial area in the town centre has been extended to the east and west of the main road. The aim being to give some depth to the town centre, better connect it to the Ōpihi River and offer an alternative to using the main road for access and car parking. This will also offer an opportunity for more and different businesses to set up shop in Fairlie, including those in lanes and courtyards, increasing the vibrancy of the town.

“ I would like to see more walking and biking tracks developed in and around Fairlie, so that Fairlie becomes a destination, not just a short stop of the way past! ”

“ Contained growth preserves the rural values which characterise Fairlie. Open Spaces beyond the town boundary benefit all residents. ”

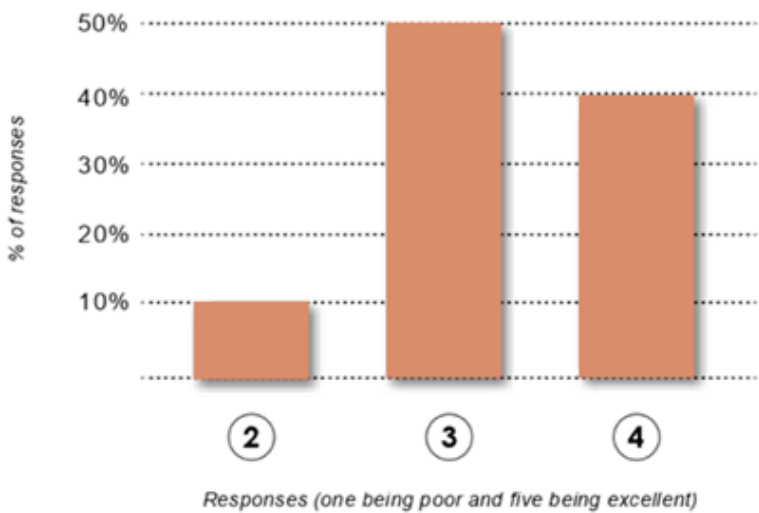
“ I like the integration of green spaces between various densities of residential housing. Allows the town to 'breathe'. ”

“ This makes the best use of the land already available in the town limits, it will make the town feel more alive and cohesive. I think Fairlie should have the option of central, affordable family rentals/homes to own. ”

PREFERRED OPTION ENGAGEMENT RESULTS

The community was asked to rate the preferred option out of five and provide comment on what they liked and what they wanted to see changed about the plan.

The Fairlie community preferred option received an average rating of 3.3 out of five, which shows on the whole the community supports the preferred option.



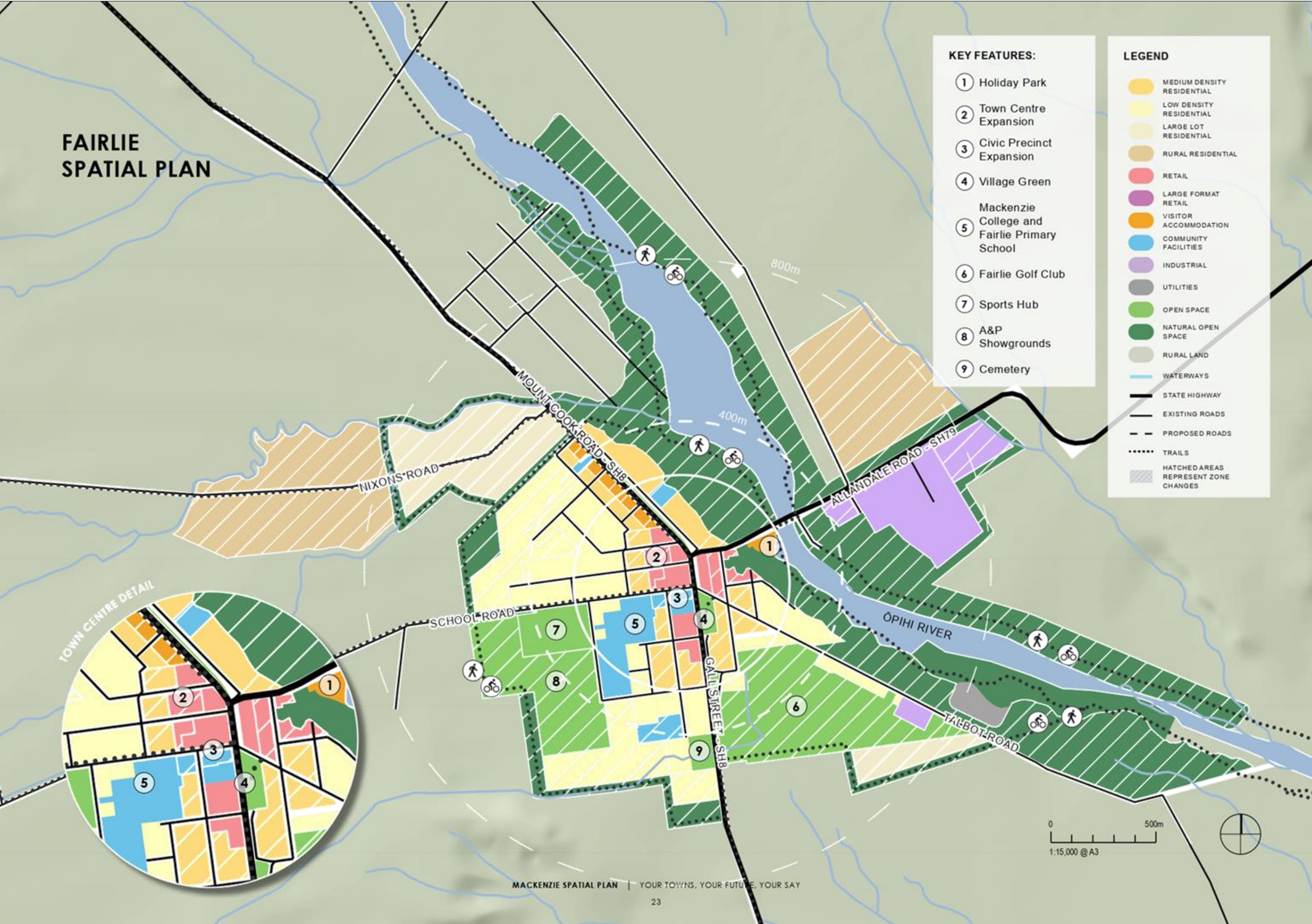
The results can be viewed online at:

http://bit.ly/MDC_PREFERRED_OPTION_Spatial_Plan

SPATIAL PLAN

THE PREFERRED OPTION WILL SEE GROWTH IN FAIRLIE MANAGED THROUGH THE CONSOLIDATION OF LAND AVAILABLE WITHIN THE TOWN BOUNDARY, ALONG WITH WELL-DEFINED AREAS OF LOW-DENSITY EXPANSION ON THE EDGE OF TOWN. LARGE LOT AND RURAL RESIDENTIAL HOUSING THAT ALREADY EXISTS HAS BEEN FORMALISED IN CORRIDORS AND CLUSTERS TO THE EAST AND WEST OF TOWN.

- Growth within the town is largely contained by landscape features and open spaces that define the town's edges. This helps establish an open space network, which brings together existing open spaces, waterways and trails that link with the Ōpihi River.
- Fairlie's town centre is retained in its current location, while growing east and west to complete several urban blocks. An opportunity exists for a laneway and courtyard network to be established within the expanded town centre. Closer links are made between the town centre, holiday park and Ōpihi River environment.
- A community precinct is established that incorporates the school, community hall, church and civic offices, linked to the town centre.
- Housing growth is achieved by providing the opportunity for medium-density infill in the blocks close to the town centre and low-density residential expansion along the town's edges.
- Some large lot residential zoning is provided in a corridor along Nixons Road and to the south of the golf course. Existing clusters of rural residential development are consolidated and formalised past the town's boundaries on Nixons Road, School Road and the Geraldine-Fairlie Highway (SH79).
- Commercial visitor accommodation consolidates in a corridor along Mt Cook Road (SH8).
- Industrial activities grow away from the town along Geraldine-Fairlie Highway (SH79).





INTRODUCTION

Located on the shores of Lake Tekapo, Tekapo|Takapō is a picturesque alpine village, and a popular tourist destination for domestic and international visitors. It sits on State Highway 8, the popular tourist route into the Mackenzie Basin and Southern Lakes.

Takapō is the traditional Ngai Tahu name for Lake Tekapo, meaning 'to leave in haste at night'. In 2021, MDC announced that it will start using the dual names of Tekapo and Takapō when referring to Lake Tekapo.

In 1857 the first sheep farm in the Mackenzie Basin was built on the shores of Lake Tekapo. When the lake is low the remains of the old Tekapo Station homestead can be seen on the eastern shores of the lake.

The Takapō hotel was established in 1861 and a ferry was set up to cross the Tekapo River. Twenty years later construction began on the first bridge. The town started to grow after the construction of hydropower stations in the 1930s. The project was delayed due to World War II, but it was eventually completed and commissioned in 1951.

Today tourism has seen another boom in Tekapo|Takapō and the population has grown significantly over the past decade. Population growth is expected to continue to increase from 504 today to 1240 in 2050, however this will likely be higher if capacity issues are addressed.

The increasing population and demand for visitor accommodation have seen housing values increase, which has placed pressure on the residential community and infrastructure.



MACKENZIE SPATIAL PLAN | YOUR TOWNS, YOUR FUTURE, YOUR SAY



TOWN CENTRE



CHURCH OF THE GOOD SHEPHERD



TEKAPO SPRINGS

CONTEXT ANALYSIS

LAND USE AND CAPABILITY

The Tekapo|Takapō lake front is predominately zoned for recreation, with a section zoned Open Space (Heritage) in front of the Church of the Good Shepard. The town centre is located along the northern side of State Highway 8 with a large visitor accommodation area sitting to the south. The current residential areas are framed by rural and recreation land, including the Regional Park. An undeveloped Industrial area lies to the south close to the airport. Land use capabilities surrounding the town are generally of low productivity value and included in the Mackenzie Basin sub zone.

LOT SIZE AND OWNERSHIP

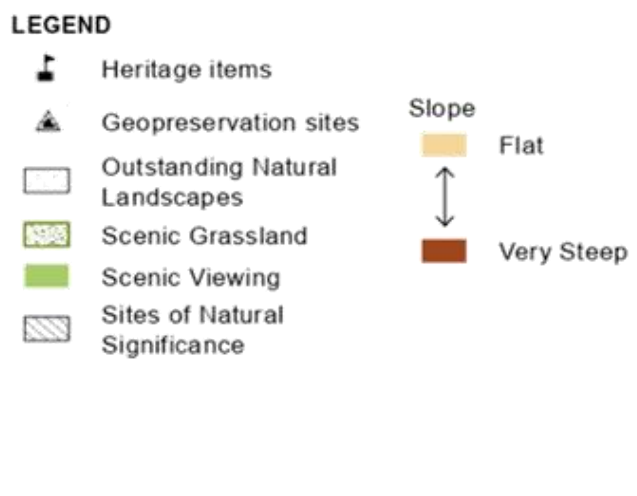
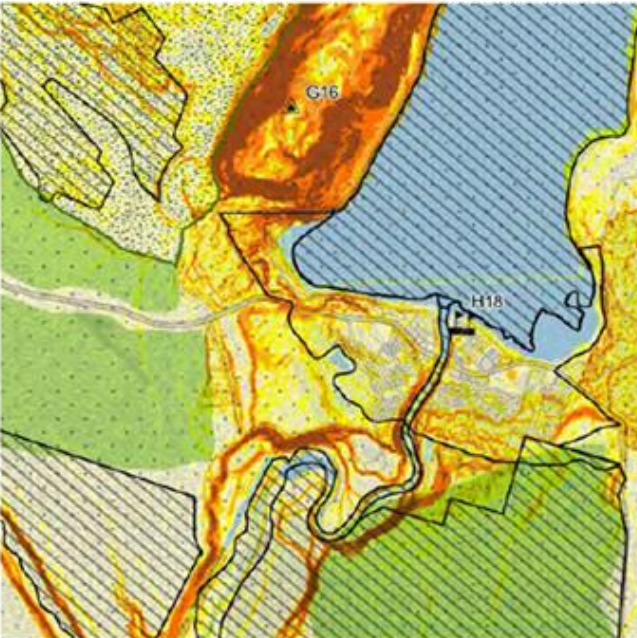
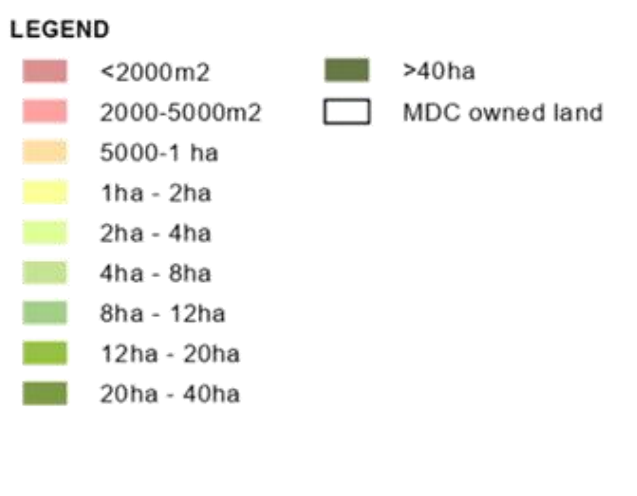
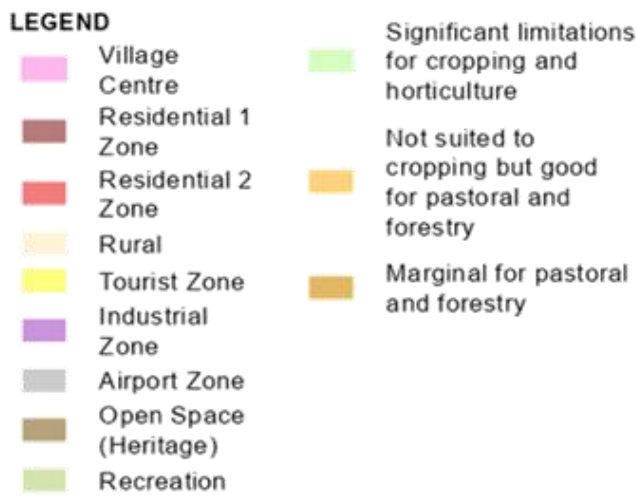
Smaller lots (warmer colours) tend to be in the more established parts of the town that have already been split into a diverse range of ownerships, this is where infill growth and intensification could occur. Some larger tracts of land (cooler colours) remain (e.g. sales yard site, Lakeside Drive, etc.). Opportunities for more comprehensive development exist in these larger tracts of land on the edges of town.

MOVEMENT

Access to Tekapo|Takapō is predominately via State Highway 8, which runs east-west through the town. There are several walking and cycling trails through the town and along the lake reserve, which connect to wider networks within the Regional Park, up Ōtehiwāi|Mount John, and along the river. Lake Tekapo Airport is located a short distance to the west of the town.

LANDSCAPE CONSTRAINTS

The town centre sits on relatively flat land on the edge of the lake, south east of Mount John. The rest of town wraps around the town centre on sloping or terraced land, which is the historic terminal moraine. The Tekapo|Takapō River outlet divides the town roughly in two. There are several Sites of Natural Significance, including Lake Tekapo|Takapō, as well as areas to the south and west. Scenic Tussock lands completely surround the town and sit within the broader context of the Mackenzie Basin, an Outstanding Natural Landscape.



COMMUNITY ANALYSIS

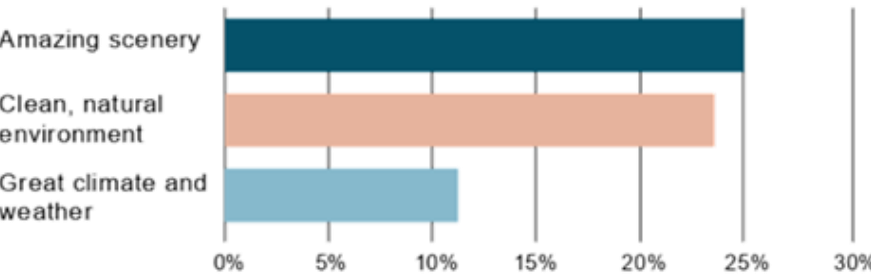
COMMUNITY SURVEY

A community survey undertaken in early 2020 showed that Tekapo|Takapō residents highly valued the scenery and natural environment, for obvious reasons.

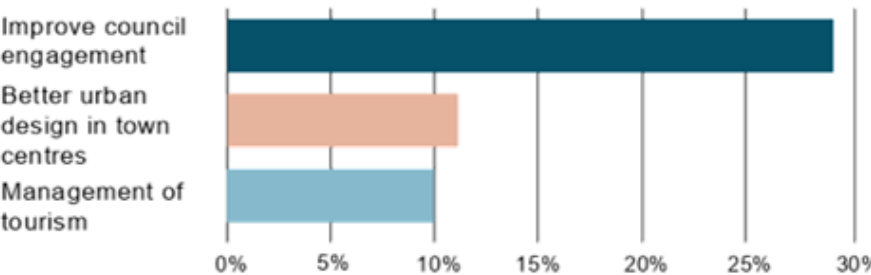
Those who responded to the survey wanted to see improved council engagement and were also concerned about the impacts of growth and tourism on the town.

Looking ahead, people from Tekapo|Takapō wanted to see better managed tourism and the infrastructure required to support it.

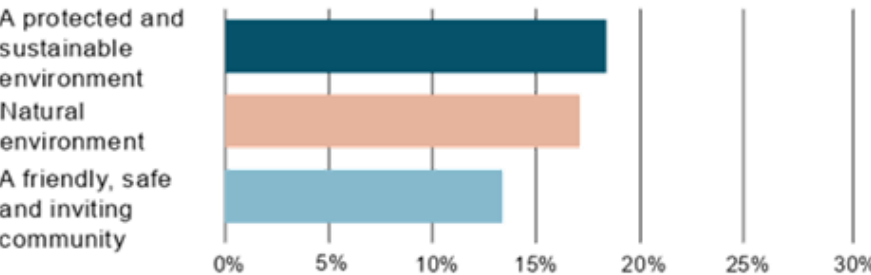
WHAT DO YOU LIKE THE MOST ABOUT THE MACKENZIE DISTRICT?



WHAT IS THE ONE THING YOU WOULD LIKE TO SEE CHANGED?



WHAT IS THE ONE THING YOU WOULD LIKE MACKENZIE DISTRICT TO BE KNOWN FOR?



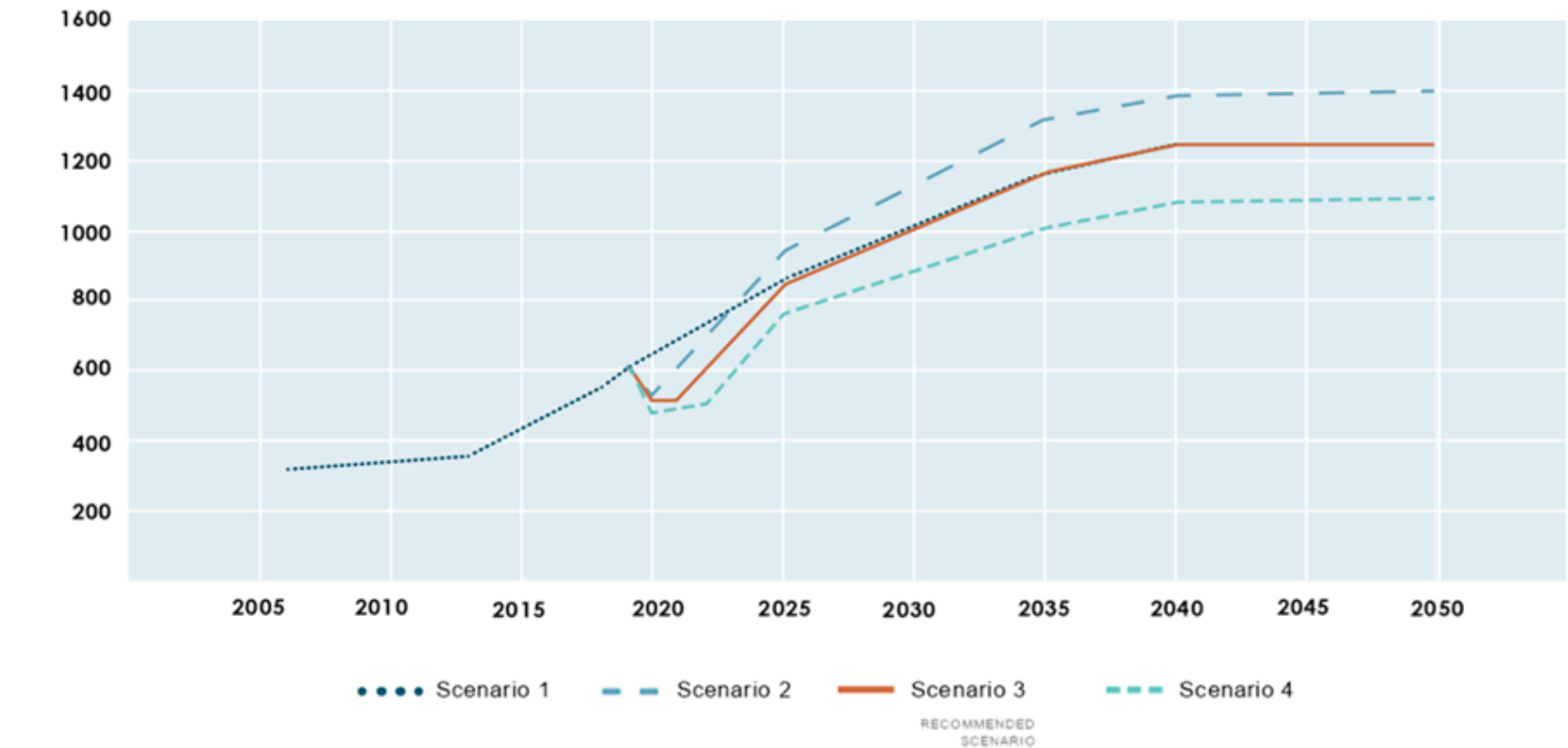
HOUSING AND POPULATION

Tekapo|Takapō has a much younger population than the rest of the District, with a very large proportion of residents aged between 20 and 35. This significant demographic group call the town home due to the job opportunities offered up through tourism.

There is a very high number of unoccupied residential homes in the town, with 50% of homes classified as 'unoccupied' in 2020. This is due to the high number of short stay holiday home rental properties that are listed on Airbnb and other similar rental platforms.

The average sale price in Lake Tekapo increased by 141% between 2015 and 2019, clearly this is significant, and has reduced the ability of residents to be able to afford to live in the town. This has knock on effects to the makeup of the community and availability of worker accommodation.

RESIDENTIAL POPULATION PROJECTIONS - TEKAPO|TAKAPŌ



GROWTH

In recent years the town has experienced unprecedented growth due to an increase in domestic and international tourism. This has led to an increase in dwellings (both occupied and unoccupied) and significant growth in the usually resident population.

Population growth is expected to continue to increase from 504 today to 1240 in 2050, growing at an annual average rate of 2.3%. This growth would likely be higher, but capacity constraints based on the current zoning in the District Plan will see the town reach dwelling capacity by 2030, at 820 dwellings.

Following 2030, it is expected that the household size and percentage of occupied dwellings will continue to increase until approximately 2040 when the population capacity is reached. The changes outlined in the Spatial Plan will aim to address these capacity issues.

UNDERSTANDING THE PROBLEMS

INVESTMENT LOGIC MAPPING

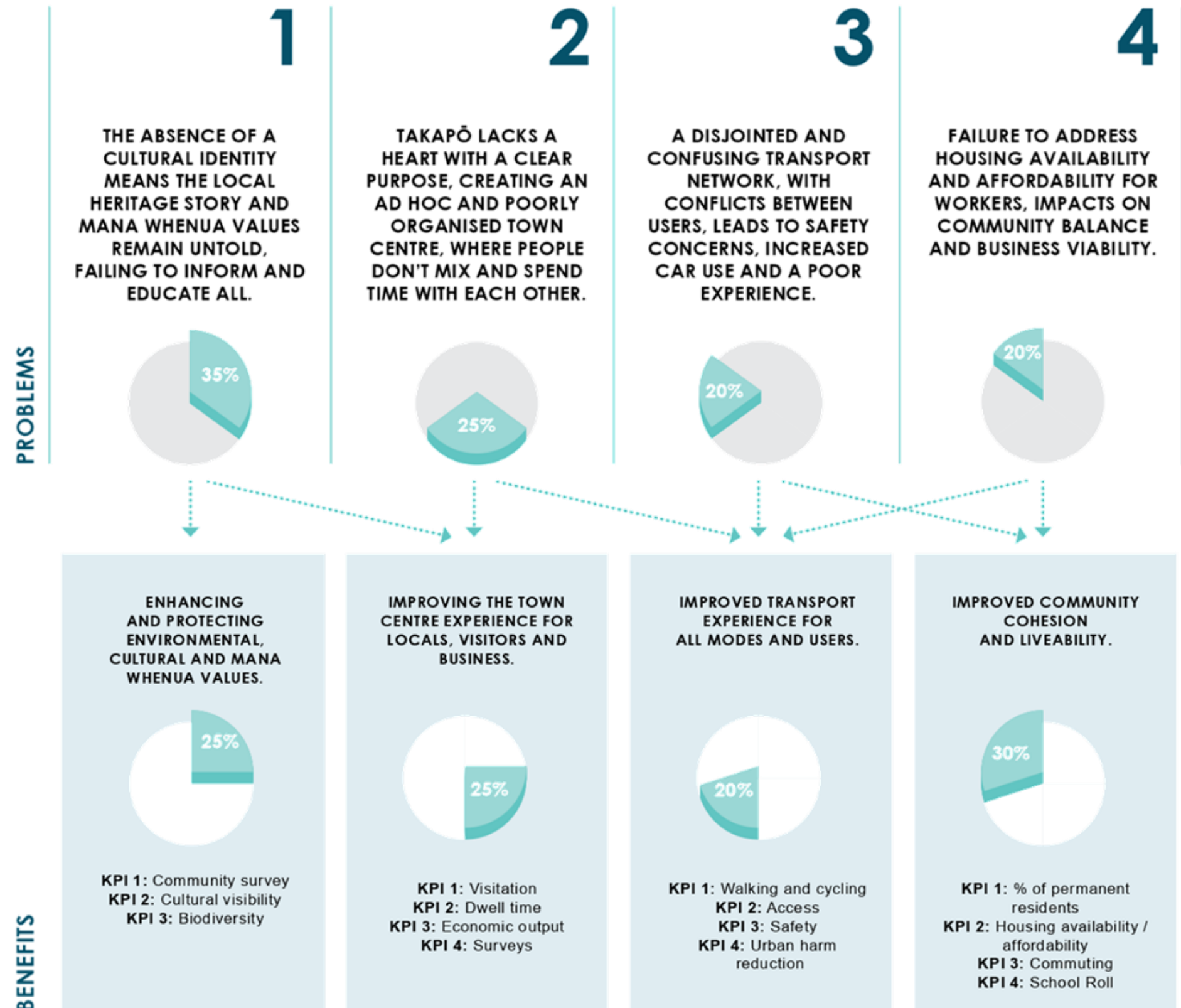
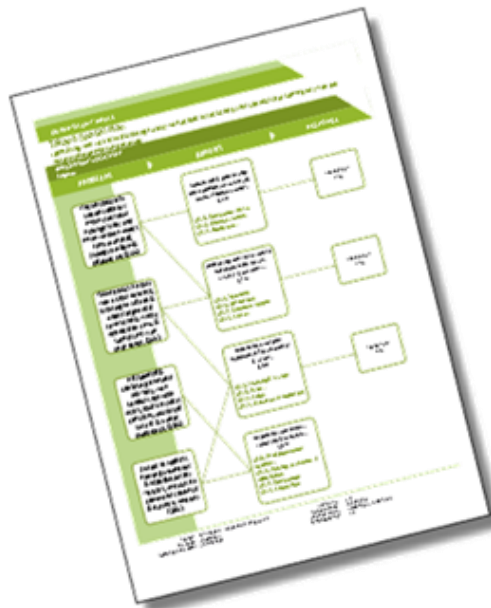
To help understand the problems faced in Tekapo|Takapō and the benefits that could be achieved by addressing them, the Spatial Planning team used a process called Investment Logic Mapping (ILM).

This ensured the Spatial Plans were focused on addressing the issues faced by the community, and created four investment objectives (or ILM benefits) that were used to measure the options developed through the process.

An ILM workshop was held in Tekapo|Takapō on 10 July 2020 at the Tekapo Community Centre, this involved a cross section of community members to ensure a representative view was heard and understood.

INVESTMENT OBJECTIVES

- Enhancing and protecting environmental, cultural and mana whenua values (25%)
- Improving the town centre experience for locals, visitors and business (25%)
- Improved transport experience for all modes and users (20%)
- Improved community cohesion and liveability (30%)



DEVELOPING THE OPTIONS

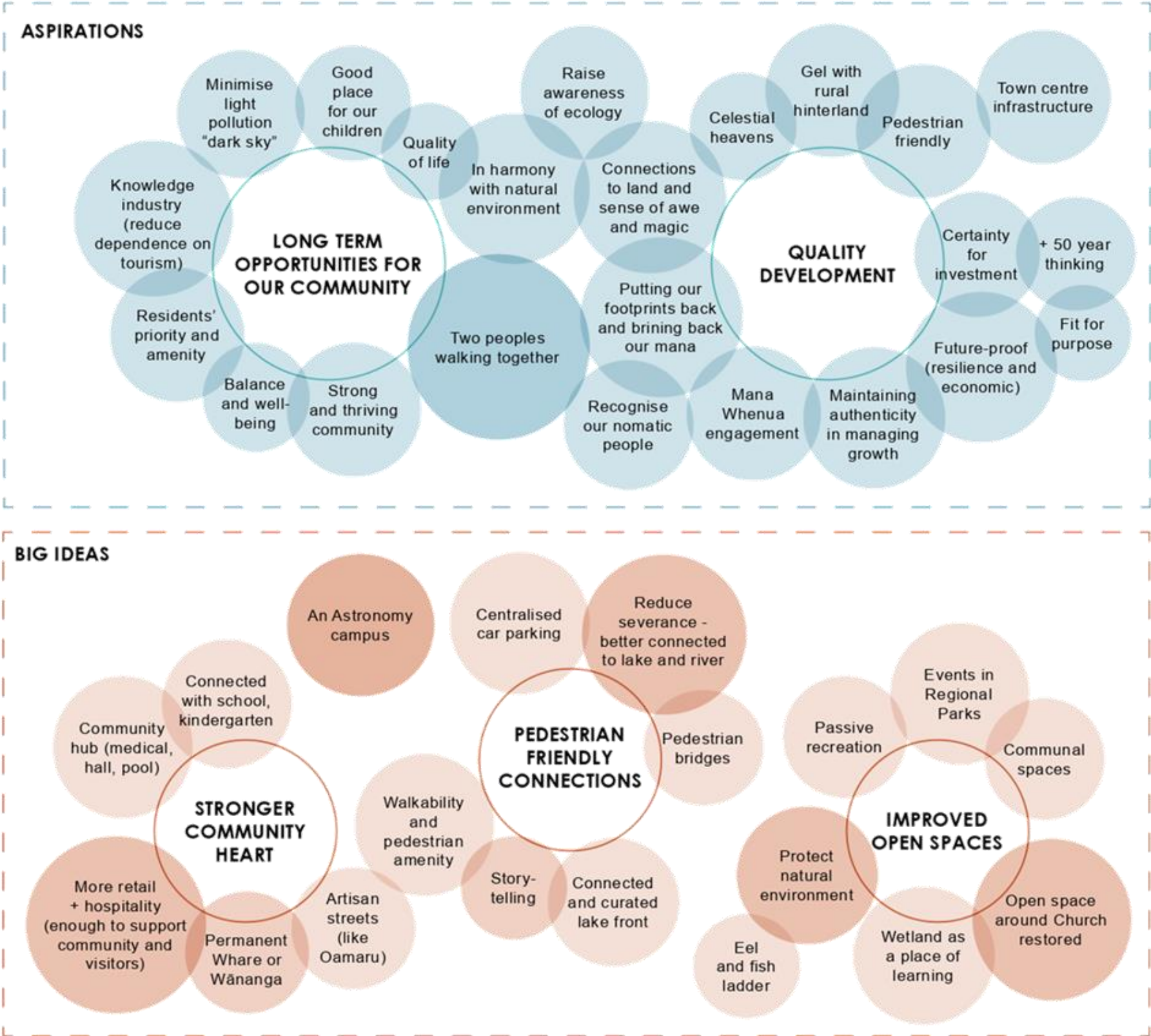
A community workshop was held in Tekapo|Takapō on 31 July 2020 to help develop the options for the town.

This facilitated workshop was held with a cross section of the community, with the aim to understand the following:

- Understand the existing positive qualities of the town and future hopes of the community for the next 30 years.
- Explore a range of approaches to managing the future growth of the town and apply those to developing a short-list of spatial plan options to consult the wider community on.
- Identify issues and opportunities that will inform the Town Centre Concept Plan.

The workshop broke attendees into four groups who independently developed four different approaches to Growth in Tekapo|Takapō.

Using the results of these workshops, the Spatial Planning team developed a range of growth options for the town. These were then scored against the investment objectives identified in the ILM and a range of other measures to help develop a short-list of options for engagement with the community.



APPROACHES TO GROWTH

The below approaches to growth in Tekapo | Takapō were developed in the options workshop. They were used to develop the options that were shared with the community for feedback.

GROUP 1

5 HIGH RATIO GROWTH



- Keep the lake front as a consistent, protected recreational area.
- Ensure any dense development happens where it is most suitable and away from traditional residential areas.
- Highest densities should be on the lake side of the State Highway corridor.
- Development of a big box retail / industrial area to the west.

GROUP 2

4 BALANCED GROWTH



- Less stand alone holiday homes and more purpose-built hotels to free up space in the residential areas for residents.
- Develop a walkway over the State Highway.
- Investigate an events centre out by the Regional Park to the east
- Intensify retail and commercial along the lake front.

GROUP 3

3 LOW RATIO GROWTH



- Develop Mt John Hill as an active recreational reserve
- Use the Saleyards as a mixed use residential / commercial / community space.
- Provide for worker accommodation and high density living to the west of the river.
- Main visitor accommodation to be provided on the lake side of the State Highway.

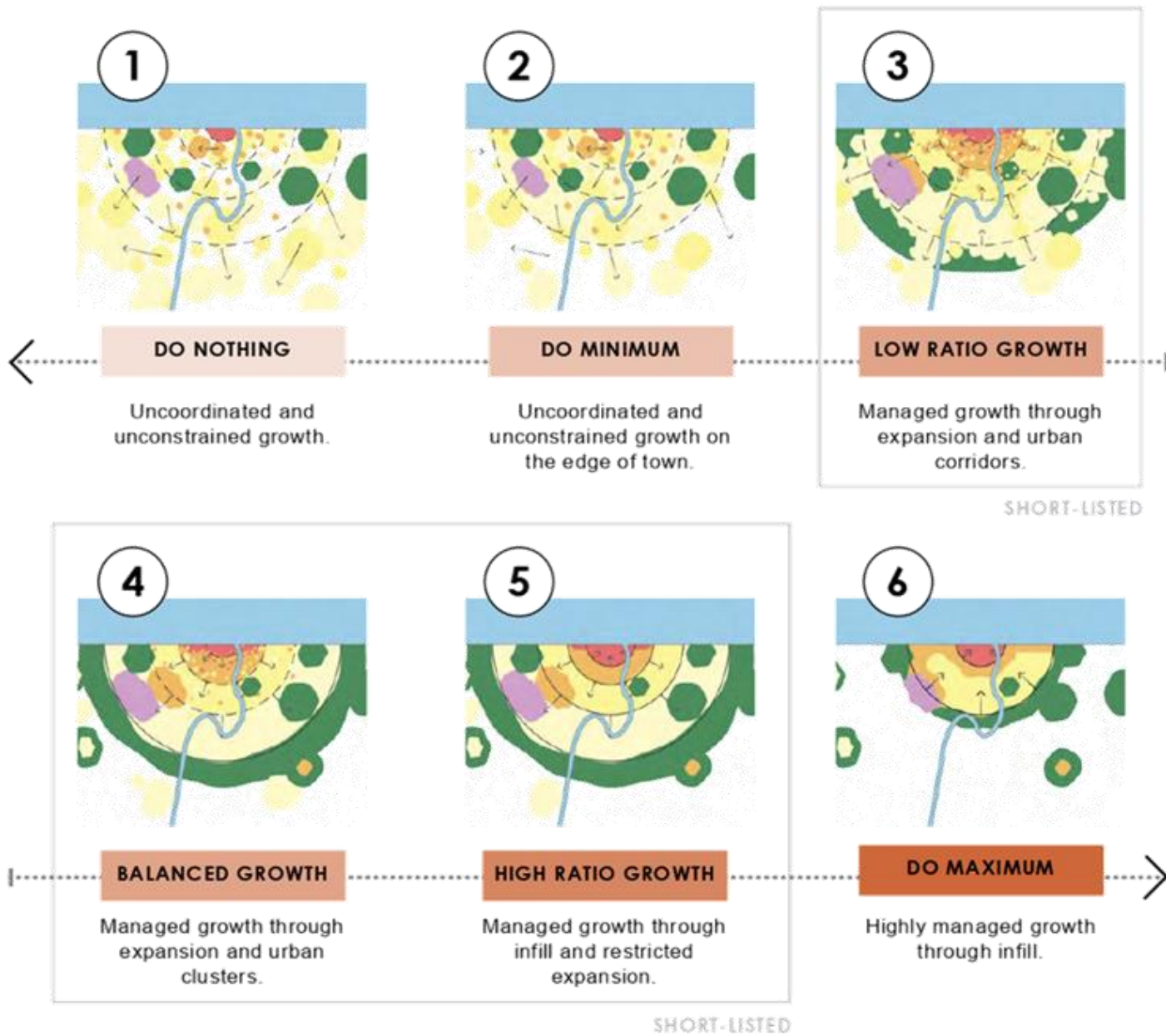
GROUP 4

4 BALANCED GROWTH



- Restore the wetlands and lake front through indigenous planting and landscaping.
- Protect the area around the Church of the Good Shepherd as a heritage area.
- Expand the town boundaries to allow for more low-density holiday homes.
- Increase densities along the lake side of the State Highway.

THE OPTIONS



LEGEND

Retail	Utilities	Direction of Growth
Visitors Accommodation	Open Space	Airport
Holiday Homes	Natural Open Space	Hatched areas represents land use changes
Medium Density Residential	Rural Land	
Low Density	Cycling Trail	
Community Facilities	Walking Trail	
Industrial		



CORRIDOR GROWTH

Corridor Growth proposed growth through more intensive infill and consolidation of available land within the town, alongside an expansion of residential housing along key road and river corridors.

- Growth contained by landscape features and natural topography to establish an open space network. This brings together existing open spaces, waterways and trails to link with Lake Tekapo, Mount John and the Regional Park.
- Housing growth balanced between infill and expansion, including medium density infill extending out from the town centre and along the State Highway, with the expansion of low density residential into outer urban corridors.
- Visitor accommodation continues to grow along SH8 and the lake front corridors, further opportunities for visitor accommodation located at the Saleyards site and The Cairns Golf Course.
- Holiday homes are located in corridors along the Lake Tekapo and river.
- Industrial activities establish away from the town along Tekapo-Canal Road corridor with opportunities for some big box retail (e.g. supermarket, hardware store, etc.)



TOWN CENTRE

The town is retained in its current location and grows both west and east along the lake front. To the west it extends into the Simpson Lane urban block and one side of Lakeside Drive. A smaller retail centre is included across the eastern side of the river on Pioneer Drive.

A corridor of community facilities continues along Aorangi Crescent with an opportunity for a whare wānanga (place of learning) adjacent to the lake.



CLUSTERED GROWTH

Clustered Growth proposed growth through more intensive infill and the consolidation of available land within the town, alongside expansion through well-defined neighbourhood clusters.

- Growth contained by landscape features and natural topography to help establish an open space network. This will bring together existing open spaces, waterways, and trails to link with the lake, Mt John and the Regional Park.
- Housing growth balanced between infill and expansion, including clusters of medium density infill near the town centre (south of SH8) with the expansion of residential or special use neighbourhood clusters established within protected landscapes on the edge of town.
- Potential opportunity to develop the Saleyards site for a more intensive mix of land uses.
- Visitor accommodation clusters are located around the town centre, including consolidating areas associated with Peppers Hotel, Lake Tekapo Holiday Park and cottages / lodges along Pioneer Drive. Opportunities for holiday homes are in adjacent industrial clusters.
- Industrial activities are located away from the town along Tekapo-Canal Road with an opportunity for a cluster of larger format retail.



TOWN CENTRE

The town centre is retained in its current location and grows west along the town centre, extending into the Simpson Lane urban block and one side of Lakeside Drive.

Smaller neighbourhood retail centres are clustered together with other areas of intensification.

A growth corridor of community facilities continues along Aorangi Crescent with an opportunity for a whare wānanga (place of learning) adjacent to the lake.

CONTAINED GROWTH

Contained Growth proposed growth through more intensive infill, consolidation of available land within the town and well-defined areas of residential expansion on the edge of town.

- Growth constrained by landscape features and natural topography that helps establish an open space network, which brings together existing open spaces, waterways and trails to link with the lake, Mt John and the Regional Park.
- Housing growth balanced between infill and expansion, including medium density infill around the town centre and along the lake, and low density expansion replacing The Cairns Golf Course.
- Potential opportunity to develop the Saleyards as medium density residential.
- Visitor accommodation more intensively wraps around and above the town centre retail in areas where additional height can be absorbed (e.g. Lakeside Drive). Opportunities for holiday homes are within the infill blocks surrounding the town centre.
- Industrial activities establish away from the town along Tekapo-Canal Road.



TOWN CENTRE

The town centre is retained in its current location and grows west along the lake front to establish a larger, consolidated centre.

The town centre extends along the lake esplanade into the Simpson Lane urban block and one side of Lakeside Drive through to the hydro control gates.

A growth corridor of community facilities continues along Aorangi Crescent with an opportunity for a whare wānanga (place of learning) adjacent to the lake.

COMMUNITY ENGAGEMENT

The results from Tekapo|Takapō were neck and neck between Corridor Growth and Contained Growth, so a hybrid Spatial Plan was developed that takes the best parts of both options and combined them.

The community made it clear that the Cairns Golf Course was important to the town, so the open space has been formalised and allowances made for a small amount of residential and visitor accommodation within it.

Ensuring the Church of the Good Shepherd and its surroundings are protected was something that the community felt strongly about, so this is a key part of the plan. This area has been protected and the zoning around the church will be complementary to the wider area.

The idea of a whare wānanga (place of learning) received widespread support so it has been included in the preferred option. The exact detail of this will be developed in partnership with mana whenua and will be designed to complement the landscape.

Concerns were raised about potential building heights, particularly in the medium and high density zones – these have been heard and will be addressed as part of the District Plan Review. This will see design guidelines developed for Tekapo|Takapō that cover issues such as building forms, façade treatments, material palettes, open space, car parking, lighting and a range of other design elements will maintain and enhance the character in Tekapo|Takapō.

“ There needs to be a balance between community and commercial interests. The attractiveness of our natural beauty must never be spoilt with too many visitors and commercial activity. ”

“ Walking and cycle ways and green space need to be a priority for this town that values the natural environment and recreation. This is important for community well-being and visitor experience. ”

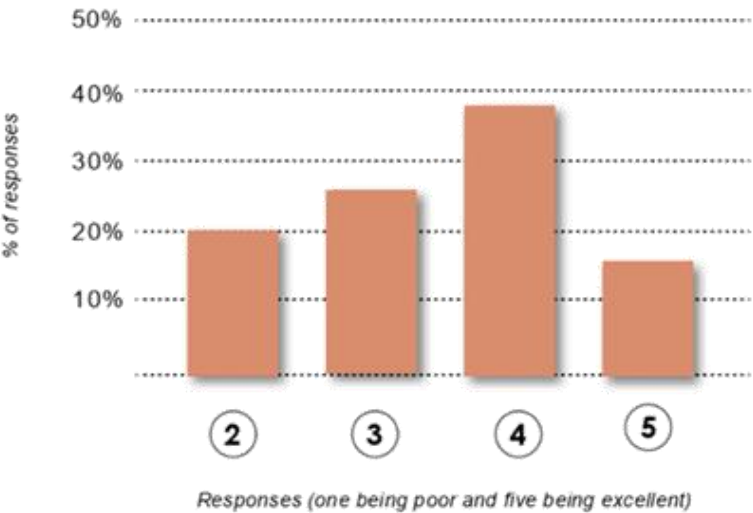
“ Please consider the Pioneer Drive and Church area as a heritage area and protect it accordingly. ”

“ We need to utilise the waterfront. Think restaurants, cafés, park areas down by the lake. A building code where only certain materials are allowed so we can create a beautiful alpine township rather than cheap quick builds. ”

PREFERRED OPTION ENGAGEMENT RESULTS

The community was asked to rate the preferred option out of five and provide comment on what they liked and what they wanted to see changed about the plan.

The Tekapo | Takapō community preferred option received an average rating of 3.16 out of five, which shows on the whole the community supports the preferred option.





The results can be viewed online at:
http://bit.ly/MDC_PREFERRED_OPTION_Spatial_Plan

SPATIAL PLAN

THE PREFERRED OPTION WILL SEE GROWTH IN TAKAPŌ MANAGED BY PROVIDING THE OPPORTUNITY FOR RESIDENTIAL INFILL, THE CONSOLIDATION OF AVAILABLE LAND WITHIN THE TOWN AND WELL-DEFINED AREAS OF RESIDENTIAL EXPANSION ON THE EDGES OF TOWN.

- Growth is contained by existing landscape features and natural topography, which helps establish an open space network. This brings together existing open spaces, waterways and trails to link with Lake Takapō, Mt John (including a proposed Bike Park) and the Regional Park.
- Takapō town centre grows west along the lake front to establish a larger, consolidated centre that extends along the lake esplanade into the Simpson Lane urban block. Car parking is extended on the northern side of Lakeside Drive through to the hydro control gates.
- Opportunities for smaller scale community-based retail are provided at the sale yards site and to the south of SH8 west of the river.
- An extended corridor of community facilities continues along Aorangi Crescent bringing together the school, community centre and providing opportunities for further facilities.
- A Whare wānanga (place of learning) has been proposed on the lake front across the river from the Church of the Good Shepherd following input from mana whenua and the church community.
- Opportunity for a business park development has been included, allow for professional services and medical practices to establish away from the lake front.
- Housing growth is balanced between infill and expansion, including high density along Lakeside Drive, medium density infill around the town and neighbourhood centres, and low density expansion on the edges of town. Opportunities for large lot residential maintain the open character of The Cairns Golf Course.
- Commercial visitor accommodation extends along Lakeside Drive and above the town centre retail in areas where additional height can be absorbed by the landscape. Commercial visitor accommodation continues to grow along Tekapo-Twizel Road (SH8) with opportunities within the saleyards site and The Cairns Golf Course.
- Industrial activities establish away from the town along Tekapo-Canal Road with an opportunity for a cluster of larger format retail.
- The provision of a sports field has been acknowledged and will be considered as part of the Parks and Reserves Strategy that is underway at the time of finalising the Spatial Plan.





INTRODUCTION

Founded in 1968, Twizel began as a temporary hydro construction town when the Ministry of Works laid out 1,200 sections and 23 km of road, on 260 hectares of former Ruataniwha Station land. Schools, and shopping and community centres were built and Twizel had between 5,000 and 6,000 inhabitants by 1975. The town was modelled on Mangakino in the North Island and Ōtemātātā in North Otago.

Following the conclusion of the hydroelectric programme, the population declined significantly, and it was through the lobbying of residents that the town was saved from removal in 1983.

Today it is the largest town in the Mackenzie District with a strong community and rich offering of retail and hospitality to serve the community and increasing number of visitors.

It is a popular tourist destination, with the population often tripling during the summer holiday period.

Twizel’s population has grown significantly over the past decade and this is expected to continue over the next 30 years. Much the same as Tekapo|Takapō, this is due to a projected increase in jobs and the desirability of the town due to lifestyle reasons.



TOWN CENTRE



RUANTANIWHA ROWING CLUB



TOWN CENTRE

CONTEXT ANALYSIS

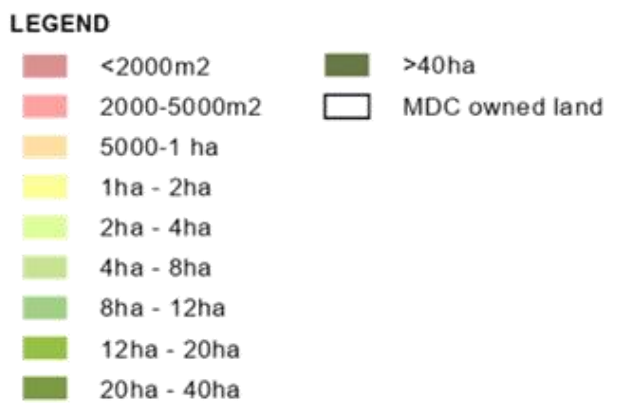
LAND USE AND CAPABILITY

Twizel's town centre is located close to State Highway 8, alongside visitor accommodation. Suburban residential areas extend west, linked by recreation corridors with a typical of hydro town character. More recent and larger residential lots wrap around the original town and extend further westwards along two urban corridors. Recreational land uses are clustered around Lake Ruataniwha. Rural land use capabilities surrounding the town are generally of low productivity value and sit within the broader context of the Mackenzie Basin sub zone.



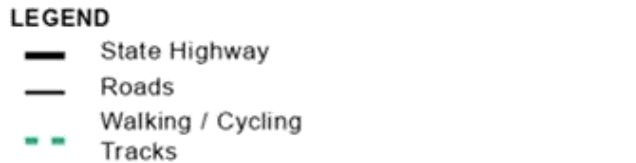
LOT SIZE AND OWNERSHIP

Smaller lots (warmer colours) tend to be in the more established parts of the town that have already been split into a diverse range of ownerships. This is where infill growth and intensification could occur. Some larger tracts of land (cooler colours) remain close to the town, (especially to the west of the town) making future comprehensive development more manageable.



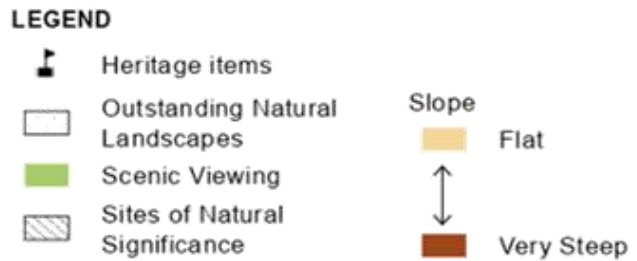
MOVEMENT

Twizel is located to the west of State Highway 8, which runs north-south adjacent to the town. A series of crescents service the older parts of town, framed by Northwest Arch. There are a series of walking and cycling trails around the edge of the town, linking destinations along the Twizel River corridor, Lake Ruataniwha and Manmade Hill. A network of green ways radiate from the town centre. Pukaki Airport sits to the north of town.



LANDSCAPE CONSTRAINTS

Twizel is located on a predominately flat alluvial plain framed by the Twizel River and Lake Ruataniwha, which is identified as a site of Natural Significance. It sits within the broader context of the Mackenzie Basin, an Outstanding Natural Landscape. A view shaft extends from the town centre, across the recreation ground, to the distant Aoraki / Mt Cook.



COMMUNITY ANALYSIS

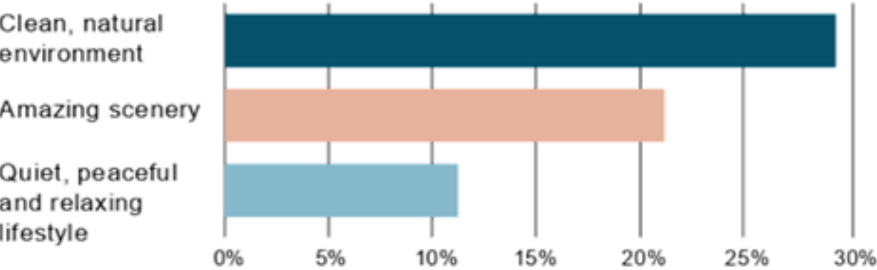
COMMUNITY SURVEY

In the community survey carried out in early 2020, the people of Twizel made it clear that they highly valued their natural environment, amazing scenery and relaxing lifestyle.

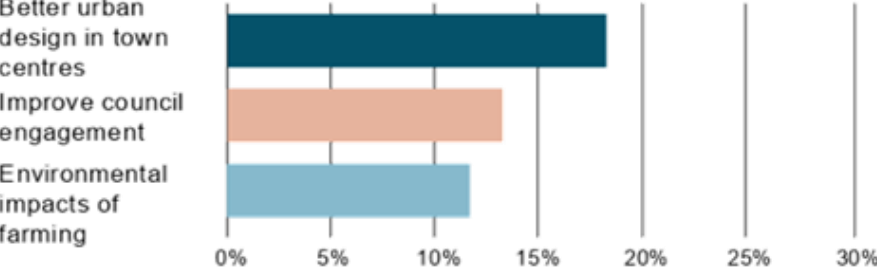
In terms of what they would like to see changed, the most popular response was better urban design and maintenance, potentially reflecting the layout of the town, a legacy of the Ministry of Works town planning. Also mentioned was the need for more affordable housing – this is likely due to the effects of the tourism growth and Airbnb market pushing house prices up.

Looking to the future, people in Twizel wanted the town to be known for its natural environment and beauty, and to see the environment protected in a sustainable way.

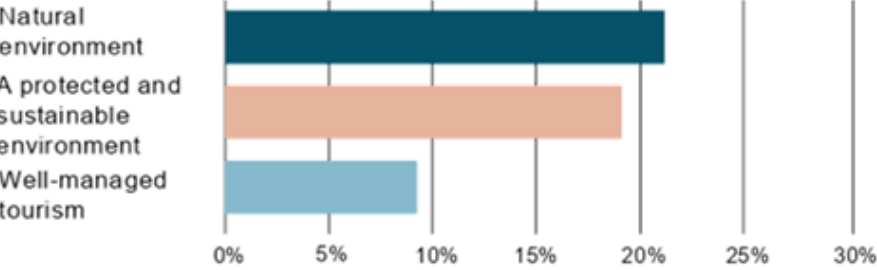
WHAT DO YOU LIKE THE MOST ABOUT THE MACKENZIE DISTRICT?



WHAT IS THE ONE THING YOU WOULD LIKE TO SEE CHANGED?



WHAT IS THE ONE THING YOU WOULD LIKE MACKENZIE DISTRICT TO BE KNOWN FOR?



HOUSING AND POPULATION

Twizel has experienced significant growth since 2013, with its population growing by 26%. This growth has been largely driven by people in their late working lives and early retirement years moving to town, with a smaller proportion of international migrants.

Multiple homeowners are also the most prevalent buyer type in Twizel, and the town also has a high rate of unoccupied homes, at 53% of the housing stock.

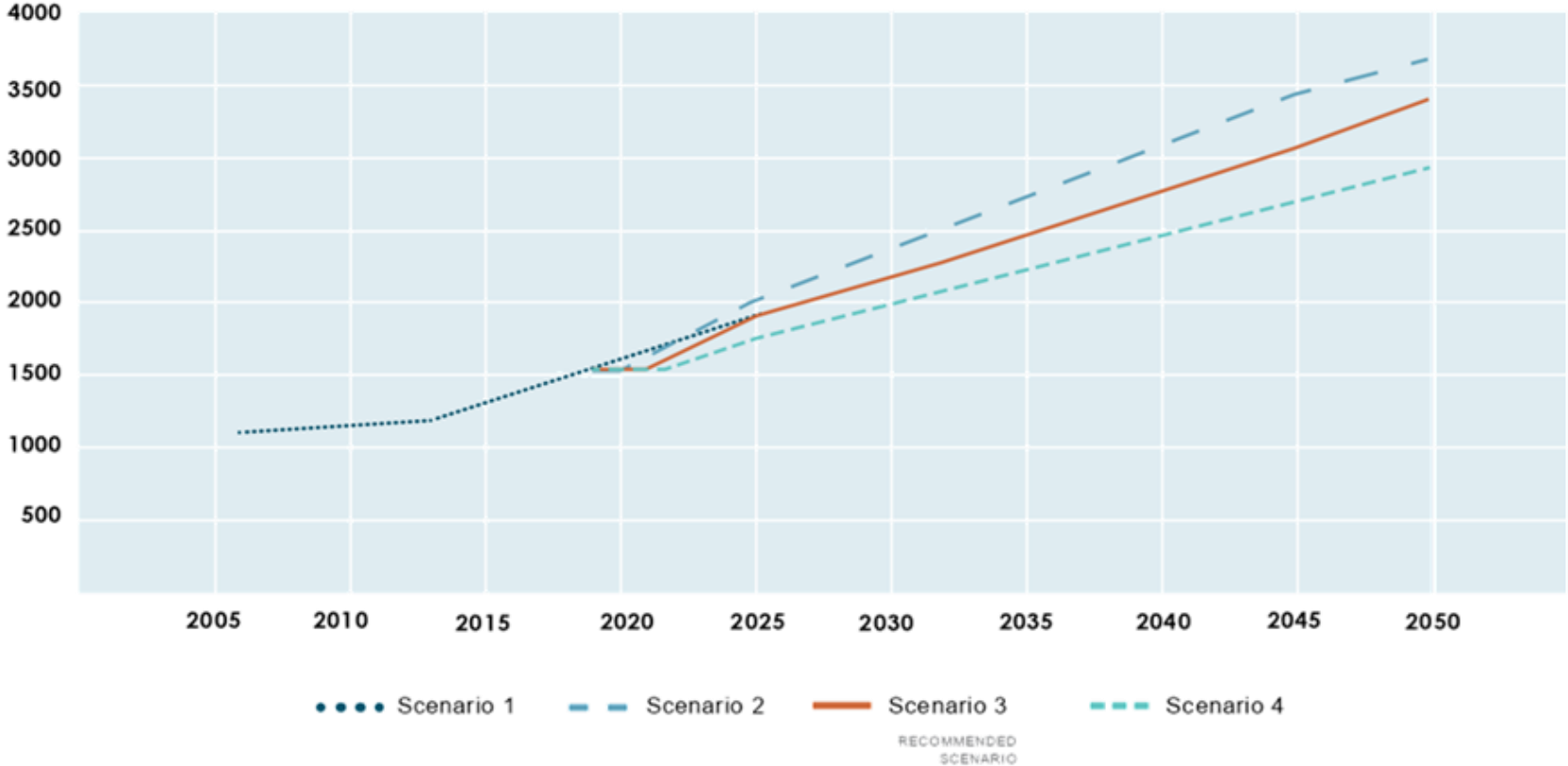
The housing stock in Twizel is older and smaller than the rest of the district, and stems from the town's inception in 1968 for hydro-power generation. Over the last decade 390 houses have been constructed, growing the number of dwellings by 19%, with the majority of these new builds being lifestyle properties.

GROWTH

The population in Twizel is expected to increase significantly over the next 30 years. Much the same as Tekapo/Takapō, this is due to an increase in jobs and the desirability of the place due to lifestyle reasons. Twizel already has the largest population in the Mackenzie District at 1650, and this is expected to continue to increase to 3395 by 2050. Employment is expected to increase from 550 today to 1600 in 2050, increasing at a rate of 2.7% a year.

If there are no changes to the present day zoning under the District Plan, Twizel is expected to reach dwelling capacity in 2040 at a total of 2500 dwellings, a total increase of 61.7%. This is based on the assumption that development continues in the same manner as today.

USUAL RESIDENT POPULATION - TWIZEL



UNDERSTANDING THE PROBLEMS

INVESTMENT LOGIC MAPPING

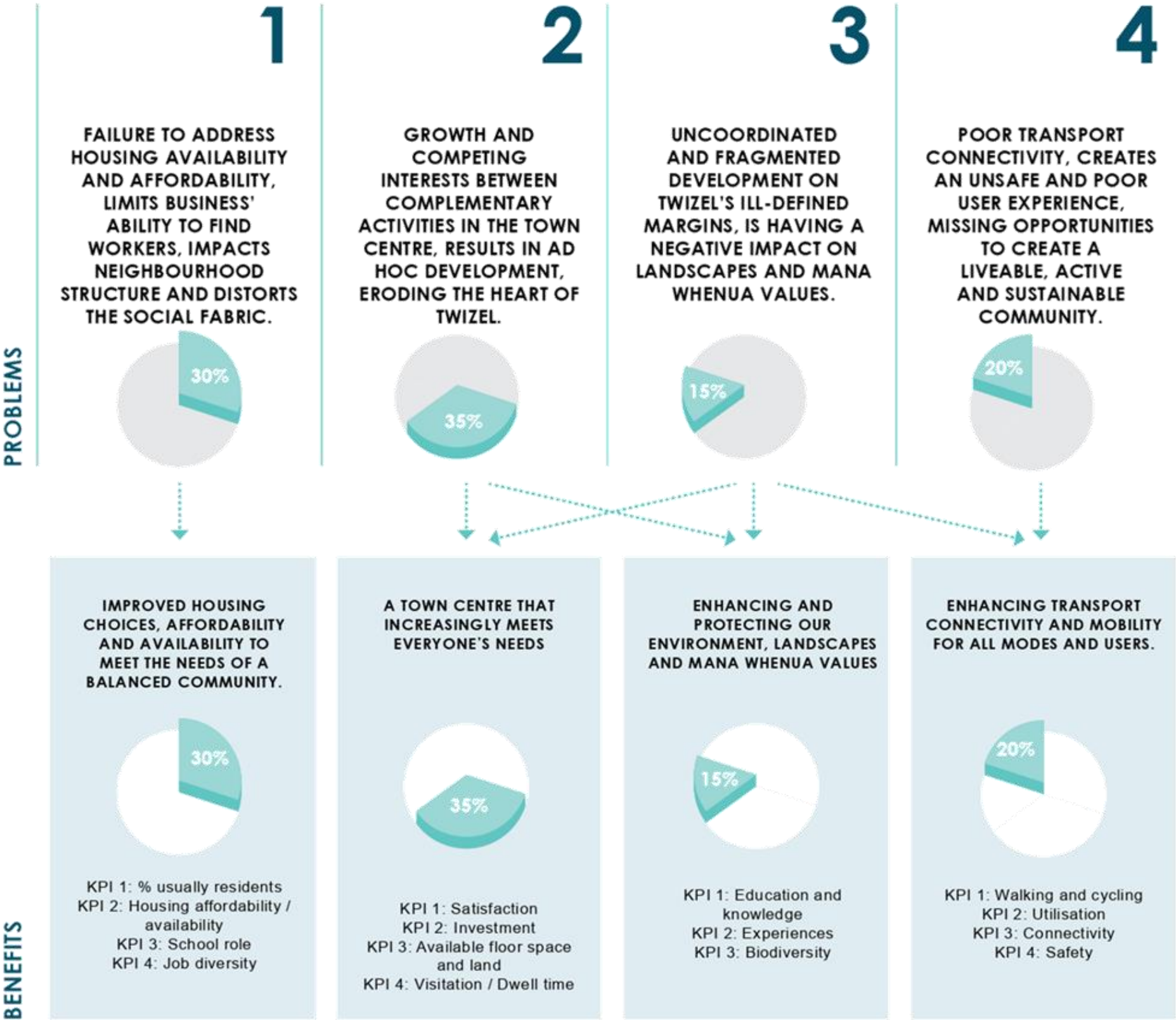
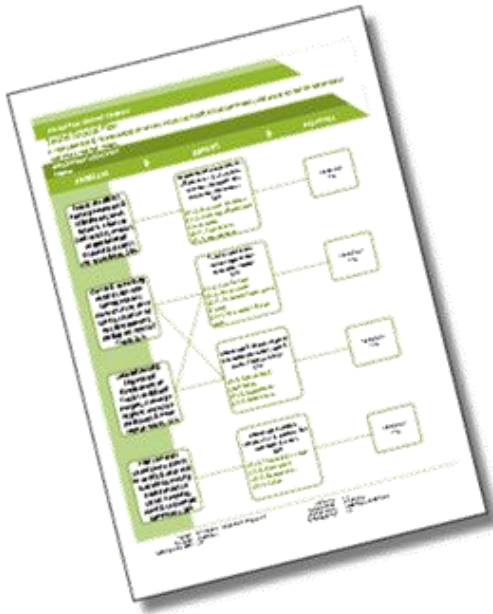
To help understand the problems faced in Twizel and the benefits that could be achieved by addressing them, the Spatial Planning team used a process called Investment Logic Mapping (ILM).

This ensured the Spatial Plans were focused on addressing the issues faced by the community, and created four investment objectives (or ILM benefits) that were used to measure the options developed through the process.

An ILM workshop was held in Twizel on 9 July 2020 at the Twizel Community Hall, this involved a cross section of community members to ensure a representative view was heard and understood.

INVESTMENT OBJECTIVES

- Improved housing choices, affordability and availability to meet the needs of a balanced community (30%)
- A town centre that increasingly meets everyone's needs (35%)
- Enhancing and protecting our environment, landscapes and mana whenua values (15%)
- Enhancing transport connectivity and mobility for all modes and users (20%)



DEVELOPING THE OPTIONS

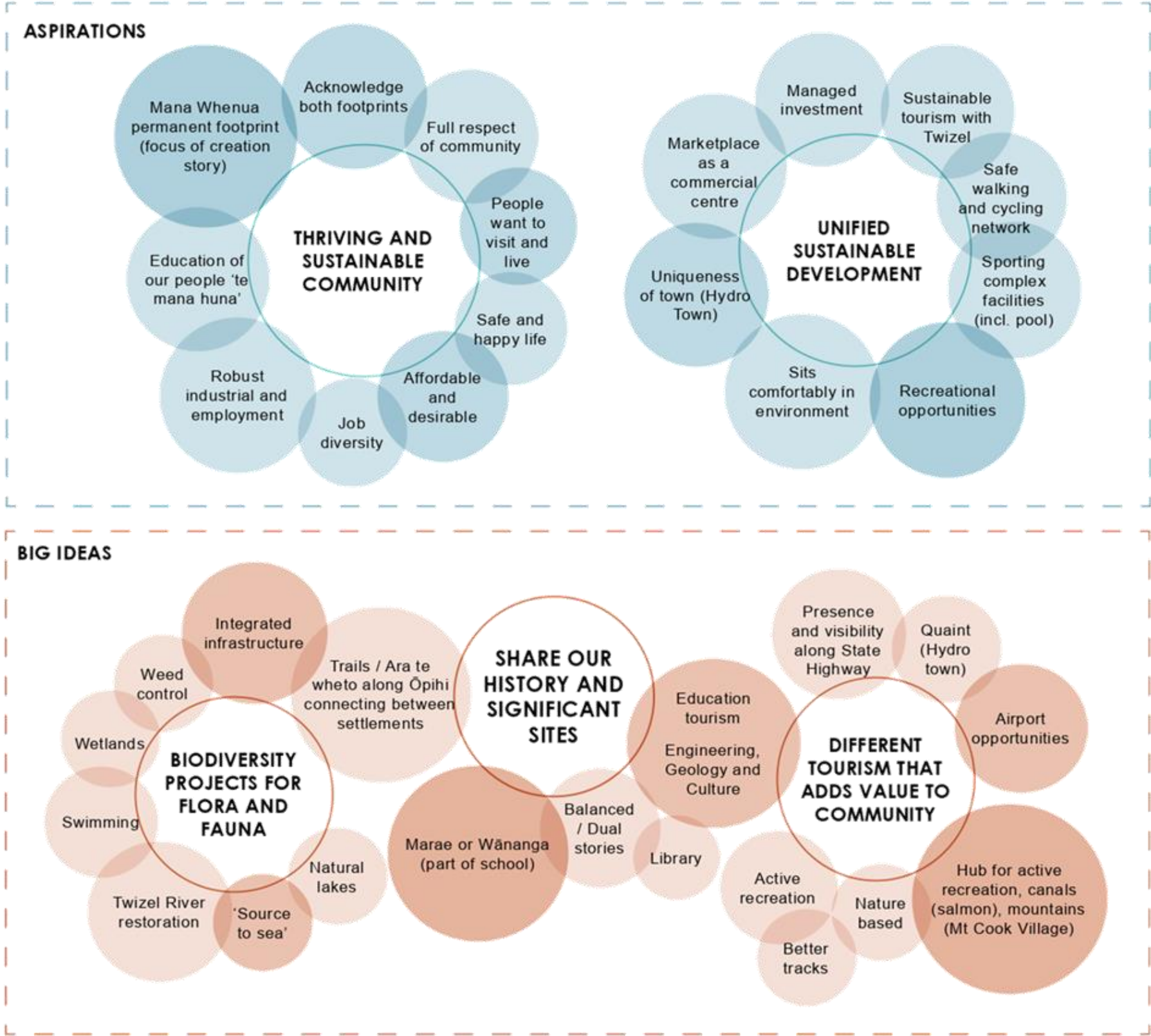
A community workshop was held in Twizel on 30 July 2020 to help develop the options for the town.

This facilitated workshop was held with a cross section of the community, with the aim to understand the following:

- Understand the existing positive qualities of the town and future hopes of the community for the next 30 years.
- Explore a range of approaches to managing the future growth of the town and apply those to developing a short-list of spatial plan options to consult the wider community on.
- Identify issues and opportunities that will inform the Town Centre Concept Plan.

The workshop broke attendees into three groups who independently developed four different approaches to growth in Twizel.

Using the results of these workshops, the Spatial Planning team developed a range of growth options for the town. These were then scored against the investment objectives identified in the ILM and a range of other measures to help develop a short-list of options for engagement with the community.



APPROACHES TO GROWTH

The below approaches to growth in Twizel were developed in the options workshop. They were used to develop the options that were shared with the community for feedback.

GROUP 1

3 LOW RATIO GROWTH



- Develop two areas of industrial activity – light industrial along Ostler Road and heavy industrial across SH8, blocked by a greenway.
- Develop a mix of retail, community facilities and medical services all centralised within the town centre.
- Create a commercial spine along SH8 to draw travellers into the town.
- Use a graduated approach to density, with the highest densities closest to the town centre.

GROUP 2

5 HIGH RATIO GROWTH



- Develop an improved network of greenways that links all through Twizel.
- Create a ring of medium density residential around the town centre, with clusters of high density visitor accommodation.
- Provide for heavy industrial activity across SH8, screen from the road using distance and plantings.
- No satellite developments outside of the current residential area.

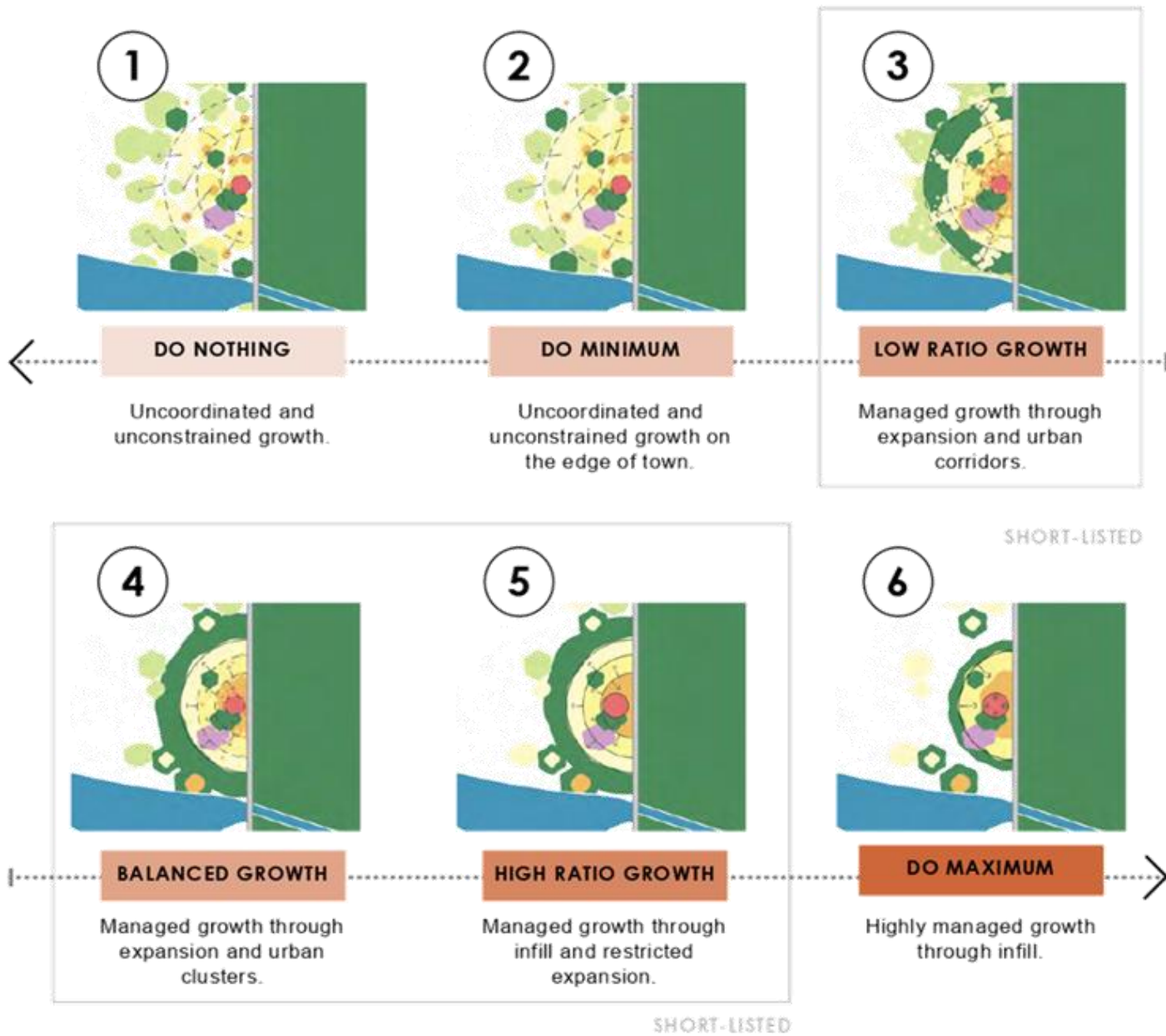
GROUP 3

4 LOW RATIO GROWTH



- Provide for heavy industrial activity across SH8, screen from the road using distance and plantings.
- Scatter visitor accommodation throughout existing residential areas.
- Relocate the golf course and use the land for residential housing.
- Develop a local neighbourhood centre to compliment the town centre.

THE OPTIONS



LEGEND

- | | | |
|----------------------------|----------------------|---|
| Retail | Community Facilities | Walking Trail |
| Visitors Accommodation | Industrial | Direction of Growth |
| Holiday Homes | Utilities | Airport |
| Medium Density Residential | Open Space | Hatched areas represents land use changes |
| Low Density | Natural Open Space | |
| Large Lot Residential | Rural Land | |
| Rural Residential | Cycling Trail | |



CORRIDOR GROWTH

- Corridor Growth proposed growth through consolidation of available land within the town and expansion of large lot and rural residential housing along key road corridors.
- Growth contained by landscape features and along road corridors radiating out from the town that helps establish an open space network. This brings together existing open spaces, greenways and trails to link with the Twizel River and Lake Ruataniwha.
 - Housing growth achieved through some medium density infill and a mix of low density, large lot and rural residential through expansion of the town edges and along urban corridors.
 - Visitor accommodation continues to grow along SH8 and Max Smith Drive, near Lake Ruataniwha. Opportunities for holiday homes continue along the SH8 corridor and within blocks around Mackenzie Drive.
 - Industrial activities establish away from the town along a corridor adjacent to the substation off SH8.



TOWN CENTRE

The town centre is retained in its current location and grows east along the Ruataniwha Road corridor to link with SH8

Expansion of highway based retail to capture more passing trade and funnel visitors into the existing town centre. Community facilities are extended out and along Mackenzie Drive.



CLUSTERED GROWTH

Clustered Growth proposed growth in Twizel through intensive infill and consolidation of land within the town, with expansion through well-defined large lot residential clusters close to town.

- Growth is contained by landscape features and open spaces that define the town edges and urban clusters. This brings together existing open spaces, greenways and trails to link with the Twizel River and Lake Ruataniwha.
- Distinct clusters of visitor accommodation are located near the town centre, SH8, Man Made Hill and Lake Ruataniwha. Opportunities are provided for holiday homes within blocks surrounding the town centre.
- Potential opportunity for Twizel Area School to be rebuilt in a new education cluster off Mackenzie Drive within walking distance to the town centre.
- Housing growth is balanced between infill and expansion, with medium density infill near the town centre and low density infill within the North West Arch. This is framed by large lot residential and special use clusters on the western edges of town. Rural residential expands within the remaining zoned land.
- Industrial activities establish away from the town in a cluster adjacent to the oxidation ponds off SH8.



TOWN CENTRE

The town centre is retained in its current location and grows outwards to complete the urban block.

A shared street and laneway network is established within an expanded town centre defined by Mackenzie Drive, Tasman Road and Mount Cook Street.

Smaller neighbourhood retail centres are clustered together with other uses at key visitor arrival points and other areas of intensification.

CONTAINED GROWTH

Contained Growth proposed growth in Twizel through intensive infill and consolidation of available land within the town, with well-defined areas of expansion of large lot and rural residential zones on the edge of town.

- Growth is constrained by the landscape features and open spaces that define the town edges, including replacing The Ben Ohau Golf Course with a comprehensive dry land golf destination. This helps establish an open space network, which brings together existing open spaces, greenways and trails to link with the Twizel River and Lake Ruataniwha.
- Housing growth is balanced between infill and expansion, including medium density infill around the town centre and on the relocated golf course land.
- Visitor accommodation more intensively wraps around the town centre with other areas associated with open spaces (e.g. Man Made Hill, relocated golf course). Opportunities for holiday homes are within the infill blocks surrounding the town centre.
- Industrial activities are consolidated on the two existing zoned areas of land along Ostler Road within the town.



TOWN CENTRE

The town centre is retained in its current location and grows outwards to complete the urban block and front onto some surrounding streets.

A shared street and laneway network is established within an expanded town centre block and infills properties on surrounding streets, including Mackenzie Drive, Tasman Road and possibly Mount Cook Street. Potential opportunity for Twizel Area School to be rebuilt one block out to accommodate town centre growth.

COMMUNITY ENGAGEMENT

Corridor Growth and Clustered Growth were closely tied in Twizel, so a hybrid option was developed to combine the elements people liked about both.

The Twizel community made it very clear that the Golf Course is a key part of the town, so the preferred option has ensured that this remains a community asset. The land around Man Made Hill has also been included as green space to complement the Golf Course.

It was clear through the engagement process that people were not in favour of specific zones for residential short term visitor accommodation, such as Airbnb or holiday home rentals.

A number of respondents were concerned with the location of the school and felt it should be moved as part of its rebuild. The Ministry of Education has made it clear that it will remain on its current site.

People in Twizel really value their open spaces and trail network, so the spatial plan has looked to improve and formalise this for any future development.

“ It would be good to see more mountain biking tracks - at times the existing tracks can get very busy with both bikers and walkers. ”

“ A greater density of houses creates a more compact urban environment which in turn creates greater opportunities for retail food and beverage. ”

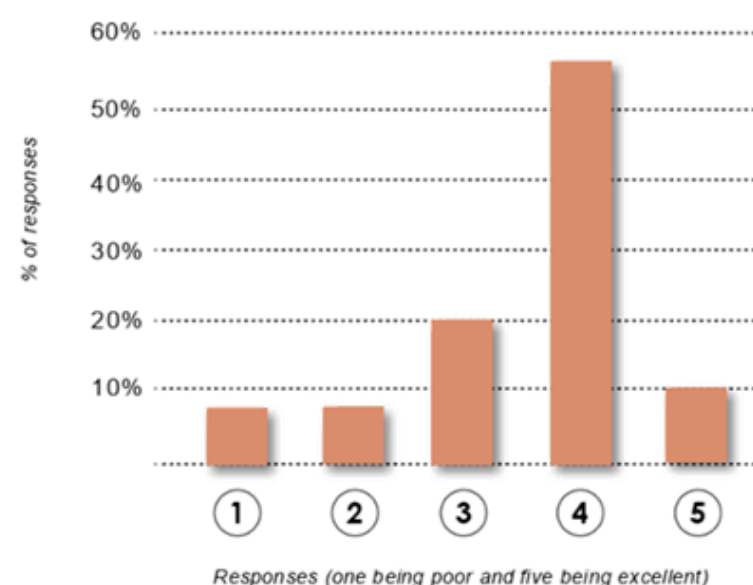
“ The attraction of Twizel has always been wide open space with lots of green areas (including the golf course). ”

“ I think Twizel misses a lot of Tourism business because the town centre has no visibility to the thousands of passing cars and camper vans passing by on the SH8 every day. The town would benefit hugely by having a retail precinct with visibility to the State Highway. ”

PREFERRED OPTION ENGAGEMENT RESULTS

The community was asked to rate the preferred option out of five and provide comment on what they liked and what they wanted to see changed about the plan.

The Twizel community preferred option received an average rating of 3.58 out of five, which shows on the whole the community supports the preferred option.



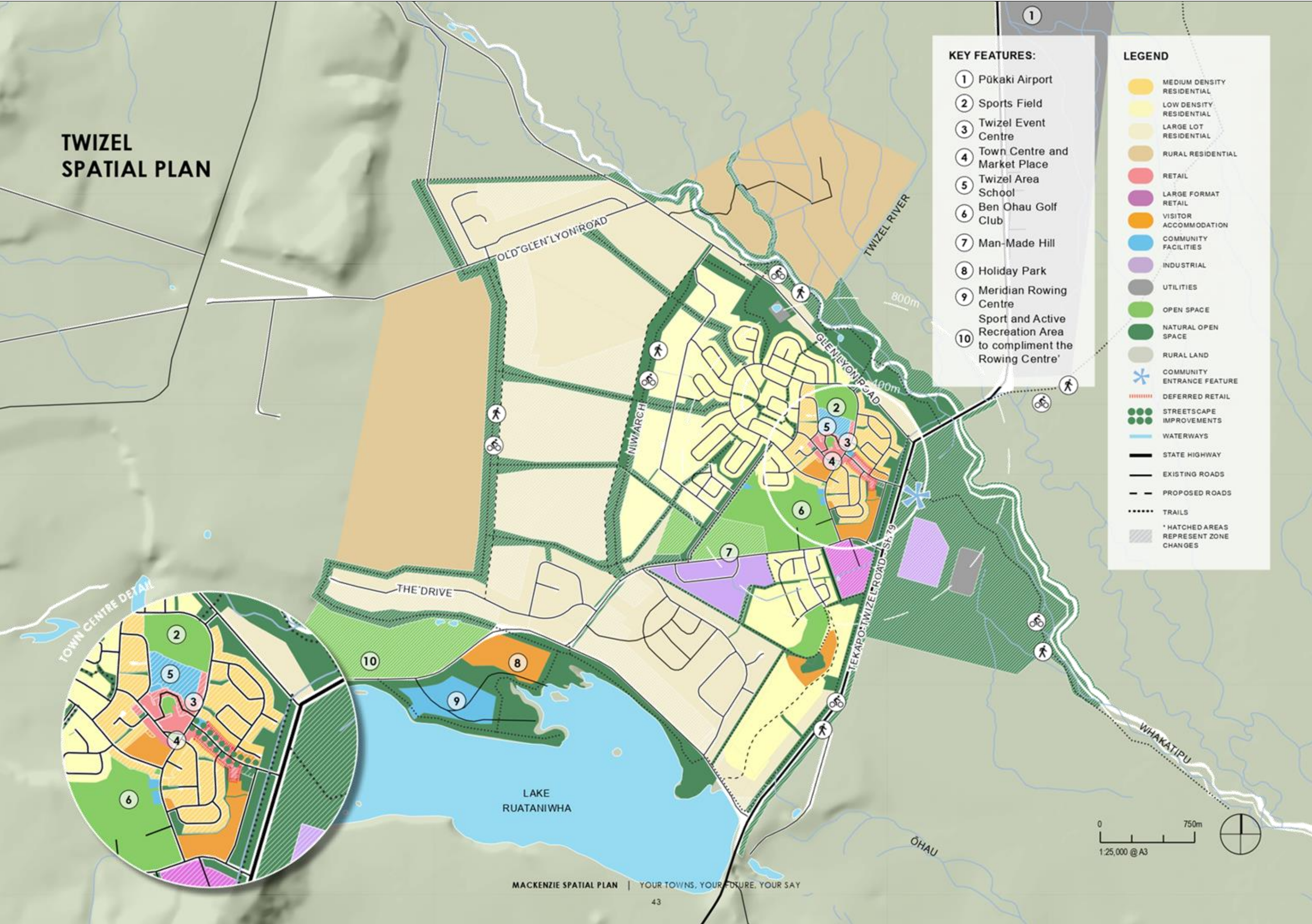
The results can be viewed online at:

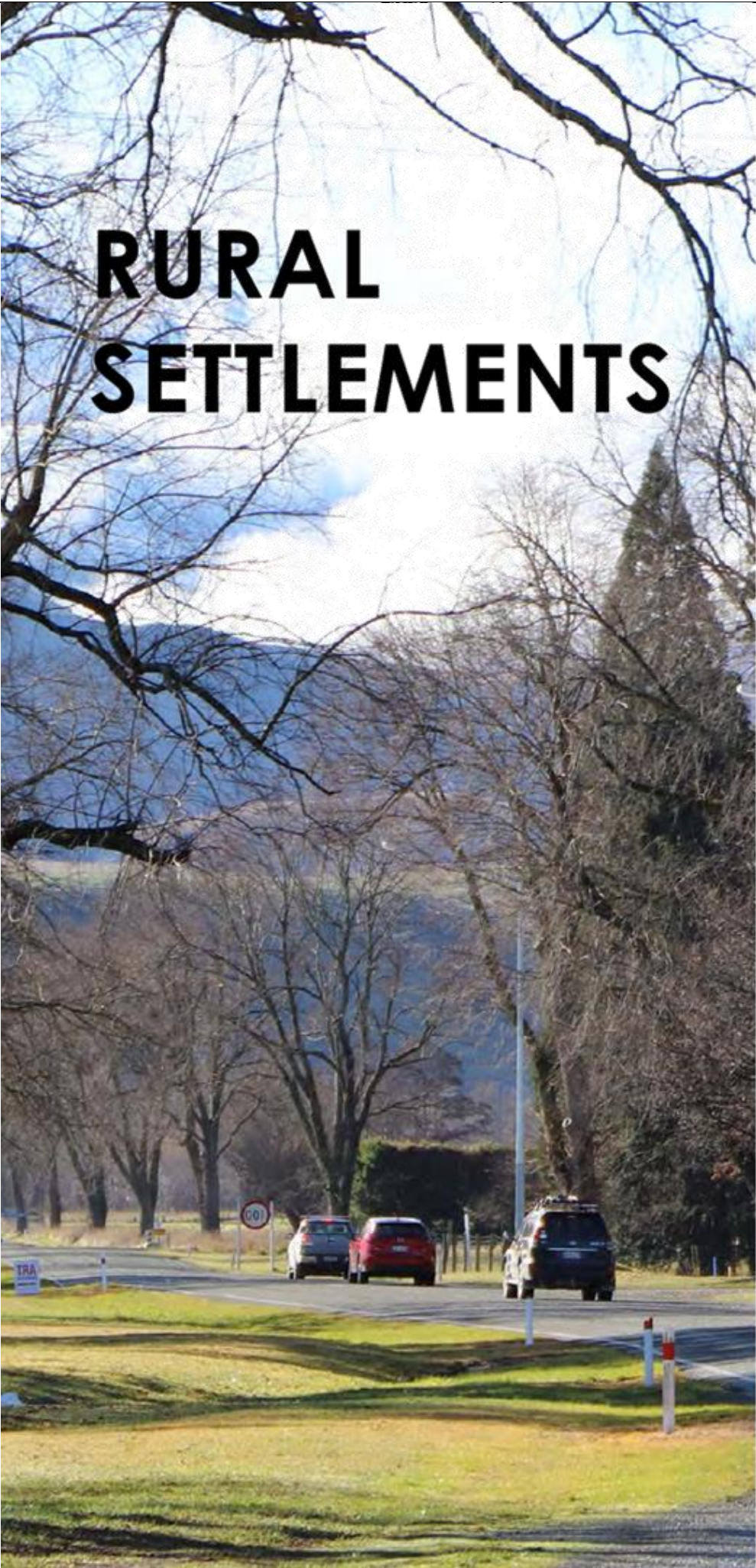
http://bit.ly/MDC_PREFERRED_OPTION_Spatial_Plan

SPATIAL PLAN

THE PREFERRED OPTION WILL SEE GROWTH IN TWIZEL BY PROVIDING THE OPPORTUNITY FOR RESIDENTIAL INFILL, THE CONSOLIDATION OF AVAILABLE LAND WITHIN THE TOWN, ALONG WITH WELL-DEFINED LARGE LOT RESIDENTIAL AREAS AND LOW DENSITY INFILL CLOSE TO TOWN.

- Growth is contained by existing landscape features and open spaces that define the town edges and urban clusters with some additional growth along existing road corridors radiating out from the town. This brings together a network of open spaces, greenways and trails to link with golf course, the Twizel River and Lake Ruataniwha.
- Twizel's town centre is retained in its current location, while growing east along the Ruataniwha Road corridor to link with Tekapo-Twizel Road (SH8). There is an opportunity to expand highway orientated retail to capture more passing traffic and funnel visitors into the town centre.
- Twizel Area School remains in its current location (following confirmation from the Ministry of Education) alongside public recreation and community facilities. These are better integrated into the town centre.
- Commercial visitor accommodation is located near the town centre and close to the Tekapo-Twizel Road (SH8). Residential visitor accommodation is not addressed as part of this Spatial Plan.
- Housing growth is balanced between infill and expansion, with medium density infill near the town centre and low density infill within the North West Arch. This is framed by large lot residential provided on the western edges of town and along urban corridors.
- Industrial activities infill existing zoned land and grow away from the town in a cluster adjacent to the oxidation ponds off Tekapo-Twizel Road (SH8).
- An opportunity for a cluster of larger format retail on existing industrial land adjacent to Tekapo-Twizel Road (SH8).



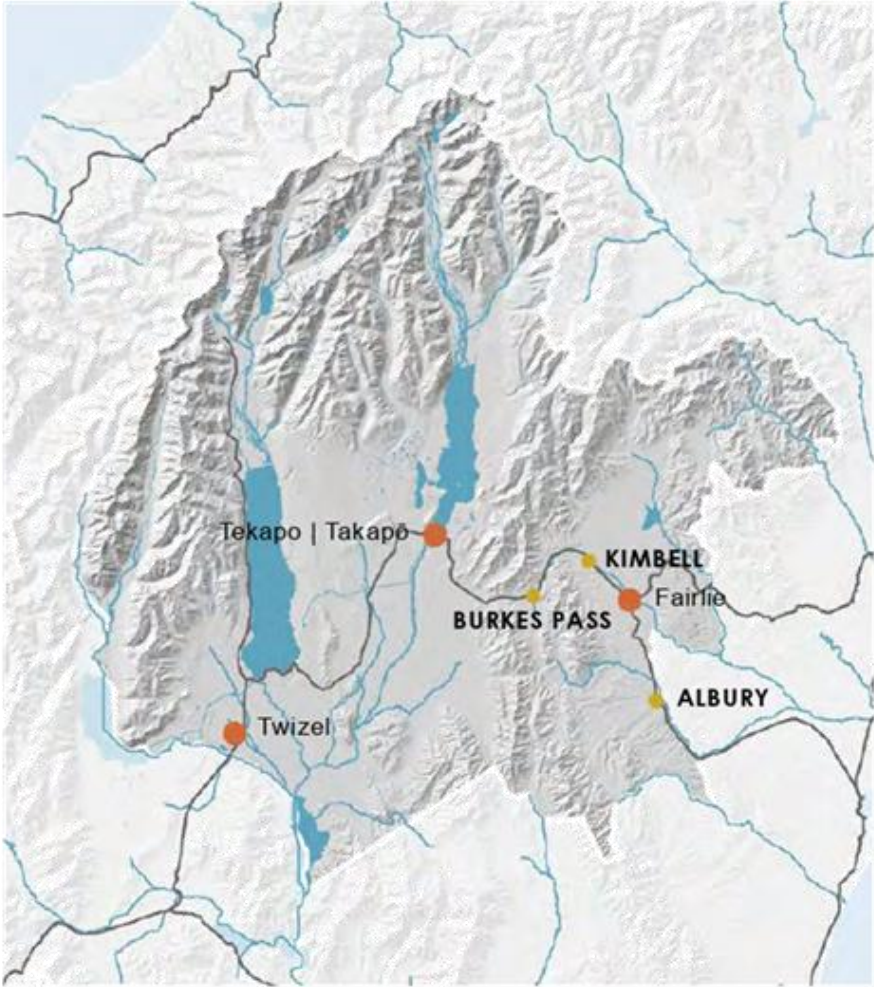


Along with the spatial planning of the three main townships the Mackenzie Spatial Plans have looked at the future of Mackenzie’s rural settlements:

- Burke’s Pass | Te Kopi-O-Ōpihi
- Kimbell
- Albury

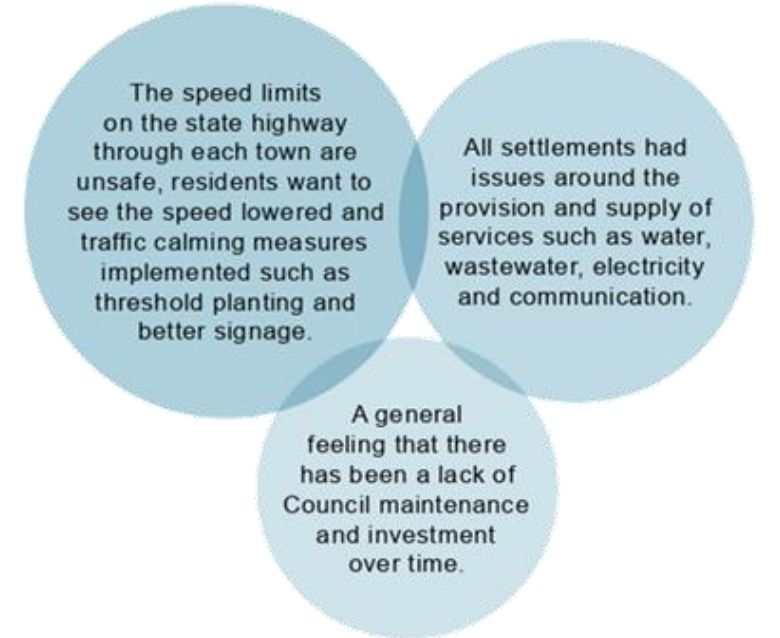
Rural Settlement Plans for each settlement have been developed which map out what the future could look like in 30 years. These have been developed following community workshops that were held to identify the issues and opportunities facing each settlement.

Much like the Spatial Plans, the Rural Settlement Plans outline the future zoning for each settlement and are aimed at accommodating growth over the next 30 years, while guiding investment in infrastructure and amenity improvements.

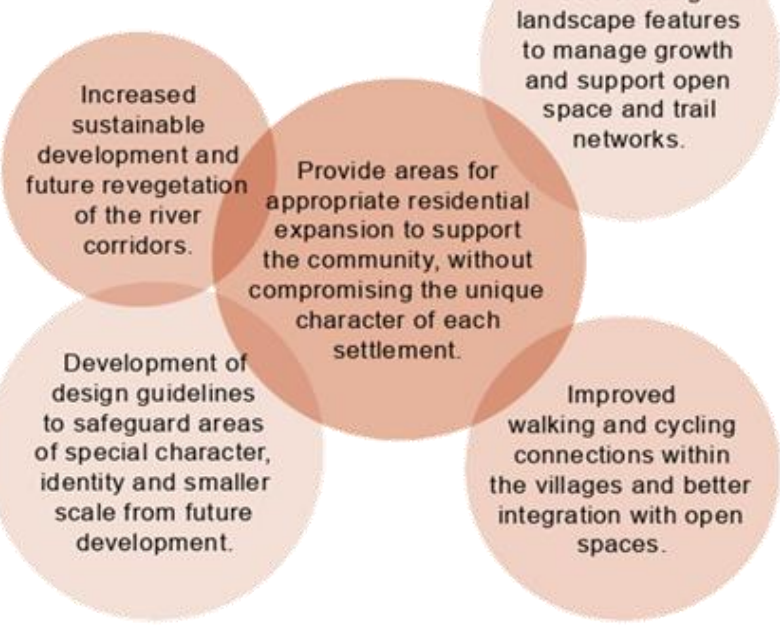


MACKENZIE SPATIAL PLAN | YOUR TOWNS, YOUR FUTURE, YOUR SAY

COMMON ISSUES:



COMMON OPPORTUNITIES:



PROCESS

1 ESTABLISHMENT REPORT AND COMMUNITY SURVEY

January – May 2020

The Mackenzie Community Survey was carried out to get a high-level understanding of how the community feels about the district.

- a What one thing do you like most about the District?
- b What one thing would you like to see changed?
- c Looking ahead, what one thing would you like the Mackenzie District to be known for in the future?



The results can be viewed online at:
<https://bit.ly/2upEAFJ>

2 COMMUNITY WORKSHOPS

July - August 2020

Workshops were held in Burkes Pass, Kimbell and Albury to understand the issues and opportunities identified by the communities of each settlement.

Following the community workshops, the project team developed a Rural Settlement Plan for each township.

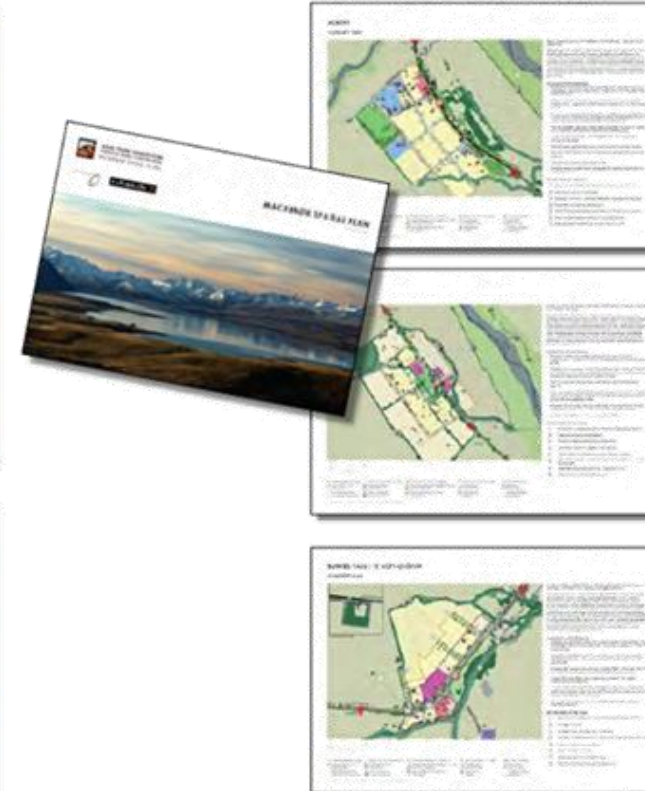


2 SHORT-LIST DEVELOPMENT

September - December 2020

Once the Rural Settlements Plans had been developed, they were shared with the community for feedback.

Following the short-list community engagement, the project team came back to each community to share findings and get further direction.



2 PREFERRED OPTION DEVELOPMENT

January - June 2021



a **BURKES
PASS /
TE KO-
PI-O-ŌPIHI
LIE**



b **KIMBELL**



c **ALBURY**

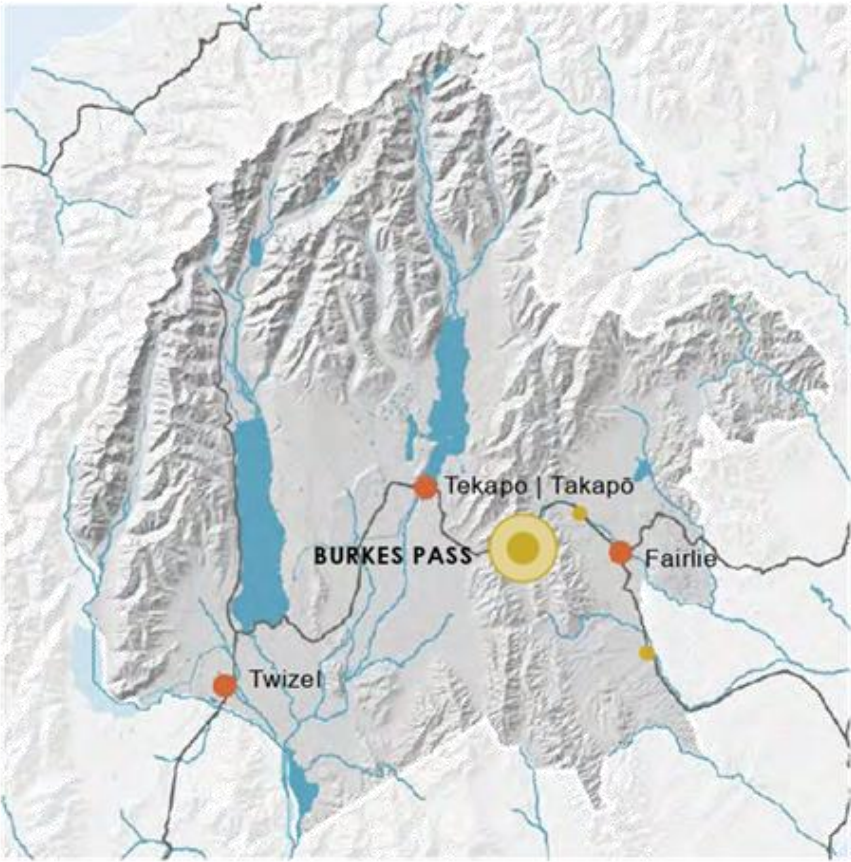


BURKES PASS / TE KOPI-O-ŌPIHI

INTRODUCTION

Burkes Pass / Te Kopi-O-Ōpihi is closely associated with the source of the Ōpihi River and its heritage as an outpost for the European settlers' bullock teams that led into the Mackenzie Basin.

It was one of the main gateways into Te Manahuna used by Ngai Tahu on food gathering journeys and is regarded as a culturally significant area due to its proximity to the source of the Ōpihi River and various mahika kai sites nearby.



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BURKES PASS RETAIL

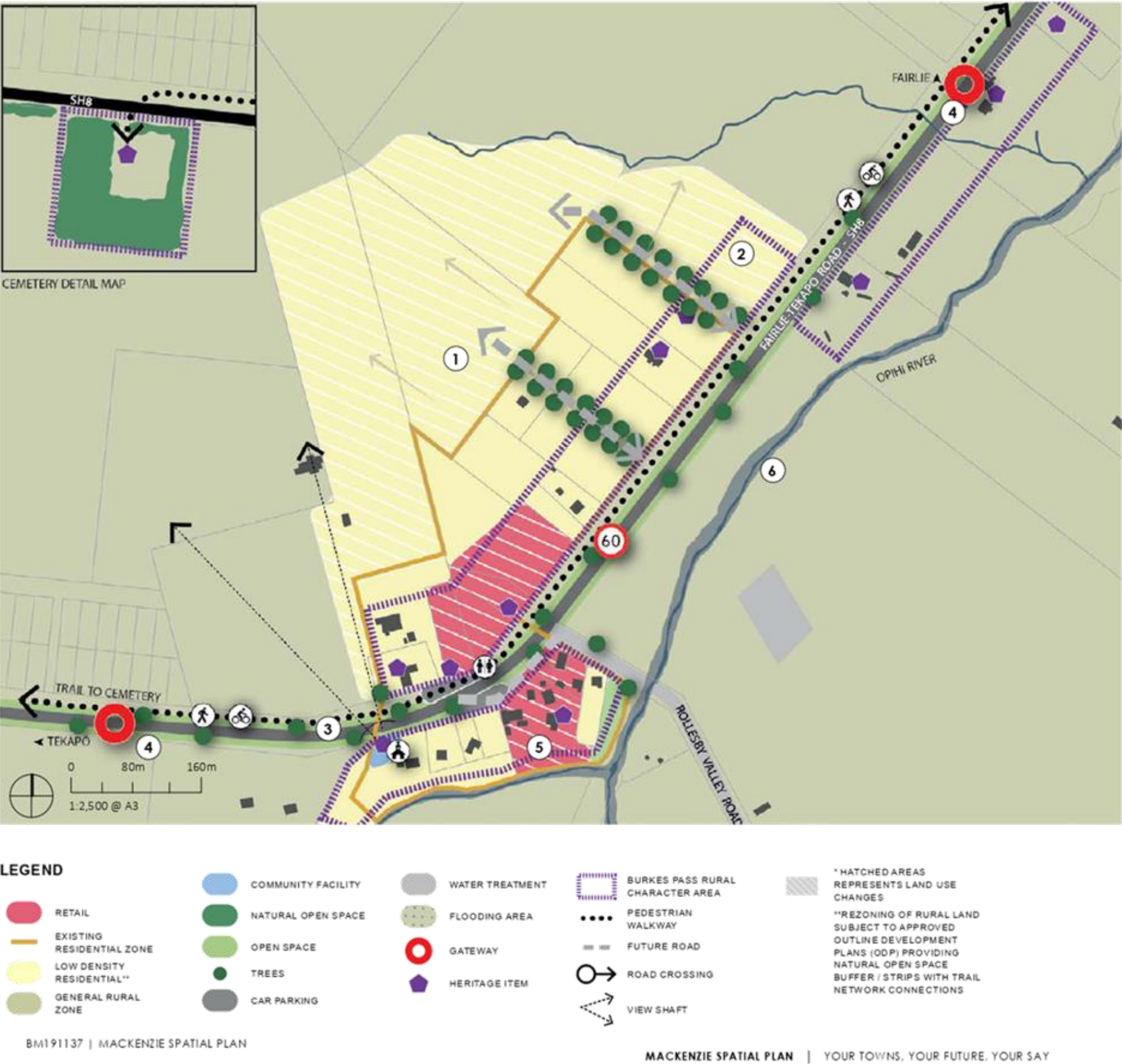


FORMAL BURKES PASS SCHOOL TEACHERS HOUSE



HERITAGE WALK

BURKES PASS / TE KOPI-O-ŌPIHI SETTLEMENT PLAN



SETTLEMENT PLAN

Residential growth will be managed in Burkes Pass by enabling development within the existing residentially zoned land and extending the residential zone on the northern side of the town. This expansion will be constrained by landscape features.

A new Burkes Pass Rural Character Area will protect the unique nature of the town and ensure future development doesn't affect the amenity or character of Burkes Pass. This will be supported by an appropriate investigation and analysis that will be carried out as part of the District Plan Review.

The commercially zoned land will be expanded and formalized on both sides of the main road, enabling further commercial opportunities within the settlement.

Mana whenua have strong aspirations to see the health of the Ōpihi improved along with increased indigenous biodiversity. MDC share these aspirations and hope to work with landowners to ensure these outcomes can be achieved.

Improvements will be made to tourist amenities and additional landscaping and planting will complement the work already undertaken to date. Provisions for public access for walking and cycling trails and natural open space through land that has been upzoned as large lot residential will be included in the District Plan Review.

OPPORTUNITIES:

- Enhance the township with a new reserve south of the highway and associated walkways and plantings, including beginning revegetation of the Ōpihi River.
- Establish a Burkes Pass Rural Character Area to protect and promote the town's existing character. Design guidelines could be created to help inform future development.
- Support the new 60km lower speed environment with roading infrastructure and planting intended to slow vehicles.
- Additional toilet facilities are expected to be provided by commercial providers as the town grows.
- Improve the health of the Ōpihi River with planting and other restoration where possible

KEY FEATURES OF THE PLAN:

- Extension to the residential zone (limited by landscape features)
- Development of a Burkes Pass Rural Character Area
- Formalise and upgrade the existing heritage walk
- Upgrade the entrances into town (signage and planting)
- Formalised commercial area
- Begin restoration along the Ōpihi River



INTRODUCTION

Kimbell is a small rural settlement that is closely related to both Fairlie and as a gateway to Mt Dobson.

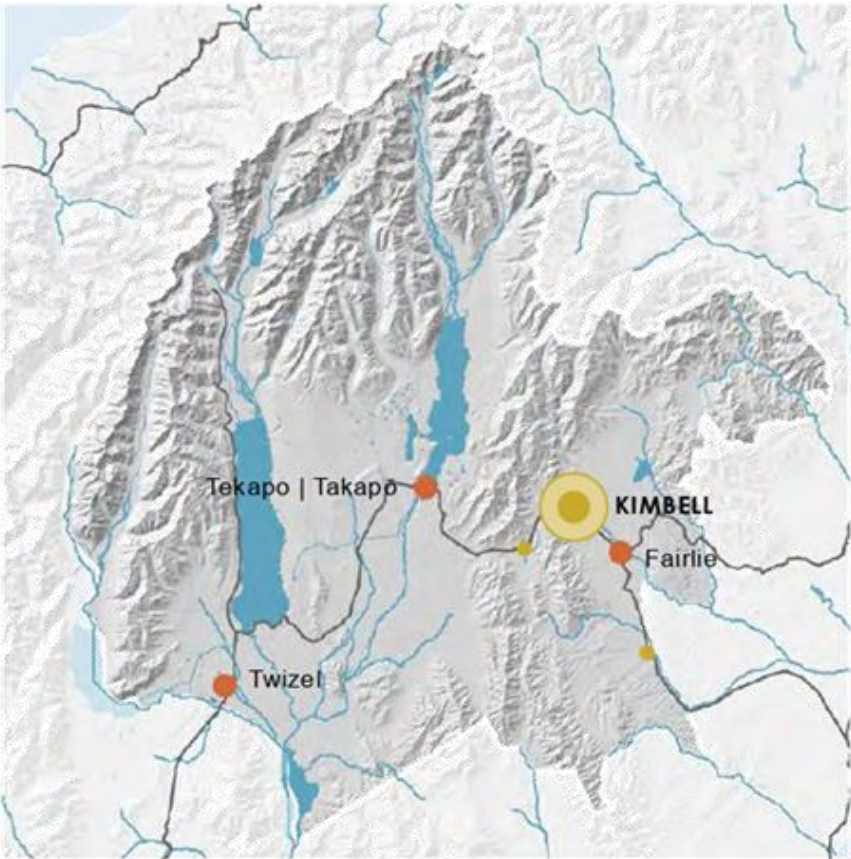
Located on the Ōpihi River, Kimball is located on the traditional mana whenua trails used seasonally to gather kai and materials, including weka, tuna, quail and taramea.



SILVERSTREAM HOTEL



STATE HIGHWAY 8



KIMBELL RESIDENTIAL CHARACTER

KIMBELL SETTLEMENT PLAN



LEGEND

RETAIL	GENERAL RURAL ZONE	FLOODING AREA	ROAD CROSSING	* HATCHED AREAS REPRESENTS LAND USE CHANGES
EXISTING RESIDENTIAL ZONE	NATURAL OPEN SPACE	GATEWAY	BRIDGE	**REZONING OF RURAL LAND SUBJECT TO APPROVED OUTLINE DEVELOPMENT PLANS (ODP) PROVIDING NATURAL OPEN SPACE BUFFER / STRIPS WITH TRAIL NETWORK CONNECTIONS
LOW DENSITY RESIDENTIAL	OPEN SPACE	HERITAGE ITEM		
LARGE LOT RESIDENTIAL**	TREES	PEDESTRIAN WALKWAY		
	CAR PARKING	FUTURE ROAD		

SETTLEMENT PLAN

Residential growth will be managed in Kimbell by enabling development within the existing residentially zoned land on the western side of the state highway and extending the town with a rural lifestyle zone on its northern, western, and southern edges. This expansion will be constrained by landscape features.

An expanded commercial area, anchored by the Kimbell Hotel, will expand across both sides of the road, offering increased opportunities for businesses in Kimbell.

Mana whenua have strong aspirations to see the health of the Ōpihi improved along with increased indigenous biodiversity. MDC share these aspirations and hope to work with landowners to ensure these outcomes can be achieved.

The settlement's open spaces will be upgraded, with improvements suggested for walking and cycling paths, a shared community space and local street improvements. Provisions for public access for walking and cycling trails through land that has been upzoned as large lot residential will be included in the District Plan Review.

OPPORTUNITIES:

- Support a 60km lower speed environment with road infrastructure, planting and a clear pedestrian / cyclist crossing point.
- Upgrade the community owned recreational open space at the heart of Kimbell.
- Allow for development of future commercial opportunities on both sides of the state highway.
- Fully seal Siegerts Road and complete the formation of Perambulator Lane through to Stanton Road to minimise highway access points and service residential sections.
- Enhance the township with new plantings including street trees and begin native revegetation of the Ōpihi River and tributary streams.
- Manage flooding issues through regular maintenance.

KEY FEATURES OF THE PLAN:

- 1 Extension to residential area through the development of a rural residential (limited by landscape features)
- 2 Improved walking and cycling connections throughout the town
- 3 Improve the entrances into town (signage and planting)
- 4 Improvements to the community space in the centre of town with enhanced sports and playing facilities
- 5 Safe road crossing area, supported by a 60km speed limit
- 6 Improved streetscape planting (trees and shrubs)
- 7 Increased opportunities for commercial activities



INTRODUCTION

Located on the Te Ana a Wai river Albury is one of the traditional mana whenua gateways to the Mackenzie or Te Waharoa o te Manahuna, as well as the Hakataramea valley.

Albury is located on State Highway 8 between Fairlie and Timaru. The South Island farming area is surrounded by sweeping hills and an abundance of animals including sheep, cattle and deer.

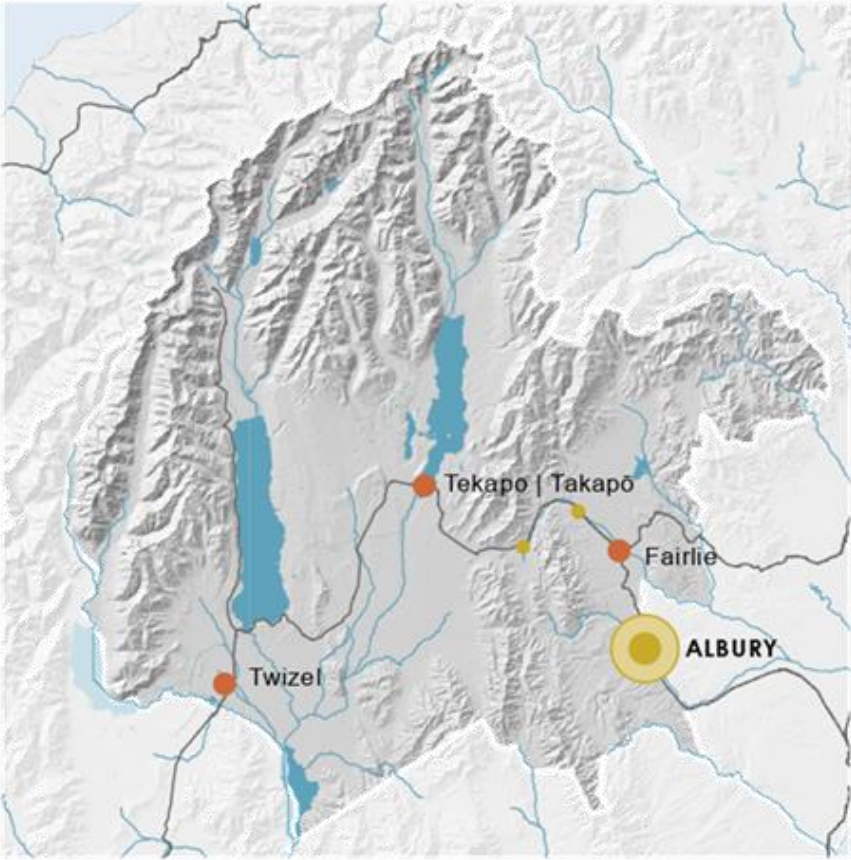
The Albury Tavern is a historical landmark. Built in the 1870s as a railway hotel to service the Timaru to Albury rail line, it is the oldest licensed wooden pub in New Zealand. Albury is also home to Mackenzie's oldest homestead, Opawa.



STATE HIGHWAY 8 LOOKING NORTH



STATE HIGHWAY 8 LOOKING SOUTH



MACKENZIE SPATIAL PLAN | YOUR TOWNS, YOUR FUTURE, YOUR SAY



ST MARTIN'S ALBURY

ALBURY SETTLEMENT PLAN



SETTLEMENT PLAN

Residential growth will be managed in Albury by enabling development within the existing residentially zoned land and extending the residential zone on the south-western edge of the town. This expansion will be aided through servicing improvements, including an improved town water supply capacity.

Upgraded community facilities, a small expansion of the commercial zone, and landscape improvements to the road corridor and domain will help improve the amenity and opportunities within the town.

OPPORTUNITIES:

- Improvements to open spaces including walking and cycling paths, increased native planting and revegetation along the state highway.
- Support a 50km lower speed environment with good road infrastructure, improved planting and pedestrian / cyclist crossing points.
- Focus on sustainable development in the urban area to reduce residential expansion on rural land.
- Investigation into potable water and wastewater schemes to improve capacity and unlock the development potential for more residential housing.
- Create a community hub with enhanced and well-maintained community facilities, centred on the community hall.
- Allow for development of future commercial opportunities along the highway.

KEY FEATURES OF THE PLAN:

- ① Extension to the residential zone (limited by landscape features)
- ② Improved walking and cycling connections
- ③ Gateways into town (landmark features, signage and planting)
- ④ Increased opportunities for commercial activities
- ⑤ Plant more trees along the state highway to complement the peace tree avenue
- ⑥ Improved streetscapes and planting (trees and shrubs)
- ⑦ Enhance the community area around the war memorial
- ⑧ Enhance community hub around hall, school and church

LEGEND

RETAIL	GENERAL RURAL ZONE	CAR PARKING	HERITAGE ITEM	* HATCHED AREAS REPRESENTS LAND USE CHANGES
LIGHT INDUSTRIAL	COMMUNITY FACILITY	FLOODING AREA	PEDESTRIAN WALKWAY	
EXISTING RESIDENTIAL ZONE	NATURAL OPEN SPACE	GATEWAY	FUTURE ROAD	
LOW DENSITY RESIDENTIAL	OPEN SPACE	COMMUNITY ENTRANCE FEATURE	ROAD CROSSING	
	TREES			

BM191137 | MACKENZIE SPATIAL PLAN

MACKENZIE SPATIAL PLAN | YOUR TOWNS, YOUR FUTURE, YOUR SAY

NEXT STEPS

The Spatial Plans will inform the District Plan review, which will begin in 2022

The zoning and land use outlined in each Spatial Plan and Settlement Plan will be reflected in the proposed District Plan, and this will then be taken back to the community for more input and feedback.

THE DISTRICT PLAN REVIEW

The District Plan is the community's rulebook, setting out the framework that governs how land is used and developed within our district. It sets out zoning, guidance and rules, it also outlines when a Resource Consent is required.

The Resource Management Act 1991 (RMA) requires all councils to start a review of their District Plan 10 years after it was made operative. Our current District Plan was adopted in 2004, so it is well overdue for a review.

We are reviewing the Mackenzie District Plan over the next year and will be discussing key topics with the community as we work our way through this process.

HOW WILL THE SPATIAL PLANS BE USED?

Each Spatial Plan will be used by MDC to guide the zoning in the District Plan Review.

The zoning you see in the plans in this document will inform the Proposed District Plan.

HOW CAN YOU HAVE A SAY?

There will still be plenty of chances to let us know what you think once we begin the District Plan Review itself, both during the development of the plan and through the statutory review process which will follow.

There is still a long road ahead before new zones are set in stone. The Spatial Plans allow us to get ahead of the process by using community engagement and analysis to outline how the towns should grow over the next thirty years.

6.9 RETROSPECTIVE APPROVAL OF EXEMPTION TO THE PROCUREMENT POLICY FOR SPECIALIST SUPPORT OF PC18

Author: Aaron Hakkaart, Manager - Planning

Authoriser: Tim Harty, General Manager - Operations

Attachments: 1. Procurement Plan PC18  

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

To seek retrospective Council approval for an exemption of the Procurement Policy to direct appoint a team to respond to the Environment Court Appeals received on Plan Change 18.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council approve the retrospective exemption to the Procurement Policy for the engagement of:
 - (a) Simon Berry and Craig Malone (Berry Simons Lawyers); and
 - (b) David Caldwell (Barrister); and
 - (c) Liz White (Planner); and
 - (d) Kelvin Lloyd (Ecologist).to support Council through the Plan Change 18 appeal process, and further that

3. Staff report progress of the appeal process, including costs, through the Planning and Regulations Committee

BACKGROUND

Mackenzie District Council received four appeals to Plan Change 18. The receipt of these appeals and the need to engage a legal team, planning consultant and ecological consultant required staff to act quickly to ensure Council was in the best place possible to respond to the appeal and partake in the Environment Court process.

These issues have been extensively workshopped with Council and the process to-date has been explained. This report seeks retrospective consent to engage the following parties to support Council in the Environment Court process:

- Simon Berry and Craig Malone (Berry Simons);
- David Caldwell (Barrister);
- Liz White (Planner); and
- Kelvin Lloyd (Ecologist).

An exemption to the Procurement Policy is required as the value of works will exceed \$50,000. The final cost of the response to the Environment Court process is largely unknown and is being funded from the District Plan Review budget. Staff will work to manage the costs of the process, however, much of this is not within their hands.

POLICY STATUS

Clause 5.7.2 of the procurement policy (see below) requires Council to approve this exemption process.

5.7.2 Exceptions to the Standard Procedure

Where an exception to the standard procurement is required, a proposal must be presented to Council for approval. The proposal must include:

- *evidence documenting the reason for the exception*
- *a procurement plan developed and submitted with the request for exception*
- *confirmation that estimated contract costs are over the \$50,000 threshold.*

Note that application for approval of exceptions can only be sought for estimated contract costs over \$50,000.

The rationale for the exemption is outlined within this report and as stated, given the need to move quickly in response to the Court requirements and legal process, a formal procurement exemption plan is attached.

SIGNIFICANCE OF DECISION

The proposal does not trigger Council's significance and engagement policy.

OPTIONS

Council has two options:

Option 1: Approve the retrospective exemption to the Procurement Policy for the engagement of the listed parties to support the Plan Change 18 process.

Option 2: Do not approve the retrospective exemption to the Procurement Policy and require staff to go to the market to secure legal services.

CONSIDERATIONS

The parties have already commenced work on this project and have been providing an exceptional service. The nature of the project necessitated a quick response from Council staff, with this was communicated to Council through the workshop processes. The proposal now seeks formal approval of an exemption to the Procurement Policy, which allows the team to continue working on the Environment Court Appeal.

Failure to approve the retrospective Procurement Policy would result in the need to go through an open market process to engage support for the appeal process. This would compromise the ability to respond or even engage in the Environment Court process.

The nature of the environment court process means that each consultant is operating on a chargeable hour's basis, with the unknown nature of the process and response needed meaning a fixed cost approach cannot be achieved.

CONCLUSION

The proposal seeks a retrospective approval for an exemption against Councils Procurement Policy.

Provision of External Consultants to Support the Investigation and Remediation of Illegal Earthworks at Pukaki Airport

Prepared by: Aaron Hakkaart

Reviewed by: Planning and Regulatory Committee

Accepted for use: By Resolution of Council – Resolution Number _____

Revision A

Dated 06/08/2021

1.1 Background

Mackenzie District Council received four appeals to Plan Change 18. This has necessitated the need to engage a team of experts to support Mackenzie District Council's response to the appeals.

1.1.1 Evidence Documenting the Reasons for Exception

The key reasons for exemption are:

- To go through an open and competitive RfX process would have taken longer than available time allowed.
- The works are specialist and require suitably qualified and experienced people.
- The market for this type of consultant is limited.
- The engagement is on a time and expenses basis, with the full extent of the works currently unknown.

1.2 Statement of Requirements**1.2.1 Description of Works**

To provide Mackenzie District Council with legal, planning, and ecological support

1.3. Risk Management

External consultants will be engaged by Council and an assessment of any conflicts is completed prior to engagement..

1.4 Procurement Strategy

The procurement strategy is to direct engage the necessary technical support.

1.5 Proposed Contract Terms and Conditions








The proposed contract terms and conditions are the standard conditions in the IPENZ/ACENZ Short Form Agreement for Consultant Engagement.

6.10 MONTHLY ECONOMIC AND BUSINESS SUPPORT SERVICES REPORT FOR JULY AND AUGUST

Author: Leaine Rush, Business Liaison Officer

Authoriser: Paul Numan, General Manager Corporate Services

Attachments:

1. MDC Monthly Report July 2021 [↓](#) 
2. MBSP Report 12-8-21 [↓](#) 
3. Appendix 1 MBSP One on One funding chart to 10-8-21 [↓](#) 
4. Appendix 2 MBSP Delivery Procedure [↓](#) 
5. MDC Monthly Report August 2021 [↓](#) 
6. MBSP Report 10-9-21 [↓](#) 
7. MBSP One on One funding chart to 10-9-21 [↓](#) 

STAFF RECOMMENDATIONS

That the information be noted.

BACKGROUND

Mackenzie District Council has received the monthly reports from South Canterbury Chamber of Commerce for July and August 2021.

July summary as follows:

- SCCC was successful in tendering for the Mackenzie Business Support Package (MBSP). Delivery is underway offering 3 webinars in August. Topics covered include finance and cashflow management, business planning and sales and marketing.
- 50% co-funding for one-on-one business support is available to Mackenzie businesses to the value of \$63k. This has been funded from the Community Recovery Advisory Group (who received funding from MDC).
- 176 businesses have registered/assessed.
- One on one business support funding \$7,575 + GST.
- Please refer to separate MBSP report and appendix 1 & 2 for further information.
- 25 businesses supported one on one in July. 1 business issued Regional Business Partnership funding.
- 2 newsletters issued in July. 744 opens, 50% higher than average, subscribers sharing MBSP details. Total of 279 subscribers.
- Although unable to attend the Te Manahuna Ki Uta zoom session, Chamber CE, Board and Business Advisors viewed the Stakeholders webinar with Q&A.

August summary as follows:

- August focus switched to Lockdown 4 mid-month. Significant business calls and emails, various topics and clarity around restrictions and financial assistance and worker vaccination support.

- Referrals to MSD/IRD for wage subsidy and resurgence support package.
- High level of anxiety amongst business community who are experiencing major repercussions as result of lockdown and consequent effect on winter/spring revenue.
- Interest in MBSP still high. Webinar originally scheduled for 18 August rescheduled to 29 September. Content to be adapted to current economic situation.
- 27 businesses registered/assessed for MBSP.
- 50% co-funding totalling \$34,893.20 + GST distributed between 18 businesses.
- Refer to separate report and Appendix 1 for further information.
- 26 businesses supported one-one-one in August. 1 business issued Regional Business Partnership funding.
- Training events and events in August disrupted due to lockdown.
- 6 newsletters issued in August. 1,863 opens. Total of 284 subscribers.

Mackenzie Business Support Package – funded by Community Recovery Advisory Group

- Reports for July and August attached.
- Total project value max. \$17k to SCCC and remainder \$63k distributed directly by MDC to service providers working with individual businesses assessed and approved by SCCC.
- 3 webinars presented (one webinar was postponed due to lockdown but has recently been presented).
- All funding allowed for one-on-one support has been allocated to Mackenzie businesses.
- Wide range of sectors accessing support, across a broad topic and geographical spread. There has been high interest and uptake.
- Feedback has been favourable and appreciative. Promotion and contact with the business community is ongoing.



Economic & Business Support Services Report to Mackenzie District Council. July 2021

Introduction:

Significant focus in July on business services and the new [Mackenzie Business Support Package](#) (MBSP). Delivery is underway. Free webinars scheduled 3rd, 11th & 18th August. One-on-One business support assessments started. Good engagement. Total co-funding available to businesses from MDC \$63k. For purposes of this monthly report - at end July, 17 businesses registered/assessed, 50% co-funding totaling \$7,575 + GST distributed between 5 businesses. Refer separate report and Appendixes 1 and 2 for additional information current to mid-August based on contract deliverables.

Discussion/clarification continuing with MDC regarding items identified as separate to MoU. We look forward to finalising the details. Business Excellence Awards sponsorship of \$2k for one year is confirmed.

Mackenzie District Services

25 businesses supported one-on-one in July period:

Industry Sector	Fairlie	Mt Cook	Pukaki	Tekapo	Twizel	Grand Total
A: AGRICULTURE, FORESTRY AND FISHING	1				2	3
G: RETAIL TRADE	1					1
H: ACCOMMODATION AND FOOD SERVICES	1	1	2	1	2	7
M: PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES		1		1		2
P: EDUCATION AND TRAINING					2	2
Q: HEALTH CARE AND SOCIAL ASSISTANCE					2	2
R: ARTS AND RECREATION SERVICES	2		2		2	6
Grand Total	6	2	4	2	10	24

- **24 businesses as per graph above.** Key Topics: MBSP information & funding assessments; skilled labour shortage; health & wellbeing for staff; business planning & diversification; cashflow and financial planning; digital marketing; in-house training. In addition:
- **1 business issued [Regional Business Partner](#) funding.** \$1,200 + GST.
Funding split: Town - 1 x Pukaki = 1 Sector - 1 x Accom & Food = 1

NB: RBP funding currently exhausted except Capability Fund. Referring Mackenzie businesses to MBSP where appropriate.

Since the Regional Business Partner Network funds opened in April 2020, SCCC has issued \$398k (rounded) to 153 Mackenzie businesses.

Training & Events:

Training courses in July included Health & Safety Stage 1, Handling Difficult Situations, and Stepping Up to Management Stage 1.

Very positive feedback from In-house training delivered to a Mackenzie health service business including community group representatives in July on wellbeing in the workplace and dealing with 'the tough stuff' with the public and colleagues. Multiple In-house training on leadership development topics also scheduled for another large Mackenzie business in August and Sept.

The [Health & Wellbeing Summit](#) SCCC is holding in conjunction with SCDHB and other stakeholders in Timaru in August already has very high registrations. SCCC has sourced funding to enable not-for-profits and community groups to attend at the greatly discounted rate of \$10 pp.

As has been raised previously, SCCC would welcome discussion with MDC around delivering a similar suitable event in Mackenzie and are hoping this will be considered as one of the 'one-off funded events' outlined as being open for discussion – outside the current MOU.

Mackenzie Business Connection:

Two newsletters issued in this July. 744 opens. 50% higher than average, subscribers sharing the MBSP details. Total 279 subscribers. This platform remains the main method of mass communication with businesses. Strong engagement and feedback.

General:

Te Manahuna Ki Uta-Destination Mackenzie: Although unable to attend the live session, Chamber CE, Board and Business Advisors viewed the Stakeholders webinar with Q&A.

SCCC remains a member of stakeholder Mackenzie Business Development Group. SCCC was a founder member of the original Tekapo business group that raised the infrastructure long term plan topic, and provided guidance to include all of Mackenzie and Mackenzie District Council to maximise chance of success. SCCC also introduced MDC to Governance group chairman, Tony Shaw. It is pleasing that this important and ambitious plan has progressed to its current stage.



Progress to date based on Deliverables set out in contract: (at 12th August 2021)

Introduction: The South Canterbury Chamber of Commerce (SCCC) is delivering this package funded by Mackenzie District Council's CRAG group. Consisting of free business and co-funded One-on-One business support for businesses and community groups that meet [the criteria](#). Total project value max. \$80k, split \$17k to SCCC and remaining max. \$63k distributed directly by MDC to service providers working with individual businesses assessed and approved by SCCC.

Advertising: managed by SCCC. Platforms: flyers distributed in conjunction with MDC; Mackenzie Business Connection e-newsletters; Print media: Twizel Update & Fairlie Accessible; Social media FB: Twizel, Tekapo and Fairlie Community pages, SCCC and MDC; CRAG and Mackenzie Business Reference Group members; SCCC email signature links; MDC website & events calendar

Webinars:

Full statistics and copies of webinars will be provided to MDC at the end of this deliverable.

Two of three delivered:

1. Sales & Marketing 3rd Aug: Presenters: A.P.E Consulting. Mackenzie business profiled: HC Salmon
 - a) 24 x attendees (excluding MDC & SCCC). 1 exited session due to couldn't access sound – on demand link forwarded later
 - b) 13 x online questions during Q&A live session, all answered live. Written questions to be provided to MDC at end of deliverable. Answers available from on-demand webinar (link below)
 - c) 47 x on-demand viewings since live session
2. Business Planning 11th Aug: Presenters: Sidekick Timaru. Mackenzie business profiled: Fairlie Bakehouse
 - a) 27 x attendees (excluding MDC & SCCC). 1 exited session
 - b) 9 X online questions during Q&A live session, most answered live. Written questions & answers to be provided to MDC at end of deliverable. Otherwise available from on-demand.
 - c) On-demand viewing TBA

Webinars available on-demand at <https://www.scchamber.org.nz/events-training/business-support-webinars/mackenzie-business-support-package/>

One-On-One Business Support:

Funding distributed at 10 Aug: \$22,393.20 + GST to 13 businesses. Fund balance available \$40,606.80 + GST

1. Please refer Appendix 1 for sector, geographical spread, topics and fund balance details.
2. In addition, 10 x assessments in progress – businesses meet criteria, deciding on provider, getting quotes etc.
3. 1 businesses assessed did not met criteria, 1 business decided not to proceed.

All applicants and Service Providers understand the terms of delivery and invoicing. Refer Appendix 2

Summary: Very good interest and uptake across a wide range of topics, sectors and geographical spread. Feedback favourable and appreciative. Promotion and contact with the business community ongoing.

APPENDIX 1 One-on-One Business Support Tracking sheet – running tally of funding distributed

Mackenzie Business Support Package (MBSP) At 10th Aug 2021

Town	Sector	Proposal value	Funded component	Running Total Issued	Contract Value balance	Category the voucher was assigned to	Provider	Issue date
					\$ 63,000.00			
Fairlie	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,880.00	\$ 2,500.00	\$ 2,500.00	\$ 60,500.00	Business Planning & Cashflow	Sidekick	27/07/2021
Fairlie	A: AGRICULTURE, FORESTRY AND FISHING	\$ 1,950.00	\$ 975.00	\$ 3,475.00	\$ 59,525.00	Business Coaching	Sidekick	27/07/2021
Fairlie	A: AGRICULTURE, FORESTRY AND FISHING	\$ 2,500.00	\$ 1,250.00	\$ 4,725.00	\$ 58,275.00	Cashflow management	Sidekick	27/07/2021
Pukaki	R: ARTS AND RECREATION SERVICES	\$ 35,000.00	\$ 2,500.00	\$ 7,225.00	\$ 55,775.00	New tourism activity concepts	Pearson & Assoc.	28/07/2021
Twizel	A: AGRICULTURE, FORESTRY AND FISHING	\$ 700.00	\$ 350.00	\$ 7,575.00	\$ 55,425.00	Sales & Marketing workshops	SCCC x 2	3/08/2021
Twizel	H: ACCOMMODATION AND FOOD SERVICES	\$ 300.00	\$ 175.00	\$ 7,750.00	\$ 55,250.00	Sales & Marketing workshops	SCCC	3/08/2021
Fairlie	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 10,250.00	\$ 52,750.00	succession planning	Sidekick	4/08/2021
Pukaki	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 12,750.00	\$ 50,250.00	digital marketing	Megan Miller Marketing	5/08/2021
Pukaki	H: ACCOMMODATION AND FOOD SERVICES	\$ 3,936.40	\$ 1,968.20	\$ 14,718.20	\$ 48,281.80	customer service & hospitality training	Onsite Insight	5/08/2021
Tekapo	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 17,218.20	\$ 45,781.80	leadership development	The Hospitality Coy	6/08/2021
Fairlie	A: AGRICULTURE, FORESTRY AND FISHING	\$ 350.00	\$ 175.00	\$ 17,393.20	\$ 45,606.80	Sales & Marketing workshops	SCCC	6/08/2021
Fairlie	G: RETAIL TRADE	\$ 5,000.00	\$ 2,500.00	\$ 19,893.20	\$ 43,106.80	Business Planning & Cashflow	Sidekick	10/08/2021
Twizel	S: OTHER SERVICES	\$ 5,700.00	\$ 2,500.00	\$ 22,393.20	\$ 40,606.80	digital marketing	Megan Miller Marketing	10/08/2021

APPENDIX 2

**One-on-One Business Support Procedure:**

Package delivery ends maximum 10th December 2021. Service provider work must be completed as promptly as possible within this period.

1. SCCC undertake assessment with the business and approve eligibility (or not)
2. Business chooses provider, provider issues proposal (quote) to business, they forward to SCCC confirming wish to proceed
3. SCCC emails confirmation of funding issue & \$value to business and provider.
4. Work starts
5. Business/provider keeps SCCC informed of completion. SCCC verifies satisfaction of delivery with the business
6. SCCC informs MDC end of each month of jobs completed, approved for payment
7. Provider then invoice Mackenzie District Council directly for agreed \$value, along with bank account details. MDC pay 20th of the month following.

Enquiries to: Raewyn Bell, raewyn@scchamber.org.nz ddi 03 555 5092 M: 027 500 4222

25 Canon Street | PO Box 919 | Timaru 7940 | New Zealand
p: 64 3 687 2733 | e: enquiries@scchamber.org.nz | www.scchamber.org.nz | www.southcanterbury.org.nz



Economic & Business Support Services Report to Mackenzie District Council. August 2021

Introduction:

August focus switched to Lockdown L4 mid-month. Significant business calls and emails, various topics and clarity around restrictions and financial assistance, and worker vaccination support. Facilitation/referrals to MSD/IRD officials to expedite results. There is a high level of anxiety amongst the business community, many of whom experiencing major repercussions as result of Lockdown and consequent effect on winter/spring season revenue critical to operations.

Interest and distribution of [Mackenzie Business Support Package](#) (MBSP) continued, delivery of third free webinar originally scheduled 18th August rescheduled to 29th September, content adapted to current COVID situation. One-on-One business support component well supported. At end August, 27 businesses registered/assessed, 50% co-funding totaling \$34,893.20 + GST distributed between 18 businesses. Refer separate and Appendix 1 for additional information current to mid-September based on contract deliverables.

MBIE's [Tourism Initiatives](#) Fund launched on 31st August is delivered through Regional Business Partners Network(RBP) and administered by the Regional Tourism Organisation ChristchurchNZ. SCCC delivers other RBP funded work and is providing guidance to both businesses and ChristchurchNZ as SCCC has extensive knowledge of the Mackenzie businesses' support history. This will be of huge benefit to Mackenzie tourism operators and the region.

Mackenzie District Services

26 businesses supported one-on-one in August period: (excludes attendees COVID topic free webinars)

Industry Sector	Fairlie	Pukaki	Tekapo	Twizel	Grand Total
C: MANUFACTURING				1	1
E: CONSTRUCTION	1			1	2
G: RETAIL TRADE			1	3	4
H: ACCOMMODATION AND FOOD SERVICES		1	3	3	7
L: RENTAL, HIRING AND REAL ESTATE SERVICES			2		2
M: PROFESSIONAL, SCIENTIFIC AND TECHNICAL SERVICES	1		1		2
Q: HEALTH CARE AND SOCIAL ASSISTANCE				2	2
R: ARTS AND RECREATION SERVICES	2	1		1	4
S: OTHER SERVICES			1		1
Grand Total	4	2	8	11	25

- **25 businesses as per graph above.** Key Topics: Covid-19 lockdown related topics; HR & employment queries; mental health & wellbeing; skilled labour shortage; start-up and business diversification; MBSP information & funding assessments; cashflow and financial planning; digital marketing; In addition:
- **1 business issued [Regional Business Partner](#) funding.** \$3,000 + GST.

Since the Regional Business Partner Network funds opened in April 2020, SCCC has issued \$401k (rounded) to 154 Mackenzie businesses.

Advocacy:

Resurgence Support Payment:

The South Canterbury Chamber of Commerce is proud to have led this initiative across South Canterbury and worked on behalf of our businesses to increase the financial support available. This is a great result and will literally put millions of dollars back into the economy and into the hands of our businesses who are struggling.

A HUGE thank you to the Mackenzie and South Canterbury business community that signed the Petition to Government which has been successful, with the Resurgence Support Payments to recommence on Friday 17th September and thank you to our three Mayors for their support.

Skilled labour shortage/Immigration & Visa work: with INZ, MSD and government officials on behalf of Mackenzie District is ongoing. SCCC has been approached around guidance on data relating to migrant numbers in Mackenzie and asked to provide support around Visa extensions.

Training & Events:

Both training and events scheduled for August were disrupted due to Lockdown.

11th August: Strategic Sales & Marketing workshop. 4 Mackenzie attendees, 50% funding from MBSP.

During Lockdown Level 3 & 4, the following were rescheduled:

- Stepping up to Management 2 postponed to 16 September
- Health and Safety from a Management Perspective postponed to 14 September
- Health and Wellbeing Summit postponed to 23 November
- NZ Infrastructure Commission Meeting (invitation only) to be held at MDC offices tentatively rescheduled 15th November, TBC.

[3 x COVID-19 Business Webinars delivered](#) Wage Support & Staffing, Work from Home/Stress & Zoom Fatigue, and Cyber Security. Available to Mackenzie businesses live and to watch-on-demand. SCCC able to offer these FREE to all Mackenzie businesses as part of current MOU with MDC.

Increased requests for In-house training. One Mackenzie business has already requested SCCC arrange 5 workshops specific to their needs.

Mackenzie Business Connection: Total 284 subscribers.

Six newsletters issued in August, mainly COVID updates, financial support information, webinar invitations. **1,863 opens – very strong engagement.** Clearly, this remains the trusted platform for Mackenzie businesses to receive current critical information.

General:

We welcome the meeting scheduled with Mayor Graham and Acting CE Angela Oosthuizen in September, an opportunity to expand on SCCC work in Mackenzie and feedback from Mackenzie businesses, and discussion regarding MoU/future SCCC services.



Progress to date based on Deliverables set out in contract: (at 10th Sept 2021)

Introduction: The South Canterbury Chamber of Commerce (SCCC) is delivering this package funded by Mackenzie District Council's CRAG group. Consisting of free business and co-funded One-on-One business support for businesses and community groups that meet [the criteria](#). Total project value max. \$80k, split \$17k to SCCC and remaining max. \$63k distributed directly by MDC to service providers working with individual businesses assessed and approved by SCCC.

Advertising: managed by SCCC. Platforms: flyers distributed in conjunction with MDC; Mackenzie Business Connection e-newsletters; Print Media - Twizel Update, Fairlie Accessible; Social media FB: Twizel, Tekapo and Fairlie Community pages, SCCC and MDC; CRAG and Mackenzie Business Reference Group members; SCCC email signature links; MDC website & events calendar

One-On-One Business Support:

62% of funding distributed at 10 September: \$39,893.20+ GST to 20 businesses. Balance \$23,106.80 + GST

1. Please refer Appendix 1 for sector, geographical spread, topics and fund balance details.
2. In addition, 12 x assessments in progress – businesses meet criteria, deciding on provider, getting quotes etc.

As per communication with MDC on 10th September, it is agreed that some businesses may need to be granted an extension beyond current maximum 10th December to complete the funded work, due to timeline complications caused by COVID Lockdown or other genuine circumstances. To be addressed case by case.

Webinars:

Full statistics and copies of webinars will be provided to MDC at the end of this deliverable.

Two of three delivered:

1. Sales & Marketing 3rd Aug: Presenters: A.P.E Consulting. Mackenzie business profiled: HC Salmon
 - a) 24 x attendees (excluding MDC & SCCC). 13 x online questions during Q&A live session, all answered live. Answers available from on-demand webinar (link below)
 - b) 75 x on-demand viewings since live session (increased from 47 previous report)
2. Business Planning 11th Aug: Presenters: Sidekick Timaru. Mackenzie business profiled: Fairlie Bakehouse
 - a) 27 x attendees (excluding MDC & SCCC). 9 X online questions during Q&A live session, most answered live. Otherwise available from on-demand.
 - b) 43 x on-demand viewings since live session (unavailable previous report)

3. Finance & Cashflow Management: Originally scheduled 18th Aug, rescheduled 29th Sept due to COVID Lockdown.

Most questions answered live. Any written questions & answers to be provided to MDC at end of deliverable.

Webinars available on-demand at [Mackenzie Business Support Package Webinars](#)

Summary: Wide range of sectors accessing support, across a broad topic and geographical spread. High interest and uptake. Feedback favourable and appreciative. Promotion and contact with the business community ongoing.

APPENDIX 1 One-on-One Business Support Tracking sheet – running tally of funding distributed **Mackenzie Business Support Package (MBSP)** At 10th Sept 2021

Town	Sector	Proposal value	Funded component	Running Total Issued	Contract Value balance	Category the voucher was assigned to	Provider	Issue date	Completion Date	Invoice to MDC
					\$ 63,000.00					
Fairlie	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,880.00	\$ 2,500.00	\$ 2,500.00	\$ 60,500.00	Business Planning & Cashflow	Sidekick	27-07-2021		
Fairlie	A: AGRICULTURE, FORESTRY AND FISHING	\$ 1,950.00	\$ 975.00	\$ 3,475.00	\$ 59,525.00	Business Coaching	Sidekick	27-07-2021		
Fairlie	A: AGRICULTURE, FORESTRY AND FISHING	\$ 2,500.00	\$ 1,250.00	\$ 4,725.00	\$ 58,275.00	Cashflow management	Sidekick	27-07-2021		
Pukaki	R: ARTS AND RECREATION SERVICES	\$ 35,000.00	\$ 2,500.00	\$ 7,225.00	\$ 55,775.00	New tourism activity concepts	Pearson & Assoc.	28-07-2021		
Twizel	A: AGRICULTURE, FORESTRY AND FISHING	\$ 700.00	\$ 350.00	\$ 7,575.00	\$ 55,425.00	Sales & Marketing workshop	APE/SCCC x 2	3-08-2021	17-08-2021	14-09-2021
Twizel	H: ACCOMMODATION AND FOOD SERVICES	\$ 300.00	\$ 175.00	\$ 7,750.00	\$ 55,250.00	Sales & Marketing workshop	APE/SCCC	3-08-2021	17-08-2021	14-09-2021
Fairlie	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 10,250.00	\$ 52,750.00	Succession planning	Sidekick	4-08-2021		
Pukaki	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 12,750.00	\$ 50,250.00	Digital marketing	Megan Miller Marketing	5-08-2021		
Pukaki	H: ACCOMMODATION AND FOOD	\$ 3,936.40	\$ 1,968.20	\$ 14,718.20	\$ 48,281.80	Customer service & hospitality training	Onsite Insight	5-08-2021		

	SERVICES									
Tekapo	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 17,218.20	\$ 45,781.80	Leadership development	The Hospitality Coy	6-08-2021		
Fairlie	A: AGRICULTURE, FORESTRY AND FISHING	\$ 350.00	\$ 175.00	\$ 17,393.20	\$ 45,606.80	Sales & Marketing workshop	APE/SCCC	6-08-2021	17-08-2021	14-09-2021
Fairlie	G: RETAIL TRADE	\$ 5,000.00	\$ 2,500.00	\$ 19,893.20	\$ 43,106.80	Business Planning & Cashflow	Sidekick	10-08-2021		
Twizel	S: OTHER SERVICES	\$ 5,700.00	\$ 2,500.00	\$ 22,393.20	\$ 40,606.80	Digital marketing	Megan Miller Marketing	10-08-2021		
Tekapo	I: TRANSPORT, POSTAL AND WAREHOUSING	\$ 6,500.00	\$ 2,500.00	\$ 24,893.20	\$ 38,106.80	Website development	Megan Miller Marketing	13-08-2021		
Twizel	H: ACCOMMODATION AND FOOD SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 27,393.20	\$ 35,606.80	Hospitality business coaching	The Hospitality Coy	19-08-2021		
Twizel	E: CONSTRUCTION	\$ 5,000.00	\$ 2,500.00	\$ 29,893.20	\$ 33,106.80	Project management systems	Onsite Insight	24-08-2021		
Fairlie	G: RETAIL TRADE	\$ 5,000.00	\$ 2,500.00	\$ 32,393.20	\$ 30,606.80	Business Planning & Cashflow	Sidekick	1-09-2021		
Fairlie	G: RETAIL TRADE	\$ 5,000.00	\$ 2,500.00	\$ 34,893.20	\$ 28,106.80	Business Planning & Cashflow	Sidekick	2-09-2021		
Tekapo	L: RENTAL, HIRING AND REAL ESTATE SERVICES	\$ 5,000.00	\$ 2,500.00	\$ 37,393.20	\$ 25,606.80	Budgeting & cashflow review	KPMG	9-09-2021		
Twizel	Q: HEALTH CARE AND SOCIAL ASSISTANCE	\$ 7,800.00	\$ 2,500.00	\$ 39,893.20	\$ 23,106.80	Website redevelopment	Megan Miller Marketing	10-09-2021		

Total Fund \$63,000 + GST. Distributed: \$39,893.20. Remaining balance: \$23,106.80

6.11 CANTERBURY WATER MANAGEMENT STRATEGY ZONE COMMITTEE REVIEW**Author:** Staff Report, Environment Canterbury**Authoriser:** Paul Numan, General Manager Corporate Services

Attachments:

1. Terms of Reference for Orari-Temuka-Opihi-Pareora Zone Committee [↓](#)
2. Terms of Reference for Upper Waitaki Zone Committee [↓](#)
3. MDC Letter of Priorities [↓](#)

Council Role:

- ☒ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

This report has been written by Dave Moore and Janine Roux, Environment Canterbury. The purpose of this report is:

- To provide the Mackenzie District Council with an update on the confirmation and implementation of changes to the role and function of zone committees designed to support the implementation of the Canterbury Water Management Strategy (CWMS).
- To provide the revised Canterbury Water Management Strategy's zone committee's Terms of Reference as confirmed by Environment Canterbury on 10 December 2020.
- To affirm the Letter of Shared Priorities for the CWMS Orari-Temuka-Opihi-Pareora (OTOP) and Upper Waitaki Water Zone Committees between Environment Canterbury and Mackenzie District Council.
- To provide an outline of the next steps including the refresh of CWMS zone committee's community membership, and the development of zone committee action plans.

STAFF RECOMMENDATIONS

1. That the report be received.
2. That Council:
 - 2.1 **Notes** the confirmation and implementation of changes to the role and function of the CWMS Zone Committees, as reviewed in 2020.
 - 2.2 **Confirms** the revised CWMS Terms of Reference for the CWMS OTOP Water Zone Committee and Upper Waitaki Water Zone Committees.
 - 2.3 **Notes** the next steps to for the 2021 CMWS Zone Committee refresh and the development of zone committee action plans.
 - 2.4 **Notes** the Letter of Shared Priorities for the CWMS OTOP Water Zone Committee and Upper Waitaki Water Zone Committees.

KEY POINTS

In 2019 the Mayoral Forum affirmed the Canterbury Water Management Strategy and zone committees, and requested that Environment Canterbury lead the development of advice on how to help zone committees' transition from a focus on policy and planning to one of implementation.

The Canterbury Mayoral Forum confirmed the revised Terms of Reference and the introduction of the Letter of Shared Priorities and Zone Committee Action Plans for the CWMS zone committees at their meeting 27 November 2020. The revised Terms of Reference was then confirmed by the Regional Council (Environment Canterbury) on 10 December 2020.

Having been confirmed by the Regional Council it is being provided to Territorial Authorities with the guidance they follow a similar confirmation process.

Christchurch City Council has requested their Terms of Reference be amended to enable an alternate for the Council's representative if/when the nominated representative is unavailable for its three zone committees – Christchurch West Melton, Banks Peninsula and Selwyn Waihora.

Hurunui District Council are continuing to explore options for a new joint committee focused on water and land in the Hurunui District.

By May, 2021, eight territorial authorities had drafted and/or confirmed their Letter of Shared Priorities.

Rūnanga are invited to add their priorities to these Letters of Shared Priorities, if they wish to do so.

The annual process to refresh community members began in May 2021 and is now complete.

Zone committees are drafting and finalising their Action Plans for July 2021 – June 2024.

BACKGROUND

As part of the Fit for Future project (populating the CWMS with 2025 and 2030 targets) the Mayoral Forum reaffirmed their support for zone committees and then asked Environment Canterbury to lead further advice on how to help zone committees focus more on implementation.

Since their establishment, zone committees have played a lead role in their communities to advance recommendations that sub-regional sections of the Land and Water Regional Plan have been based on.

REVISED ZONE COMMITTEE TERMS OF REFERENCE

The proposed changes to the Terms of Reference for zone committees aims to provide committees with clarity on their purpose (uphold the mana of freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management vision, principles and targets in their zone) and to shift their focus to implementation.

The new functions of zone committees are to:

- Facilitate community engagement and collaboration – continuing an active programme of engaging with communities on freshwater management matters; and
- Facilitate the provision of advice through to councils (relevant Territorial Authorities and Environment Canterbury) and others (e.g. private sector) contributing to freshwater management; and
- Enhance delivery capability and coalition of the willing – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including connecting others to additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that deliver the CWMS; and
- Provide progress reports – annual progress reporting to Councils and Rūnanga on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.

The intention is to have a generic Terms of Reference that apply across the Canterbury region. For three zone committees, Christchurch West Melton, Banks Peninsula and Selwyn Waihora, Christchurch City Council has requested their Terms of Reference be amended to enable an alternate for the Council's representative if/when the nominated representative is unavailable. Hurunui District Council are continuing to explore options for a new joint committee focused on water and land in the Hurunui district.

The Orari Temuka Opihi Pareora and Upper Waitaki Water Zone Committees revised Terms of Reference are attached.

NEW LETTER OF SHARED PRIORITIES

A new tri-annual joint Letter of Shared Priorities from councils, and Rūnanga who choose to do so, has been introduced as a way for the Canterbury Water Management Strategy partners to clarify their priorities and expectations of zone committees.

The Letter of Shared Priorities aims to provide committees with specific regional and zone priorities that councils and Rūnanga wish to progress and would welcome opportunities to work in concert with zone committees. The Letter of Shared Priorities provide short-term (3 year), challenging but achievable goals, to help guide a zone committee's Action Plan.

Rūnanga are invited to add their priorities to the letter if they wish to do so.

The Letter is a more dynamic mechanism than the Terms of Reference and can respond to specific circumstances within a zone (e.g., recognise Co-Governance in Selwyn Waihora zone and Mackenzie Alignment in Upper Waitaki zone) and be amended and changed if councils and Rūnanga covering the zone agree.

The confirmed Letter of Shared Priorities for Orari Temuka Opihi Pareora and Upper Waitaki Water Zone Committees is attached.

ZONE COMMITTEE ACTION PLANS

Zone Committee Action Plans are another new mechanism that has been introduced to help committees focus on the actions they can take. When developing Action Plans zone committees are to work within their Terms of Reference, the CWMS and Targets and the Letter of Shared Priorities, and to be guided by Iwi Management Plans, Zone Implementation Plans and their Addendums and community engagement and feedback.

Committees will report, at least annually, to councils on the progress and actions they have taken to implement their Action Plan.

RELEVANT LEGISLATION

There will be significant uncertainty over the next few years for local communities and councils as a number of nationally led initiatives, such as the Essential Freshwater package, Three Waters Reform, the Draft National Policy Statement for Indigenous Biodiversity and responses to the Randerson Report are progressed. The recent court action taken by Ngāi Tahu seeking a declaration of their rangatiratanga over freshwater in their takiwā is another significant initiative currently underway.

Zone committees' actions and work programmes will need to evolve as understanding of the implications of each of these initiatives becomes clearer.

CWMS Zone Committees – Revised Terms of Reference 2020

Confirmed by Canterbury Regional Council (10 December 2020)

Canterbury Water Management Strategy (CWMS) – Terms of Reference

Orari-Temuka-Opihi-Pareora Water Management Zone Committee

AREA

The area of the Orari-Temuka-Opihi-Pareora Water Management Zone is shown on the attached map.

The Orari-Temuka-Opihi-Pareora Water Management Zone includes the takiwā of Te Rūnanga o Arowhenua and the administrative areas of Timaru District Council, MacKenzie District Council, Waimate District Council, and Environment Canterbury.

BACKGROUND

The committee is an expression of the partnership between Timaru District Council, MacKenzie District Council, Waimate District Council, Environment Canterbury (the Regional Council), Te Rūnanga o Arowhenua and local communities to implement the Canterbury Water Management Strategy.

The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.

The committee is a joint committee of Timaru District Council, MacKenzie District Council and Waimate District Council (the Territorial Authorities) and Environment Canterbury (the Regional Council).

Relevant Territorial Authority Standing Orders apply to the operation of the committee. This includes requirement to make a declaration of conflict of interest, keeping a register of interests and guidance on attendance and absences at meetings.

The committee will work as a committee and as individual members in accordance with Canterbury Water Management Strategy Zone Committee Code of Conduct.

PURPOSE AND FUNCTIONS

The Committee's purpose is to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.

The committee functions include:

- a. **Facilitating community engagement and collaboration** – continuing an active programme of engaging with communities on freshwater management matters; and
- b. **Facilitating the provision of advice** through to councils (relevant Territorial Authorities and Environment Canterbury) and others (e.g. private sector) contributing to freshwater management; and
- c. **Enhancing delivery capability and coalition of the willing** – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including connecting others to additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that deliver the CWMS; and
- d. **Progress Reporting** – annual progress reporting to CWMS partners on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.

ZONE COMMITTEE ACTION PLAN AND PROGRESS REPORT

1. Ensure the purpose and functions of the committee are fulfilled by preparing a Zone Committee Action Plan that:
 - a. Covers a three-year period
 - b. Focuses on three – five priorities
 - c. States objectives that the zone committee is seeking to achieve
 - d. States the actions that the zone committee will take to achieve the objective
 - e. States SMART measures to track actions and outcomes.
2. Review and amend the Zone Committee Action Plan at the beginning of every year to ensure the zone committee is still in agreement with the priority areas and the actions are still those the zone committee believes will achieve their objectives.
3. Prepare a Progress Report annually that:
 - a. Highlights the actions of the zone committee and the progress it has made toward its objectives.
 - b. Identifies the challenges and opportunities the zone committee see in the coming year.
 - c. Present the report to CWMS partners.
4. In developing the Zone Committee Action Plan, the committee must work within and be aligned to the:
 - a. Zone Committee Terms of Reference.
 - b. Canterbury Water Management Strategy and Targets.
5. In developing the Zone Committee Action Plan, the committee will also be guided by:

- a. Committee's Zone Implementation Programme and Zone Implementation Programme Addendum.
- b. Iwi management plans that cover the zone.
- c. Community engagement and feedback.
- d. The triennial 'letter of shared priorities' providing joint direction on priorities for the zone committee from the relevant Territorial Authorities, Environment Canterbury and Rūnanga.

LIMITATIONS OF POWER

The Committee does not have the authority to commit any Council to any path or expenditure and its recommendations do not compromise the Council's freedom to deliberate and make decisions.

The Committee does not have the authority to submit on proposed Resource Management or Local Government Plans.

COMMITTEE MEMBERSHIP

The committee will comprise:

1. One elected member appointed by Timaru District Council, MacKenzie District Council and Waimate District Council.
2. One elected member appointed by Environment Canterbury.
3. Two nominated representatives from Te Rūnanga o Arowhenua, with provision for an alternate Rūnanga member to attend zone committee meetings where desired.
4. Between 4-7 community members with provision that this number may be exceeded if Timaru District Council, MacKenzie District Council, Waimate District Council and Environment Canterbury agree. Community members are to be appointed in accordance with the process below.
5. One youth representative may be added to committee (in addition to the 4-7 community members) on recommendation of the zone committee on a case-by-case basis.
6. Where a youth representative is recommended, expressions of interest will be drawn from Environment Canterbury's Youth Rōpū, Timaru District, MacKenzie District and Waimate District Youth Councils, and Te Rūnanga o Arowhenua, and confirmed by Timaru District Council, MacKenzie District Council, Waimate District Council and Environment Canterbury.
7. Timaru District Council, MacKenzie District Council, Waimate District Council and Environment Canterbury will appoint their own representatives on the Committee. Te Rūnanga o Arowhenua will appoint their representatives and notify Timaru District Council, MacKenzie District Council, Waimate District Council and Environment Canterbury.
8. Proxies or alternates are not permitted except for Rūnanga representatives.

9. Any Committee may co-opt such other expert or advisory members as it deems necessary to ensure it's able to achieve its purpose. Any such co-option will be on a non-voting basis.

SELECTION AND APPOINTMENT OF COMMUNITY MEMBERS

Community representatives are appointed by a panel of CWMS partners – a councillor from each council and a Rūnanga representative from each Rūnanga whose takiwā is within the zone. The panel will be chaired by an Independent Chair.

To be eligible for appointment to a Committee the candidate must live in or be able to demonstrate a significant relationship with the zone.

The process involves:

1. A public call for expressions of interest.
2. Application
3. Interview and/or workshop

Assessment will be based on the:

- Ability of an applicant to:
 - Work in a collaborative, consensus seeking manner
 - Work with local Rūnanga
 - Establish effective partnerships
 - Understand the complexity of freshwater management issues
 - Focus on solutions and actions, considering future generations
 - Understand the CWMS, the vision, principles, and ways of working
 - Demonstrate:
 - Commitment to community
 - Existing community networks
 - Previous experience in a leadership role
 - Experience working with community processes and/or groups
 - Initiate and inspire local action
- The Committee's:
 - Geographic spread of members across the zone
 - Balance of backgrounds, experience and interests

The selection process above will be primarily focused on appointment of community members to zone committee and may also serve to identify potential future appointees should a community member vacancy arise.

QUORUM

The quorum at a meeting consists of:

- Half of the members if the number of members (including vacancies) is even; or
- A majority of members if the number of members (including vacancies) is odd.

CHAIR AND DEPUTY CHAIR

Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.

TERM OF APPOINTMENT

Members of Committees are appointed for a term of three years, which may be extended on a case-by-case basis if Timaru District Council, MacKenzie District Council, Waimate District Council and Environment Canterbury agree.

Youth members will initially be appointed for a term of one year, with the option to extend their term up to three years subject to availability.

Each Committee requires confirmation of membership by Timaru District Council, MacKenzie District Council, Waimate District Council and Environment Canterbury.

Committee membership refresh will not occur within four months of Local Government elections.

There is no limit on the number of consecutive terms a member may serve.

FINANCIAL DELEGATIONS

None.

OPERATING PHILOSOPHY

The Committee will always operate in accordance with the requirements of the Local Government Official Information and Meetings Act 1987 and Standing Orders of Territorial Authorities.

The Committee will observe the following principles:

1. Be culturally sensitive observing Ngāi Tahu tikanga.
2. Apply a Ki Uta Ki Tai (from the mountains to the sea) holistic approach that also enables cultural elements including mahinga kai philosophies held by mana whenua to be encompassed.
3. Consider and balance the interests of all water interests in the region in debate and decision making.
4. Work in a collaborative solution-focused approach using best endeavours to reach solutions that take account of interests of all sectors of the community.
5. Contribute knowledge and perspectives but not promote the views or positions of any interest or stakeholder group.
6. Promote a philosophy of integrated water management to achieve multiple objectives of the range of interests in water.

7. Seek consensus in decision-making. If neither unanimous agreement can be reached nor a significant majority view formed, in the first instance seek assistance from an external facilitator to further Committee discussions and deliberations. Where the Committee encounters fundamental disagreements, despite having sought assistance and exhausted all avenues to resolve matters, recommend that respective Councils disband them and appoint a new Committee.

MEETING AND REMUNERATION GUIDELINES

1. The Committee will formally meet at least four times per annum and will hold workshops and host additional community engagement opportunities as required throughout the year. At times, the workload will be substantially higher.
2. Remuneration for members will be paid in the form of an honorarium currently set at the following levels:

a. Appointed members	\$ 4,000 pa
b. Deputy Chair	\$ 5,000 pa
c. Chair	\$ 6,000 pa
3. An expert or adviser who has been co-opted on to the committee is eligible for an honorarium at the same rate as an appointed member.
4. Staff or elected members of Territorial Authorities or Environment Canterbury are not eligible for remuneration.
5. Mileage will be reimbursed.

COMMITTEE SUPPORT

The committee shall be supported by staff from the Territorial Authority and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator and senior staff member from relevant Territorial Authority and Zone Manager/Lead from Environment Canterbury.

CWMS Zone Committees – Revised Terms of Reference 2020

Confirmed by Canterbury Regional Council (10 December 2020)

<p>Canterbury Water Management Strategy (CWMS) – Terms of Reference</p> <p>Upper Waitaki Water Management Zone Committee</p>
<p>AREA</p> <p>The area of the Upper Waitaki Water Management Zone is shown on the attached map.</p> <p>The Upper Waitaki Water Management Zone includes the takiwā of Te Rūnanga o Arowhenua, Te Rūnanga o Waihao, and Te Rūnanga o Mōeraki and the administrative areas of Waitaki District Council, Mackenzie District Council, and Environment Canterbury.</p>
<p>BACKGROUND</p> <p>The committee is an expression of the partnership between Waitaki District Council, Mackenzie District Council, and Environment Canterbury (the Regional Council), Te Rūnanga o Arowhenua, Te Rūnanga o Waihao, and Te Rūnanga o Mōeraki, and local communities to implement the Canterbury Water Management Strategy.</p> <p>The committee is established under the auspices of the Local Government Act 2002 in accordance with the Canterbury Water Management Strategy 2009.</p> <p>The committee is a joint committee of Waitaki District Council, Mackenzie District Council, and Environment Canterbury (the Regional Council).</p> <p>Relevant Territorial Authority Standing Orders apply to the operation of the committee. This includes requirement to make a declaration of conflict of interest, keeping a register of interests and guidance on attendance and absences at meetings.</p> <p>The committee will work as a committee and as individual members in accordance with Canterbury Water Management Strategy Zone Committee Code of Conduct.</p>
<p>PURPOSE AND FUNCTIONS</p> <p>The Committee's purpose is to uphold the mana of the freshwater bodies within their zone by facilitating enduring land and water management solutions that give effect to the Canterbury Water Management Strategy vision, principles and targets in their zone.</p> <p>The committee functions include:</p>

- a. **Facilitating community engagement and collaboration** – continuing an active programme of engaging with communities on freshwater management matters; and
- b. **Facilitating the provision of advice** through to councils (relevant Territorial Authorities and Environment Canterbury) and others (e.g. private sector) contributing to freshwater management; and
- c. **Enhancing delivery capability and coalition of the willing** – working with stakeholders across all sectors to extend the resources available to implement the CWMS, including connecting others to additional resources and seeking opportunities to promote, support, leverage and expand catchment-based initiatives that deliver the CWMS; and
- d. **Progress Reporting** – annual progress reporting to CWMS partners on progress towards delivery of the zone-specific priorities and CWMS target areas identified in the Zone Committee Action Plan.

ZONE COMMITTEE ACTION PLAN AND PROGRESS REPORT

1. Ensure the purpose and functions of the committee are fulfilled by preparing a Zone Committee Action Plan that:
 - a. Covers a three-year period
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2. Review and amend the Zone Committee Action Plan at the beginning of every year to ensure the zone committee is still in agreement with the priority areas and the actions are still those the zone committee believes will achieve their objectives.
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 - a. Highlights the actions of the zone committee and the progress it has made toward its objectives.
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- a. Committee's Zone Implementation Programme and Zone Implementation Programme Addendum.
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LIMITATIONS OF POWER

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The committee will comprise:

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3. One nominated representative from Te Rūnanga o Arowhenua, Te Rūnanga o Waihao, and Te Rūnanga o Mōeraki respectively, with provision for an alternate Rūnanga member to attend zone committee meetings where desired.
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7. Waitaki District Council, Mackenzie District Council, and Environment Canterbury will appoint their own representatives on the Committee. Te Rūnanga o Arowhenua, Te Rūnanga o Waihao, and Te Rūnanga o Mōeraki will appoint their representatives and notify Waitaki District Council, Mackenzie District Council and Environment Canterbury.

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The process involves:

1. A public call for expressions of interest.
2. Application
3. Interview and/or workshop

Assessment will be based on the:

- Ability of an applicant to:
 - Work in a collaborative, consensus seeking manner
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 - Demonstrate:
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 - Existing community networks
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 - Initiate and inspire local action
- The Committee's:
 - Geographic spread of members across the zone
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Each year, the committee shall appoint the Chair and Deputy Chair from the membership by simple majority. There is no limit on how long a person can be in either of these positions.

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Each Committee requires confirmation of membership by Waitaki District Council, Mackenzie District Council, and Environment Canterbury.

Committee membership refresh will not occur within four months of Local Government elections.

There is no limit on the number of consecutive terms a member may serve.

FINANCIAL DELEGATIONS

None.

OPERATING PHILOSOPHY

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3. Consider and balance the interests of all water interests in the region in debate and decision making.
4. Work in a collaborative solution-focused approach using best endeavours to reach solutions that take account of interests of all sectors of the community.
5. Contribute knowledge and perspectives but not promote the views or positions of any interest or stakeholder group.
6. Promote a philosophy of integrated water management to achieve multiple objectives of the range of interests in water.

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b. Deputy Chair	\$ 5,000 pa
c. Chair	\$ 6,000 pa
3. An expert or adviser who has been co-opted on to the committee is eligible for an honorarium at the same rate as an appointed member.
4. Staff or elected members of Territorial Authorities or Environment Canterbury are not eligible for remuneration.
5. Mileage will be reimbursed.

COMMITTEE SUPPORT

The committee shall be supported by staff from the Territorial Authority and Environment Canterbury, primarily through the Committee Secretary and the Zone Facilitator and senior staff member from relevant Territorial Authority and Zone Manager/Lead from Environment Canterbury.



Mackenzie District Council

23 December 2020

Canterbury Water Management Strategy (CWMS) Environment Canterbury

Orari-Temuka-Opihi-Pareora Chair Lucy Millar

lucy@opuha.co.nz

Upper Waitaki Zone Committee Chair Simon Cameron

benohau@xtra.co.nz

Dear Lucy & Simon,

MACKENZIE DISTRICT COUNCIL AND ENVIRONMENT CANTERBURY PRIORITIES FOR THE PERIOD OF DECEMBER 2020 – DECEMBER 2021

We would like to take this opportunity as Mayor of Mackenzie District Council and Chair of Environment Canterbury to convey our Councils' priorities as they relate to water management in Mackenzie and identify the areas where our council would like the assistance of the Orari-Temuka-Opihi-Pareora (OTOP) and Upper Waitaki Zone Committee over the period December 2020 - December 2021.

MACKENZIE DISTRICT COUNCIL PRIORITIES

The Mackenzie District Council is committed to continuing to support the OTOP and Upper Waitaki Zone Committees.

As areas of importance, we would like the OTOP Zone Committee to focus on the following actions/priorities within our District:

- Support Catchment Groups.
- Drinking water supplies (awareness and education)
- Recognise and protect culturally significant sites
- Protect and enhance mahinga kai.
- Protect and enhance biodiversity.

As areas of importance, we would like the Upper Waitaki Zone Committee to focus on the following actions/priorities within our District:

- Managing impacts of recreational use on lakes and rivers
- Enabling biodiversity enhancement.
- Understanding cultural values –rehabilitation of nohoanga and mahinga kai.

ENVIRONMENT CANTERBURY PRIORITIES

Environment Canterbury is committed to playing its part to implement the CWMS. In our term of Council, we wish to see greater progress being made to achieve freshwater outcomes that promote resilient and sustainable community priorities.

We have therefore set the following priorities where we believe zone committees can make the greatest difference over the balance of the term. These priorities are in line with the

Environment Canterbury Strategic Direction and the functions of a regional council:

Kaitiakitanga Wahi Toanga and Mahinga Kai Targets

In particular, working alongside landowners, Runanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 mahinga kai goal of five mahinga kai projects in each zone.

Ecosystem Health and Biodiversity Targets

In particular, working alongside landowners, Runanga, communities, Councils and others to inspire and grow support and resources to achieve the 2025 target goal covering all freshwater ecosystems through;

- i. increased riparian management to protect aquatic ecosystems
- ii. reducing the number of fish barriers in the zone
- iii. protection and enhancement of named wetlands

Recreation and Amenity Targets

In particular, the Water based recreational opportunity through working alongside landowners, Runanga, communities, Councils and others to support and grow resources to achieve the 2025 target to restore priority freshwater recreation opportunities in each zone, that do not meet contact recreation standards and developing plans and actions to achieve and show measurable progress.

Mackenzie District Council and Environment Canterbury look forward to receiving your Action Plan for specific to your zone for the period July 2020 - December 2022 and to continue to work alongside you and your communities to deliver the CWMS.

Yours sincerely

Graham Smith
Mayor



Mayor of Mackenzie District Council

6.12 USE OF TEKAPO HALL BY TEKAPO SCHOOL

Author: Arlene Goss, Governance Advisor

Authoriser: Paul Numan, General Manager Corporate Services

Attachments: 1. Report from Tekapo Community Board [↓](#) 

Council Role:

- ☐ **Advocacy** When Council or Committee advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- ☒ **Executive** The substantial direction setting and oversight role of the Council or Committee e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
- ☐ **Legislative** Includes adopting District Plans and plan changes, bylaws and policies.
- ☐ **Review** When Council or Committee reviews decisions made by officers.
- ☐ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice, e.g. resource consent or planning applications or objections, consents or other permits/licences (e.g. under Health Act, Dog Control Act) and other decisions that may be appealable to the Court including the Environment Court.
- ☐ **Not applicable** (Not applicable to Community Boards).

PURPOSE OF REPORT

The attached report was submitted by the Tekapo Community Board in response to discussion on the use of Tekapo Hall facilities by the school. The community board would like Council approval to set up a formal agreement with the school.

COMMUNITY BOARD RECOMMENDATIONS

1. That the report be received.
2. That Council offer Tekapo School a special rate of \$1,000 per annum (inclusive of GST) for unlimited use of the facilities at the Tekapo Hall. This would be funded by the school with the assistance of a grant from the Tekapo Community Board.

SUBJECT: TEKAPO SCHOOL – SCHOOL HIRE CHARGE
AUTHOR: TEKAPO COMMUNITY BOARD
DATE: 20 SEPTEMBER 2021
TO: MACKENZIE DISTRICT COUNCIL
TIM HARTY, GENERAL MANAGER OPERATIONS
ELECTED COUNCILLORS

Executive Summary

In a report provided by Mackenzie District Council (MDC) to the Tekapo Community Board (TKCB) on 1 September 2021, MDC staff offered three possible options for future hall hires charges.

The options are:

1. Continue to apply the current fees and charges
2. Create a special rate and agreement for the use of the Tekapo Community Centre by the Tekapo School
3. The TKCB provides a grant to the school to assist in covering the cost of hire

The TKCB has met with school management and considers there are valid reasons to provide a special reduced rate to the Tekapo School (School)

We all agree that a combination of options 2 and 3 is appropriate and request that MDC approve our recommendation.

Background

Since 2014, the school and MDC have been in conversation about the hire of the Tekapo Community Centre (Hall). The discussions with different MDC staff over the years have been informal and never documented, which has created differing perspectives of the arrangement. However, the School has always held a consistent understanding, which they believe was shared by the staff involved, as follows:

- The school would not use the hall at a time when there are commercial users;
- The school would clean and maintain the premises after every use;
- The main time of hall use would be when practicing for whole school activities such as end of term production and not for excessive amounts of time; and,
- There would be no charge for the use as described above

The school has always maintained positive relationships with MDC staff and, as far as they are aware, there has never been any concern about the cleanliness and maintenance of the facilities.

Recently, the School received invoices¹ for use of the hall that they had believed was not subject to charges. The receipt of these invoices made it clear that there was no longer a shared understanding of the arrangement.

¹ MDC has since credited these historic invoices

Discussion

The MDC has approved a schedule of user charges for hall use. Staff note that any reduction in the fee charged to the school will reduce MDC's income, which is used to offset the cost of providing the facility.

From our discussions with the school, we have learned that it is happy to pay money towards the hall but would like it to be via formal negotiation, which takes into account the special circumstances of the school within our small, remote village. They also note their use of the facility is during school hours when there are no commercial users, therefore, it is reasonable to assume there would be no loss of revenue for MDC.

Due to having a small student roll of only 34 children, there is a limited budget available so the school is seeking certainty of hall hire cost for annual budgeting purposes. They consider the certainty they seek could be achieved through an annual special rate.

In suggesting the negotiation of a special annual rate, the school and TKCB consider the principle of community collaboration is paramount.

School estimate of annual use

The school advises its use of the hall would be limited to:

- Use of the main hall for whole school activities
 - o Estimate 5 days per term @ 2 hours per use.
- Incidental use of the outdoor courts and toilets, mainly during the winter months, for outdoor sports. This is important for the safety of the children who will not need to cross the road to access the school toilets
 - o Estimate 20 – 30 uses, mainly during winter months when the school grounds are not usable

Estimate of MDC revenue for expected use

Current rate is \$16.80 for regular use of the main hall

- 20 uses for whole school activities @ \$16.80 per hour x2 hours equates to \$672 per annum
- Incidental use being another 20- 30 uses x1 hour being \$336 - \$504 (noting this is use of toilet facilities)
- Maximum total is \$1,176 per annum

Furthermore, after every use, the School will continue to clean the hall and leave as found, therefore, no cleaning costs will be incurred by MDC.

Differences between Tekapo and other townships in the Mackenzie

The School and TKCB understands that MDC publishes standardised fee schedules for use of facilities and can, reasonably, ask why Tekapo is different to other townships, and why a special rate should be adopted.

We believe there are differences that should be considered, including:

- Rurality is a challenge; have to travel large distances to access sporting and other facilities that other schools have in their communities
- Other schools have their own halls
- Other schools have access to sporting facilities that do not exist in Tekapo
- Residential population is much bigger in other Mackenzie townships, which results in significant fundraising limitations at a school of only 34 students
- Given the small number of students and limited opportunities for fundraising in Tekapo, the per head cost of hall hire is disproportionate to the annual budget
- No competing school, which means no opportunity to share facilities
- Have a much stronger community engagement – people come to the school with community initiatives

Conclusion / Recommendation

Based on the above facts, the school and TKCB are of the view that a negotiated special annual rate would be the most appropriate outcome.

Therefore, we recommend that MDC offer the school a **special rate** of \$1,000 per annum (inclusive of GST) for unlimited use of the facilities at the hall. This would be funded by the school with the assistance of a grant from the TKCB.

As discussed above, in adopting this special rate, we do not expect any material loss of revenue for the MDC. It will simply enable the school to budget with certainty, and to have some flexibility for how they use the facility.

In making this recommendation, it is important to reiterate that unlimited use of the facilities means, in practice:

- Use of the main hall for whole school activities e.g., the annual production.
- Incidental use of the outdoor courts and toilets, mainly during the winter months, for outdoor sports. This is important for the safety of the children who will not need to cross the road to access the school toilets
- The school will clean the hall and leave as found, after every use.

7 COMMUNITY BOARD RECOMMENDATIONS

Under separate cover.

8 CONFIRM COUNCIL MINUTES

Under separate cover.

9 PUBLIC EXCLUDED**RESOLUTION TO EXCLUDE THE PUBLIC****RECOMMENDATION**

That the public be excluded from the following parts of the proceedings of this meeting.

The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48 of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
15.1 - Annual Report Project Update	s7(2)(f)(i) - the withholding of the information is necessary to allow free and frank expression of opinions by or between or to members or officers or employees of any local authority	s48(1)(a)(i) - the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 6 or section 7