



**TO THE MAYOR AND COUNCILLORS OF THE  
MACKENZIE DISTRICT COUNCIL**

**Membership of the Asset and Services Committee:**

Cr James Leslie (Chairman)

Claire Barlow (Mayor)

Cr Noel Jackson

Cr Evan Williams

Cr Russell Armstrong

Cr Murray Cox

Cr Graham Smith

*Notice is given of the Meeting of the Asset and Services  
Committee to be held on Tuesday 30 August, 2016, at 9:30am.*

**VENUE:** Council Chambers, Fairlie.

**BUSINESS:** As per agenda attached

WAYNE BARNETT  
CHIEF EXECUTIVE OFFICER



## ASSET AND SERVICES COMMITTEE

Agenda for Tuesday 30 August, 2016 at 9:30am

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### APOLOGIES

### DECLARATIONS OF INTEREST

### MINUTES:

Confirm and adopt as a correct record the minutes of the Asset and Services Committee meeting held on July 19, 2016.

### REPORTS:

- |  |           |
|--|-----------|
| 1. Asset Manager's Report to June (attached)             | <b>3</b>  |
| 2. Mid-South Canterbury Rooding Collaboration (attached) | <b>12</b> |
| 3. Spaces and Places Plan (attached)                     | <b>23</b> |
| 4. Twizel Early Learning Centre (attached)               | <b>36</b> |

### PUBLIC EXCLUDED RESOLUTION:

Resolve that the public be excluded from the following part of the proceedings of this meeting namely:

1. Previous minutes 19 July 2016	<b>43</b>
<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>
<b>Ground(s) under section 48(1) for the passing of this resolution</b>	
Previous Minutes 19 July 2016	Commercial Sensitivity 48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Previous Minutes 19 July 2016 under section 7(2)(b)(ii)*.

**ADJOURNMENTS:** 10.30am - Morning Tea  
12:00pm – Lunch

## MACKENZIE DISTRICT COUNCIL

### MINUTES OF A MEETING OF THE ASSET AND SERVICES COMMITTEE HELD IN THE COUNCIL CHAMBERS, FAIRLIE, ON TUESDAY 19 JULY, 2016, AT 9:30AM

#### PRESENT:

Claire Barlow (Mayor)  
Cr James Leslie (Chair)  
Cr Graham Smith  
Cr Murray Cox  
Cr Russell Armstrong  
Cr Noel Jackson  
Cr Evan Williams

#### IN ATTENDANCE:

Wayne Barnett, Chief Executive Officer  
Bernie Haar, Asset Manager  
Geoff Horler, Utilities Manager  
Keri-Ann Little, Committee Secretary

#### APOLOGIES:

Resolved: that an apology be received from the Solid Waste Manager.

**Cr Smith/ Mayor**

#### DECLARATIONS OF INTEREST:

There were no declarations of interest.

#### MINUTES:

Resolved that the minutes of the meeting of the Asset and Services Committee held on 7 June 2016 be adopted and confirmed as a correct record.

**Cr Cox/ Cr Armstrong**

#### REPORTS:

##### EVERSLEY RESERVE PETITION:

The purpose of this report from the Chief Executive Officer was to advise the Committee of the receipt of a petition from Eversley Reserve residents regarding water pressure for firefighting and sealing of roads in the Reserve. Accompanied by the petition was a meeting report for the Committee's information. The petition requested Mackenzie District Council to urgently consider the following requests:

1. To supply The Reserve with sufficient water pressure to provide adequate firefighting facilities in accordance with the council urban fire plan.
2. To tar seal the metal roadways in The Reserve to alleviate the chronic dust problems and for the safety of road users.

Mr Haar added the Eversley Reserve and other areas in the District are unsealed. He said there is a domestic water supply for homes but no firefighting facilities. Mr Haar said the recent development at the Reserve required a 100 mil pipe and fire hydrant being installed at the corner of the development. He reported he had obtained an

estimate costing of \$350,000 to install firefighting capacity and to seal certain streets an estimate cost of \$200,000.

Mr Haar said the sealing project is in the Long Term Plan year 10 and added that the project would not qualify for NZTA funding. He said that the watermain upgrade is on the long term projects list.

Cr Jackson said residents are aware the upgrade of services is in the Long Term Plan and has been for 20 years. He said the dust nuisance has increased and so has the volume of traffic. There is safety concerns regarding street lighting and residents walking at night. He added that the Reserve is part of the Town and these works need to be bought forward to 2017. An aging population is increasing and services must be provided including save and accessible footpaths and road sides for the use of mobility scooters and wheelchairs.

Cr Smith agreed he said Council need to relook at the Eversley Reserve roads and firefighting facilities and prioritise works with other areas in the District.

Mr Barnett added this is a significant matter regarding the Long Term Plan and would require discussion.

Cr Cox stated Council need to assess what other services and upgrades are required around the District first.

At the invitation of the Chair Nick Cassie, Eversley Reserve Resident spoke to the petition. Mr Cassie highlighted that Reserve Residents pay urban rates and are a part of the town. He said Residents general concern was regarding the dust problem and the 20 homes affected by this. He said development cannot increase due to the sewerage facilities reaching capacity. The Musterers Hutt development has increased traffic and pedestrian numbers and is a real safety concern, signs have been erected asking traffic to slow down but these have proven to be ineffective.

The Mayor suggested the Eversley Reserve request be workshopped at the Finance Investment Workshop tomorrow Wednesday 20 July. She asked Mr Cassie if Residents would be accepting of a rate increase if the services were provided.

Mr Cassie replied that the Residents would be happy to pay extra rates if the level of service received was increased.

Mr Haar added that the level of service proposed for sealing of roads would not include curbing channels. He said the Reserve is rural residential, the carriage ways would be sealed with grass sways and the watermain would run down the side of the road. Mr Haar said street lighting can be addressed now in terms of safety and footpaths would be a longer term process.

Mr Cassie thanked the Committee for its time and left the meeting at 10:09am.

Resolved:

1. That the report be received.

**Cr Cox/ Cr Jackson**

2. That the Council allocate the Eversley Reserve Residents requests of sealed roads and firefighting water facilities a matter of priority in accordance with all other potential projects in the District.

**Mayor/ Cr Cox**

## ASSET MANAGERS REPORT:

Mr Horler reported the following project updates and budget breakdown:

- Twizel water upgrade
- Twizel water main replacement
- Twizel waste water disposal upgrade
- Tekapo waste water disposal
- Kimbell- Fairlie water main replacement
- Fairlie intake investigation
- Fairlie's water consent
- Scada

Mr Haar updated the Committee on the Kimbell-Fairlie Water Main Replacement.

The Committee congratulated Mr Horler for his work on the Fairlie intake investigations. Cr Smith agreed and said this is a very good outcome for Fairlie residents.

Cr Jackson asked for an update on the reservoir. Mr Haar said a report will be included in the next Committee round for Council's consideration.

Mr Haar reported on Roding and Solid Waste - he highlighted the following:

### *Roding:*

Council had received extra funding from NZTA. The Mayor and Cr Smith congratulated the Department on their very good achievement.

- One network road classification regarding workload
- Minor improvements list for the coming year
- Grampians Bridge number 70 sold for \$1
- Mackenzie Drive Footpath works

*Meeting adjourned for 10:45am for morning tea and reconvened at 11:32am.*

### *Fleet replacement*

- Discussion for Finance Committee. Mr Haar highlighted CCT car which Council maintain, has high kilometres and the intention is for the Solid Waste Vehicle be transferred to be used as the CCT Car and the new vehicle be used as the Solid Waste Vehicle.

Resolved: that the report be received.

**Chair/ Cr Smith**

## NAMING OF NEW ROADS CAIRNS SUBDIVISION:

The purpose of this report from the Asset Manager was to confirm that the new roads, off D'Archiac Drive, created by Stage 1C of the Cairns subdivision be named Rapaki Place and Cairns Avenue.

Cr Cox asked if Runanga had been approached. Mr Haar said consultation is only a requirement with Council's named appointed streets and roads.

### Resolved:

1. That the report be received.
2. That the roads created by the latest stage of the Cairns subdivision be named Cairns Avenue and Rapaki Place.

**Chair/ Cr Armstrong**

**Chair/ Cr Smith**

**PUBLIC EXCLUDED RESOLUTION:**

Resolve that the public be excluded from the following part of the proceedings of this meeting namely:

## 1. Twizel Oxidation Ponds

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
Twizel Oxidation Ponds	Commercial Sensitivity	48(1)(a)(i)

This resolution is made in reliance on Section 48(1)(a)(i) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows: *Twizel Oxidation Ponds 7(2)(b)(ii)*.

**Cr Jackson/ Cr Cox**

**THERE BEING NO FURTHER BUSINESS THE  
CHAIRMAN DECLARED THE MEETING CLOSED AT 11:59pm**

**CHAIRMAN:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** ASSETS AND SERVICES COMMITTEE  
**FROM:** ASSET MANAGER  
**SUBJECT:** ASSET MANAGER'S MONTHLY REPORT  
**MEETING DATE:** 6<sup>th</sup> SEPTEMBER 2016  
**REF:** WAS 1/1  
**ENDORSED BY:** CHIEF EXECUTIVE OFFICER

### **REASON FOR REPORT**

To update the Assets and Services Committee on the progress on various projects and also the normal operation of the department for the past month.

### **RECOMMENDATION:**

1. That the report be received.
2. That the Asset Manager be delegated to consider any submissions received on the proposed road closures to allow both the Mackenzie Car Club and the Silver Fern Rally to run their respective events.

**BERNIE HAAR**  
**ASSET MANAGER**

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **UTILITIES**

### **Project updates**

#### **Twizel Water Upgrade**

This is almost complete with only the install of an under-ground power cable so the submersible river pump can run off the generator at the treatment building. This is planned to take place in September of this year.

#### **Twizel Water Main Replacement**

The trial run of replacing the existing water main by pipe bursting is programmed for this month. If this trial is successful, our construction specifications will have to be modified to allow for this technique.

Once the specifications are complete, tenders will be called for acceptance early in December.

#### **Twizel Waste Water Disposal Upgrade**

There has been no more movement on this project since the last report.

We have started the process of getting power in to the ponds area to allow the installation of the mille-screen to remove rags and other solid items along with a more accurate inflow metering system using ultra Sonic's.

#### **Tekapo Waste Water Disposal**

The draft report from BECA detailing the results of the "Land Disposal Options" along with their recommendations has been received. Once staff have reviewed the draft report and a final version is supplied, staff will prepare a full report for Council to consider.

#### **Kimbell – Fairlie Water Main Replacement.**

An initial meeting was held recently with Whitestone staff to scope stage 2 of the Fairlie trunk water main replacement. Once all the approvals are in place and the construction methodology, the construction pricing will be negotiated. Once agreement on the price has been completed, Whitestone will get underway to complete the work as soon as possible.

Tender documents for the replacement of the water main in Gray St from Talbot Rd to Railway Pl have been sent out to invited contractors. Tenders close on 31<sup>st</sup> August so that Council can accept a tender soon after.

#### **Fairlie Intake Investigation**

This has been progressing well over the last year. Data to date looks promising.

#### **Fairlie Sewer Pond**

The aerator at the Fairlie sewer pond has had a number of break downs over the last 18 months. This is due to it running 24 hours a day and parts are starting to wear out. The cost of repairing is becoming uneconomical. Staff are looking at viable replacement options. The aerator is required to keep the ponds in good health.

#### **Testing of Flow Meters**

There is a requirement that all our water consents have an approved operational flow meter for all the intakes and these have to be tested and verified by an independent agency



for accuracy every two to five years. This verification testing has been carried out and all were proved to be accurate. So the magflow meters are now good for the next five years, any mechanical type of meter will have to be done every two years. We are also compliant with the data logging of flow except for Fairlie where the data logger has failed. The best option here is to install SCADA sooner than was planned.

## **SCADA**

The installation of SCADA is progressing well and there are now eight sites up and running. It is already proving its value with highlighting a couple of developing issues to enable early intervention. Being able to monitor UV intensity at our plants identified reduced levels of intensity developing and were able to solve the problem early.

Monitoring inflows to the Tekapo sewer pump stations has identified increased infiltration during heavy rain events. This is caused by the stormwater from building being directly connected to the sewer network. We always knew there were some illegal connections, but the monitoring is showing this is more extensive. A programme of smoke testing will be implemented to identify the source and then the owners will be advised that they have to rectify the situation.

## **Security of Water Schemes**

In light of the recent events in Havelock North, it was good foresight by this Council to retain the chlorine residual in the Twizel reticulation. As with all of the other schemes under the control of Council. We must always be looking to improve the safety of all the supplies under our umbrella and not get complacent.

## **Albury Water**

Environment Canterbury (ECAN) staff have recently advised Council that the Albury water supply has ongoing non-compliance issues that could result in enforcement action. This action would be taken against Council as the consent for the water take is in our name. The scheme has no logging flow meter at the Albury intake that has been certified accurate as required not only by a condition of the consent but also by legislation. The Albury Water Supply Committee have been advised of the issue and have agreed to actively rectify the situation to avoid prosecution.

Albury Water have since informed Council that the flow meter and data logging device will be installed next week. ECAN have been informed and this should stop any enforcement notice from proceeding.

## **Budget Breakdown**

### **Water**

*End of Year the Operation and Maintenance expenditure* – Electricity cost of \$132,401 is over budget by \$31,901 for the year. Due in part to unbudgeted The Drive booster power costs and the running cost of the treatment plant in Twizel. Contractor cost of \$372,238 is over budget by \$159,638. This is due to the Kimbell line issues and toby replacements in Twizel. Water quality monitoring cost of \$26,817 is over budget by \$1,917. This is due to carrying out retest through the year. Consent monitoring cost of \$1,055 is under budget by \$7,145.

## **Wastewater**

*End of Year the Operation and Maintenance expenditure* – Electricity cost of \$23,960 is under budget by \$2,911. Contractor cost of \$139,480 is over budget by \$44,582. This was due to sewer blockages in the three townships and issues with one of the pump stations. Consent monitoring cost of \$14,049 is under budget by \$3,026.

## **Storm Water**

*End of Year the Operation and Maintenance expenditure.* Contractor cost of \$16,568 is under budget by \$5,332. Consent monitoring cost of \$1,335 is under budget by \$1,065.

## **Allandale**

*End of Year the operation and Maintenance expenditure* – Contractor cost of \$65,863 is over budget by \$33,163. Due to a number of events Didymo and leaf litter blocking the intake screen as well as the filters at the supply point restrictors and the PRVs in the scheme. There have also been a number of breaks over the year. Electricity cost of \$1,061 is over budget by \$461. Water quality monitoring cost of \$3,911 is over budget by \$711. Due to failed tests and then retesting as required by MOH.

Spur Rd pump shed electricity cost of \$4,289 is under budget by \$11.

## **ROADING**

### **General Maintenance**

The sealed road resurfacing preparation has begun with extensive drainage works on Gudex Road. Other roads on the reseal programme are also being worked on.

The winter conditions have delayed some work but there were some scour repairs on various roads that had to be addressed.

Braemar Road remains closed to heavy vehicle due to frost heave. With the Canal Roads closed it is a long way round for HCVs traveling to stations along the shores of Lake Pukaki using SH8 and Hayman Road. This is an inconvenience to them but the cost to repair the road surface if severely damaged does justify relaxing the restriction.

The Riddle Street one way trial is underway with few concerns and so far looks to be a good solution.

Both Haka Pass Road and Mackenzie Pass Roads were closed during the snow event and kept closed for some time due to issues with frost heave.

### **NZTA's Draft Investment Assessment Criteria for Road Maintenance Programmes for 2018-21 NLTP Feedback**

On 1 July NZ Transport Agency (NZTA) released the Draft Investment Assessment Criteria for Maintenance Programmes for 2018-21 National Land Transport Programme (NLTP).

The documentation included:

- *Background to the Draft Investment Assessment Criteria for Road Maintenance Programmes submitted to the 2018-21 NLTP*
- *Draft Investment Assessment Criteria*

- *Questions and Answers*

The NZTA also noted that:

*We are working closely with the Road Efficiency Group (REG) and the sector to prepare for the 2018-2021 NLTP and to ensure that future investments in road maintenance will deliver the best possible outcomes. REG has identified four areas for the sector to improve cost effectiveness and delivery of maintenance. They include:*

- *adapting the business models used to deliver maintenance, renewals and operations*
- *improved procurement practices and support of the new business models*
- *improved prioritisation and optimisation through level of service differentiation*
- *consistent introduction of enhanced asset management practices.*

*There are a number of building blocks that are being brought together to address these themes, including redesigning the Investment Assessment Framework, roll out and embedding of the One Network Road Classification, improving the evidence base, and improving the business case approach (particularly when developing Activity Management Plans). It is important that we, as a sector, move as quickly as possible to embed the One Network Road Classification together with the customer levels of service framework into all of our sector planning and delivery processes.*

*We have developed the attached draft Investment Assessment Criteria for Road Maintenance Programmes to ensure we have taken sufficient account of, and support the findings of, the wider review, and to embed the One Network Road Classification customer outcomes approach into NLTP investment assessment and decision-making.*

Submissions closed on the 19<sup>th</sup> August on the draft investment criteria document.

The Mid-South Canterbury Roading Collaboration team met last week to discuss and prepare a joint submission on the proposals. A copy of our submission is available to any member upon request.

### **Transportation Strategy**

Abley Transportation Consultants have delivered the draft Strategy documents (transportation and bridge) for our comments. I still have to complete the review and then they will make any amendments prior to finally providing them to us.

### **Environmental Maintenance**

During the last month we had our first real snow of the winter. The event lasted four days but it really only covered the Fairlie Basin to any depth. It did require clearance in line with Council's guidelines. The cost of this event was \$18,500.

For most of the winter we have not closed the Tekapo footbridge due to ice conditions. We were initially concerned about the safety of the bridge during these conditions, but we decided to not do anything to the surface and observe the result. To date we have no reported issues.

### **Temporary Road Closures for Sporting Events**

During November both the Mackenzie Car Club and the Silver Fern Rally want to hold events in our District. The closures are authorised under the Tenth Schedule, Paragraph 11(e) of

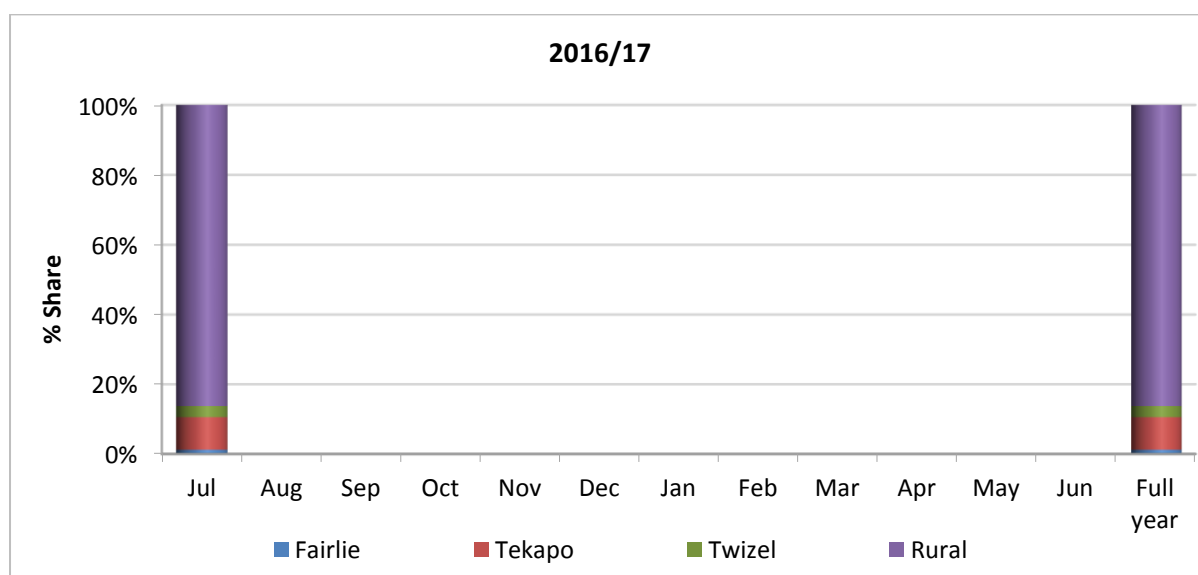
the Local Government Act 1974. This requires public notification at least 42 working days prior to the event, calling for submissions from effect parties.

These submissions are normally considered at the next available Council meeting and a decision given.

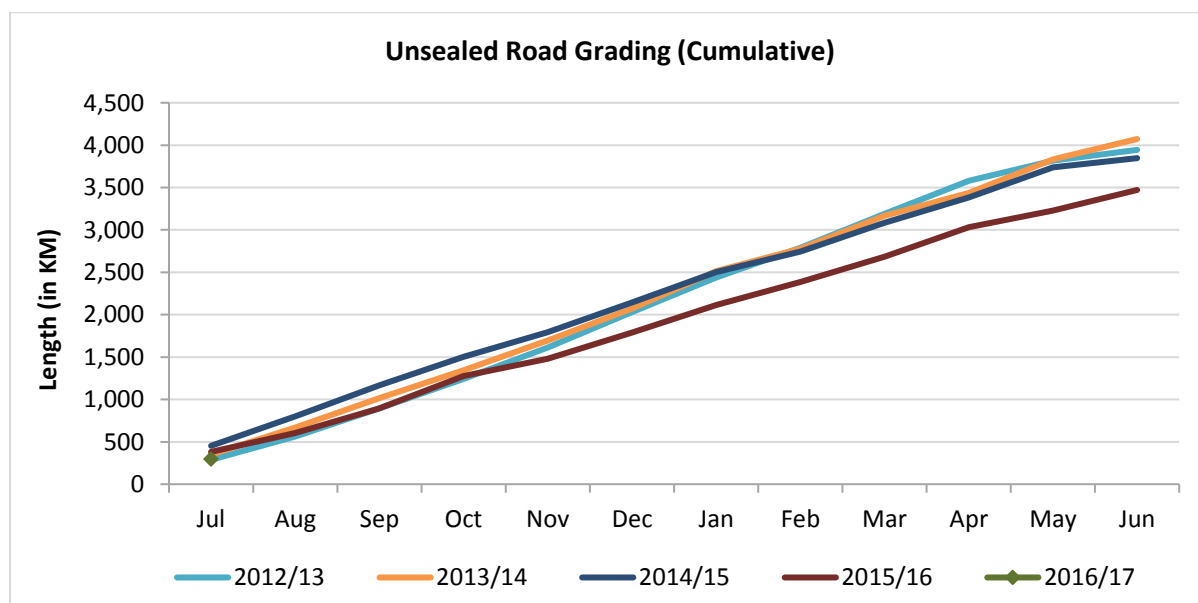
Due to the timing of these events and the Local Authority elections, there will not be a Council meeting during that time to consider the submissions. Both these events have been run in the past with little or no effect on our network and general acceptance from the community.

In order to facilitate the approval I suggest that Council delegate the power to the Asset Manager to consider any submissions received and provide the appropriate approval.

**Amaglamated Roading Budgets Graph Showing Percentage Share**



**Unsealed Road Grading (Cumulative)**



## **SOLID WASTE**

### **Education**

#### **Enviroschools**

Enviroschools representatives have been in contact with the Tekapo Primary School and the Twizel Kindergarten. These schools are currently considering a suitable time for them to incorporate the Enviroschools programme.

#### **Love Food Hate Waste**

The Mackenzie is currently supporting the Love Food Hate Waste campaign through social media. A competition will be run shortly aimed at encouraging people to use leftover food rather than throw this away. The campaign has a focus on highlighting the money people can save by reducing their food waste, however this also has a goal to reduce the amount of food waste being sent to landfill.

#### **Health and Safety**

A new health and safety system has been set up for the Twizel Clean Fill site. This system is now being adapted to suit the Fairlie and Tekapo Clean Fill sites.

Envirowaste have no recent health and safety incidents to report.

#### **Waste audit**

A domestic waste audit is scheduled for mid-September, this will involve collection of a random selection of red wheelie bins from the kerbside that will then be sorted into various types of waste, e.g. food waste, material that could have been recycled, packaging etc. This will provide an insight into the composition of our kerbside waste and will be carried out for each of our four collection days to ensure we gain an accurate view of the whole district.

The Waste Minimisation Act 2008 requires every territorial authority to review the Council's Waste Management and Minimisation Plan (WMMP) every six years. As a prerequisite to the WMMP review, there is a requirement to undertake a waste assessment to provide a status report of solid waste activities. Information from the September waste audit will feed into this process.

### **Operational**

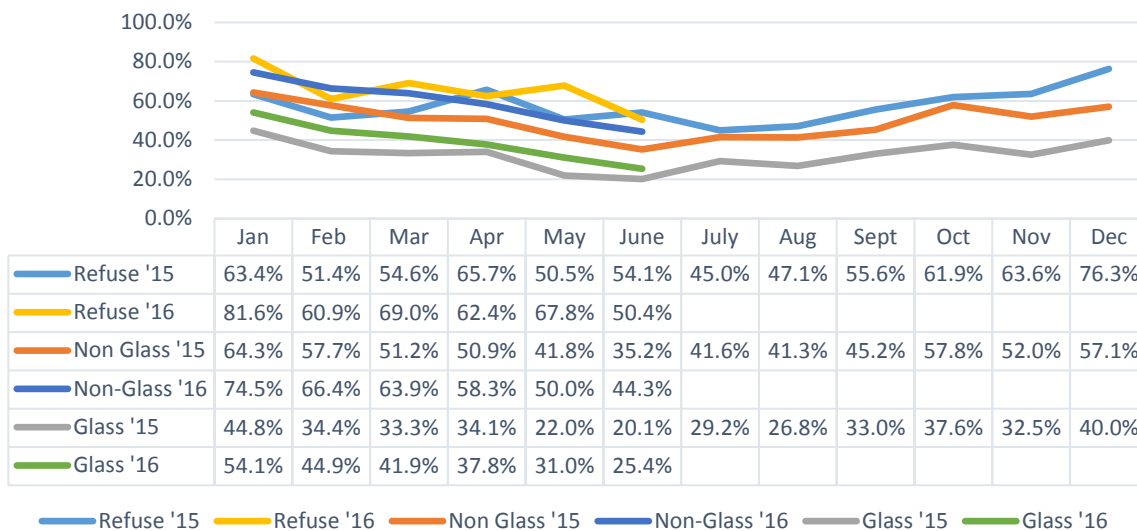
#### **Recycling**

All recycling from the District is now being sent to EcoCentral in Christchurch for sorting, with the changeover having taken effect from 22 July. Initial feedback regarding the quality of Mackenzie recycling from EcoCentral has been positive.

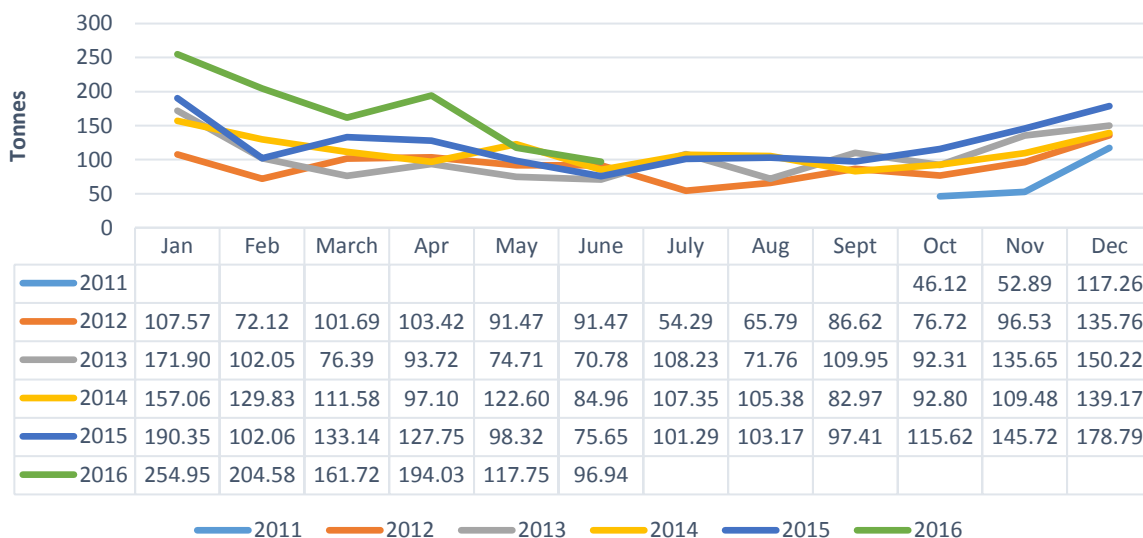
#### **Weighbridge**

Plans to install a weighbridge at the Twizel Resource Recovery Park are underway. Installation is scheduled to take place in the first quarter of 2017. Envirowaste are considering traffic flow issues around this installation to ensure the safety of all park users. Once installed all charging will be via a tonne rate, we will have to determine this and get Council approval prior to its use.

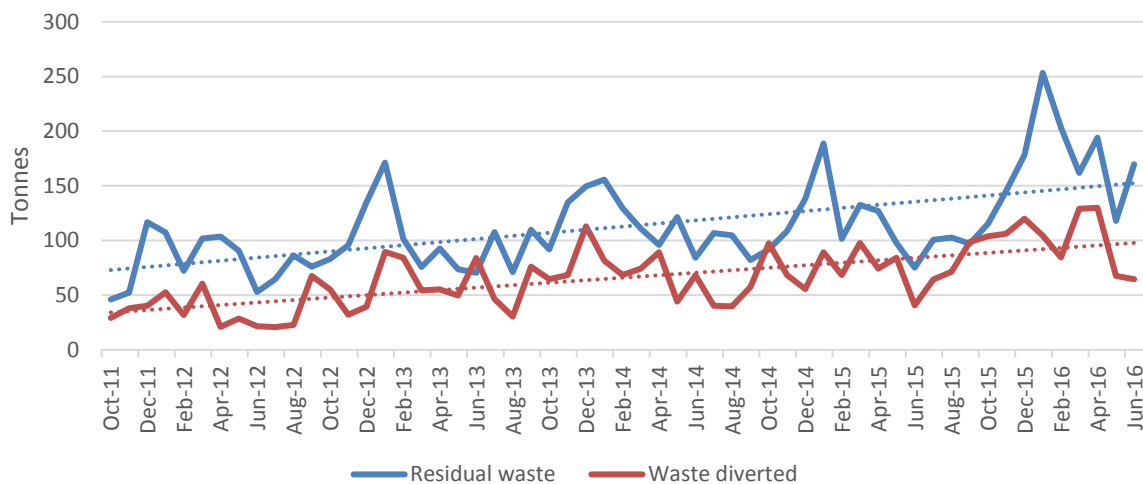
### Presentation Rates



### Waste to Landfill



### Mackenzie solid waste



**Contract Progress**

Contract - 1226	Shared Service - Re-Surfacing
Tender Acceptance	August 2015
Site Possession	October 2015
Construction Period	Two Years
Contract Value	\$8,478,267.30
Contract Status	
Health & Safety	Nil
Progress Payments	Payment #1 Issued 16 <sup>th</sup> December 2015 - \$344,623.08 Payment #2 Issued 31 <sup>st</sup> January 2016 - \$304,700.38 Payment #3 Issued 29 <sup>th</sup> February 2016 - \$11,208.41 Payment #4 Issued 31 <sup>st</sup> March 2016 - \$50,523.43
Variations	Nil

Contract – 1228A	Twizel Watermain Replacement 2016
Tender Acceptance	22 <sup>nd</sup> December 2015
Site Possession	10 days after award
Construction Period	12 weeks
Contract Value	\$362,443.51
Contract Status	Complete apart from resurfacing the footpath on Mt Cook Street
Health & Safety	Nil
Progress Payments	\$347,169.01
Variations	Nil

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** ASSETS AND SERVICES COMMITTEE

**SUBJECT:** MID-SOUTH CANTERBURY ROADING COLLABORATION

**MEETING DATE:** 30 AUGUST 2016

**REF:**

**FROM:** WAYNE BARNETT, CHIEF EXECUTIVE OFFICER

### **PURPOSE OF REPORT:**

To seek approval to enter into an extended Memorandum of Understanding for collaboration on roading matters between Ashburton District Council, Mackenzie District Council, Timaru District Council and Waimate District Council.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That the Chief Executive be authorised to sign the Mid-South Canterbury Roding Collaboration Memorandum of understanding for a further two years on behalf of Mackenzie District Council.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**



**ATTACHMENTS:**

- Mid-South Canterbury Roding Collaboration Memorandum of Understanding for two years from 1 October 2016

**BACKGROUND:**

In 2014 the Assets and Services Committee endorsed the South Canterbury Roding Collaboration initiative. The work programme was advanced by staff and ultimately a Memorandum of Understanding was entered into with Ashburton, Timaru and Waimate District Councils in October 2014. The term of that agreement was 2 years.

The agreement has provided the basis for a very strong relationship between the roading units of the member councils. The most significant illustration of this has been the joint tender strategy for road maintenance services. There are a number of objectives of the agreement that are yet to be finalised. Our Council has received a good level of support for our involvement in the agreement from the public and NZTA.

**SIGNIFICANCE OF DECISION:**

This decision is not significant in terms of Council's Significance and Engagement Policy.

**ISSUES & OPTIONS:**

The existing agreement has provided the basis for a strengthened relationship between the four member Councils. The proposed renewed agreement will encourage this to continue. The ability to access resources and expertise from the larger Councils will be particularly beneficial for our Council.

There are some costs associated with the collaboration project and staff time requirements. These are not considered to be excessive and are offset to some degree by our ability to leverage off work done by other Councils.

**CONCLUSION:**

It is recommended that Mackenzie District Council maintain our involvement with the Mid South Canterbury Roding Collaboration Programme.

# Memorandum of Understanding

## Collaboration on Rooding Matters

between

**Ashburton District Council**

**Mackenzie District Council**

**Timaru District Council**

**Waimate District Council**

*“Working together to share opportunities and solve issues”*



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## 1 Introduction and Participation

This Memorandum of Understanding (MoU) is an extension of the MoU of 28 October 2014 between the Ashburton, Mackenzie, Timaru and Waimate District Councils (referred to as the Councils or the Parties) to actively seek to collaborate and co-operate with each other to improve the effectiveness and efficiency with which they achieve the identified objectives and desired outcomes for specific aspects of roading asset management and network operations. This MoU is to be read in conjunction with the Supplementary Agreement the Councils entered into on 9 October 2015 (attached as Appendix 2).

The roading networks are the local roads within the Ashburton, Mackenzie, Timaru and Waimate Districts.

Due to the differing natures of the parties and their respective networks, the level of participation by each party will vary across the numerous asset management and network operations aspects covered by this agreement.

## 2 Objectives

The parties will improve management and operation of their road networks by working together. In doing this they want to:

- a) Continually improve the performance of their asset management processes, the outcomes and consistency of service delivery in respect of their respective road networks.
- b) Improve investment decision-making, while recognising and accepting appropriate risk.
- c) Attract, develop, and retain good internal human resources and capability.
- d) Enhance governance through shared policy and strategy.
- e) Provide a sustainable market for affordable specialist resources.
- f) Become "smarter buyers" and recognised as leaders with best practice in asset management and road network operations.
- g) Enhance customer satisfaction.
- h) Formulate Programmes of work that will enhance the delivery of local services
- i) Further embed safety in the cultures of the respective organisations.

## 3 Agreement

The parties agree to collaborate on the following elements:

Develop shared delivery of aspects of asset management and network operations as listed below and further detailed in Clause 8:

- a) RAMM Data Management.
- b) Professional Services.
- c) Corridor Management.
- d) Development of 30 year infrastructure strategies and asset management plans.

- e) Technical Reviews.
- f) Sharing Resources and Skills
- g) Joint Procurement of Works
- h) Collaborative's Organisational Structure
- i) Maintenance Contract Consistency Coordination
- j) Design and Construction Consistency

#### **4 The way forward**

The parties will;

1. Appoint a project team and project manager to develop the collaboration, including identifying roles, responsibilities and reporting mechanisms.
2. Identify the personnel and other resourcing requirements.

#### **5 Agreements**

The parties agree to:

1. Operate in a good faith environment for the purpose of achieving the objectives and outcomes listed above.
2. Communicate with each other in an open and transparent manner.
3. Ensure that personnel and resources are made available for the project(s) as agreed.
4. Meet the agreed costs where they fall.
5. Jointly discuss and agree all fee quotes and estimates for any shared services.

#### **6 Term**

This agreement takes effect on 1 October 2016 and shall continue for two years with any extension being via further agreement.

This agreement may be terminated by any or all parties by giving a minimum of one month's notice in writing to the other parties.

## 7 Acceptance

This agreement is entered in to on the expectation that the parties will work collaboratively together to achieve the agreed vision and objectives.

The undersigned accept this agreement on behalf of their respective party.

<b>Ashburton District Council</b>	<b>Mackenzie District Council</b>	<b>Timaru District Council</b>	<b>Waimate District Council</b>
Andrew Dalziel Chief Executive	Wayne Barnett Chief Executive	Peter Nixon Chief Executive	Bede Carran Chief Executive
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:

## 8 Appendix - Specific Collaboration Aspects

Specific Collaboration Aspect/Workstream	MoU Objective
8.1 RAMM Data Management	Improve cost effectiveness and quality of data collection. Build consistency. Minimise data collection costs. Enable benchmarking. Enhance decision-making. Share ideas and innovations. Utilise tools to move towards data driven decisions.
8.2 Professional Services (External)	Joint procurement to save on costs and reduce duplication. Collective influence to improve standards of specialist services. Investigate options for collaborative outsourcing.
8.3 Corridor Management	Streamline processing workload. Build consistency. Provide 'One Network' experience for road corridor users.
8.4 Development of 30 Year Infrastructure Strategies (IS), Asset Management Plans, Business Cases for NLTP	Build regional consistency. Share ideas and innovations. Build awareness of each other's cultures and operating models for planning purposes - IS, AMPs etc.
8.5 Technical Reviews	Enhance decision-making – 'right treatment, time, place and risk'. Share ideas and innovations. Build regional consistency and understanding of each other's issues, objectives, cultures, strengths and weaknesses.
8.6 Sharing Resources and Skills	Take advantage of each other's strengths, skills and/or resources. Overcome skill and resource deficits. Build regional consistency. Build understanding of each other's issues, objectives, cultures, strengths and weaknesses. Share ideas and innovations. Potential future shared specialist staff.
8.7 Joint Procurement of Works	Investigate opportunities for joint procurement of works contracts, e.g. sharing procurement of Forward Works Programme. Create greater economies of scale. Minimise procurement costs.
8.8 Collaborative's Organisational Structure	Build on the proposed MOU Work Streams to take advantage of the potential scale and skills of working together.
8.9 Maintenance Contract Consistency Coordination	To achieve consistency of interpretation and implementation of maintenance contract work standards and level of service.
8.10 Design and Construction Consistency	To develop and maintain consistency with design and construction codes across the 4 Councils to promote a standardised approach, eliminating local variances and create efficiencies.

## Appendix 2

## SUPPLEMENTARY AGREEMENT

Date: 9 October 2015

## PARTIES

Ashburton District Council

Timaru District Council

Waimate District Council

Mackenzie District Council

## Background

This document is a supplementary agreement to the existing memorandum of understanding between Ashburton District Council (ADC), Timaru District Council (TDC), Waimate District Council (WDC) and Mackenzie District Council (MDC) entered into in October 2014 relating to collaboration on roading matters.

The purpose of this agreement is to record the member Councils agreement to the process for identification and capture of scale related savings within their roading maintenance contracts.

## THE PARTIES AGREE AS FOLLOWS:

## 1 Objectives

- 1.1 The parties acknowledge that one of the actions in the base memorandum of understanding was to adopt a joint strategy for the procurement of roading maintenance services beyond mid 2015.
- 1.2 The parties agree that the two key objectives of the joint strategy that has been developed are:
- (a) optimisation and standardisation of specifications and processes used to procure road maintenance services; and
  - (b) identification and capture of scale benefits through the contract tender process.

## 2 Progress to Date

The parties record that technical staff from each party, with assistance from an external consultant, have formulated a set of standard contract procurement documentation that is to be used by each organisation for the road operation and maintenance contracts in each Council's districts. The formulation process has involved all parties testing the detail of each others specifications and agreeing on the most suitable option to be adopted as the group standard. This has produced a robust high quality set of contract procurement documents which will be used in a re-tendering process for each Council's Road operation and maintenance contract.

## 3 Capture of Scale Related Savings

- 3.1 In order to identify and capture scale related savings, the parties have agreed to conduct a coordinated tender process for the four road operation and maintenance contracts.

WB AD

1.



**Appendix 2**

3.2 Each party will separately tender the road operation and maintenance contract for its district using the agreed contract procurement documents. The tender process will call for individual prices for each contract but will also allow tenderers to submit alternative bids for two or more combinations of contracts from the parties (*group tenders*), in order to allow contractors to factor scale related savings into their tender price and thus for the parties to capture these savings.

**4 Evaluation of tenders**

The parties agree that each individual tender and each group tender received by a party for the party's road operation and maintenance contract will be evaluated in accordance with the methodology set out in the conditions of tendering in the contract procurement documents.

**5 Transfer Payments**

5.1 The parties acknowledge that the proposed tender process could create a situation where a group tender produces the most favourable price for a combination of contracts (lowest overall price) but that an individual tender (or another group tender) is most favourable for an individual Council.

5.2 If this occurs, the parties that participate in the group tender agree to address this issue by the use of transfer payments from the Councils that are advantaged by the group tender to the other Council(s) that would be disadvantaged by the acceptance of the group tender. The following provisions will apply in relation to group tenders unless agreed otherwise in writing by the relevant Councils who wish to participate in the relevant group tender.

- (a) If a party wishes to participate in a group tender it must notify the other parties as soon as reasonably practicable after the tenders have been evaluated;
- (b) If all parties to which a group tender relates have indicated an interest in participating in the group tender, those parties must in good faith and as soon as reasonably practicable, endeavour to agree the amount of the transfer payment that would be paid by each party advantaged by the group tender to each party that is disadvantaged by the group tender and the date on which such payments will be made, having regard to the following principles:
  - (i) the disadvantaged parties should be put in the position that they would have been in had it accepted the highest scoring individual tender;
  - (ii) the total of any transfer payments made would be apportioned among the advantaged Councils on a total tendered price basis; and
  - (iii) no advantaged party will be required to make a payment that would result in that party being worse off than they would have been in if they had selected the highest scoring individual tender;
- (c) The parties agree that the transfer payments or (receipts) to be made (or received) by each participating party, will be agreed prior to any group tender being accepted (and no group tender may be accepted unless or until such payments have been agreed);
- (d) A party may determine not to commit to a transfer payment and instead accept a different tender at any time prior to the transfer payments and the payment terms being agreed and the relevant group tender being accepted;

WB  
AD

## Appendix 2

Notwithstanding the above, no group tender may be accepted unless or until all necessary statutory and NZTA consents to the proposed procurement procedures in the contract procurement documents and to the proposed transfer payment arrangements have been obtained.

- 5.3 For the avoidance of doubt, once the transfer payment arrangements have been agreed and the relevant group tender accepted, the participating parties are bound by the transfer payment arrangements so agreed for the term of the relevant road operation and maintenance contract that is accepted.

## 6 Each party may act in its own interests


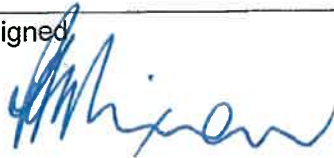

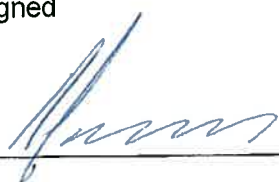
The parties acknowledge and agree that:

- (a) each Council may act entirely in its own interests and may in its sole discretion determine whether it wishes to accept an individual tender or participate in any group tender; and
- (b) it is possible that a group tender may identify scale related savings but that they may not be captured because one member Council may (in accordance with (a) above) accept an individual tender.
- (c) The parties do not intend that the memorandum of understanding or this supplementary agreement creates a joint venture or an unincorporated body of persons. It is intended that each party will contract separately with successful tenderers for the provision of services to that party.

## 7 Relationship of the parties

- 7.1 The parties will work collaboratively together to endeavour to achieve the agreed objectives in this agreement (subject to clause 6 above).
- 7.2 The provisions in this agreement are intended to create legally binding obligations between the parties for the full duration of the maintenance contracts.

## EXECUTION

Ashburton District Council	Signed 	Date 2-10-2015
Timaru District Council	Signed 	Date 22-9-2015
Mackenzie District Council	Signed 	Date 7.10.2015
Waimate District Council	Signed 	Date 9/10/15

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** ASSETS AND SERVICES COMMITTEE  
**SUBJECT:** SOUTH CANTERBURY SPACES AND PLACES PLAN  
**MEETING DATE:** 30 AUGUST 2016  
**REF:**  
**FROM:** GARTH NIXON, COMMUNITY FACILITIES MANAGER

### **PURPOSE OF REPORT:**

To follow up on Council's agreement to participate in the South Canterbury Spaces and Places Plan and to present and approve the project brief.

Also to nominate a Council representative to the Steering Group and advise of staff representative to the Project Control group.

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. That Council nominate a representative to sit on the Steering Group
3. That the Project Steering Group has the mandate to make minor amendments to the Project Brief including the assessment criteria as required for the delivery of the project.
4. That the Spaces and Places Plan including the project brief and the criteria for assessment of priority projects be adopted for use in the Spaces and Places Plan.
5. That an elected member be appointed to the Steering Group.
6. That Council note the Community Facilities Manager, Garth Nixon will be the Council's representative on the Project.

**WAYNE BARNETT**  
**CHIEF EXECUTIVE OFFICER**

## **ATTACHMENTS:**

Project brief for the Spaces and Places Plan

## **BACKGROUND:**

Timaru District, following their Long term Plan submissions resolved “*That a strategic review of sport and leisure facilities be undertaken with an overarching stocktake of current facilities, \$25,000 be budgeted for the review and it be subject to co-investment by Sport Canterbury.*”

Sport Canterbury has been very supportive of this project with both local and head office staff actively involved. A joint working group had been formed made up of Council and Sport Canterbury Staff which is being led by Sport Canterbury’s newly appointed Spaces and Places Consultant.

Current national and international best practice adopts a ‘cross-boundary’ approach to this sort of planning. This enables a far more coordinated and joined-up approach to planning and delivery and ultimately a more effective use of resources. As many of the Regional Sports Organisations operate across South Canterbury it is proposed that this approach is adopted. As such we at Mackenzie District along with Waimate District Council have been asked to participate in the review.

The development of a South Canterbury Spaces and Places Plan will feed into plans to develop a similar document for the wider Canterbury and West Coast Region, by Sport Canterbury.

Work has already commenced in Timaru on the stocktake which is being jointly prepared by Council and Sport Canterbury staff. This will be an inclusive document identifying sport and major leisure facilities and other assets. When prepared, this document will be a valuable resource inventory as well as being useful for attracting tournaments and as an economic development tool to help attract further investment and necessary workforce to the region. This together with an Insights document giving information on the region, as described in the attached project brief, will be used to prepare the plan.

It is important to note that this plan will not commit Council to any individual or particular project but will assist Council in preparation of its next and future Long Term Plans.

As well as assisting sport and leisure groups, the plan will also aid with planning and identifying priorities for funders.

### **Timeframe**

The stocktake for the Timaru District is anticipated to be completed by August and Mackenzie will follow on from this.

An indicative timeframe as shown in the attached project brief has the plan due to be completed by the last quarter of 2017 in time to provide input into the 2018-2028 LTP process which starts late 2017.

There will be opportunities to report progress at key points through the project.

### **POLICY STATUS:**

Not Applicable.

### **SIGNIFICANCE OF DECISION:**

This matter is not deemed significant under the Council's Significance and Engagement Policy.

### **ISSUES & OPTIONS:**

1. The process, criteria and proposed brief can be confirmed and approved.
2. The process, criteria and/or proposed brief can be amended.

### **CONSIDERATIONS:**

#### ***Financial***

Mackenzie District Council has put aside \$5,000 towards this project in the 2016/17 financial year.

#### ***Other***

A draft proposed brief for the Spaces and Places Plan is attached. This brief outlines the purpose, scope, outputs and requirements of the plan as well as a delivery structure and proposed representation in the various project groups.

One of the objectives of the Spaces and Places Plan is to identify the significant facilities and infrastructure needed for sport and leisure. The emphasis will be on identifying those sports and facility requirements that have the greatest need, both now and in the future. These will then be assessed and prioritized against an agreed criteria. The stock-take currently being undertaken is a broad inclusive capture of existing facilities and it is likely that the list of priority projects will result in a much smaller range of targeted recommendations when compared to the stocktake.

The proposed criteria for prioritisation of facility needs are as below:

#### **Need:**

1. The numbers of participants affected now and reliably predicted into the future.

2. The degree to which current demand/need exceeds current facility provision.
3. The degree to which the needs identified can only be met through additional facility provision (i.e. the needs cannot be met without additional facility provision).
4. The degree to which the proposed development is supported by reliable and verifiable information.

#### Alignment

5. The degree to which planning processes are accommodated in respect of:
  - Council processes, e.g. existing Sport and Recreation Plans, Annual Plan and Long Term Plan, Economic Development Plans.
  - Other providers' processes, e.g. ECAN, Sport New Zealand, National, Regional and Local Sports organisations.
  - Major funding organisations, e.g. Sport NZ, Trust Aoraki Ltd, The Community Trust of Mid & South Canterbury, and Philanthropic Entities.
6. The degree to which proposed developments enhance South Canterbury's ability to host major events consistent with relevant events policies and strategies.
7. The degree to which proposed developments use/positively impact/complement (rather than compete with) existing facilities or sporting hubs.

#### Financial

8. The degree to which the partner organisation(s) involved have the capability to deliver, sustain and manage the facility.
9. The degree to which capital and operational costs can be met by others.

#### Viability

10. The degree to which proposed developments reflect industry best practice, including but not limited to:
  - multi-use facilities
  - hubbing
  - all-weather facilities
  - flexibility

Once approved, these criteria will be included into the project brief.

#### ***Consultation***

There is extensive consultation proposed throughout the process.

#### **CONCLUSION:**

Mackenzie District Council is working in partnership with Timaru District Council and Sport Canterbury to undertake the development of a Regional Spaces and Places Plan which will identify and prioritise needs for sport and recreation facilities. The Spaces and Places Plan will be useful for directing Council

decisions on sport and recreation facilities and can also assist funders and other agencies with establishing their priorities.

If a South Canterbury wide approach is able to be adopted the greater collaboration and coordination should lead to benefits for all concerned.

## South Canterbury Spaces and Places Plan

### Project Brief

#### 1) Background

- The concept of a region-wide Sports Facility Plan for South Canterbury has been discussed for some time with initial work done to define a project brief.
- With various sporting and recreation groups asking Council to develop facilities it is important to take a strategic approach.
- In July 2015, as a result of a combined sport and Sport South Canterbury submission to the Timaru District Council during their 2015-25 LTP consultation process, the Council resolved:

*“That a strategic review of sport and leisure facilities be undertaken with an overarching stocktake of current facilities, \$25,000 be budgeted for the review and it be subject to co-investment by Sport Canterbury.”*

- As a consequence, the need, resource, time and desire of the main driving agencies are now aligned to enable the development of an appropriate plan for the Region to move forward.
- Timaru District Council and Sport Canterbury have partnered to lead the development of the plan and have invited the neighbouring Territorial Local Authorities of Waimate and Mackenzie to be involved.

#### 2) The Need for a Plan

- There is little doubt as to the importance of planning for sport and recreation spaces and places. There is an increasing demand for new and upgraded sports facilities from participants and sports codes against a backdrop of pressure to keep fees, charges, rates and costs as low as possible. Funders and decision-makers therefore need to be prudent in their decision-making to maximise their investment. Good planning and prioritising provides the vehicle to achieve this.
- Including the wider South Canterbury area will provide a regional overview for the plan. This is particularly important with many regional sporting and recreation organisations servicing the combined area.
- Historically many entities have planned in isolation or with little consideration for a wider scope of reference. Best practise now includes creation of joint planning across boundaries and borders on a city-wide, regional and national scale.



- As information is not readily available now, there is a risk of decision making being ad hoc and narrowly focused on a particular site or activity within a site. There can be limited or no reference to the wider region leading to 'silo' type decision making. This can also be true within communities, where if a collaborative and co-operative approach is adopted it can lead to better facilities at a lower overall cost. The same can also be true for setting priorities. Rather than a "first come, first served" approach, a more strategic view will pay dividends in the future.

### 3) Context

- In response to the elevated volume of sport and recreation facility development projects and planning needs, Sport Canterbury recently employed a full-time Spaces and Places Consultant. The objective of this position is to lead, facilitate and support the sport and physical activity community in facility planning and development. This plan will be a major focus of the work of the Spaces and Places Consultant.
- A South Canterbury Spaces and Places Plan will be a significant document in its own right. It is intended that it will eventually form part of a broader planning system for the whole Canterbury region including a Canterbury Spaces and Places Plan.
- There are numerous local, regional and national sport and recreation spaces and places-type planning documents that will be referenced in this plan. Whilst these are useful documents they are often specific to a project, a sport or an area. This plan will draw the relevant information together in one place.
- The foundation of a good plan is a solid understanding of the community of interest. To gain some insight into the area of focus, an analysis of the region's demographic and social profile as well as local, national and international trends, and other key data will be undertaken. This data will give some key 'insights' that will influence and form the plan.

### 4) Current Situation

Strategic:

- There are a number of sport and recreation facility planning documents already completed that will be used for reference in preparation of this document. These include (but are not limited to):
  - Timaru District Council Recreation Plan 1997.
  - Timaru District Council Physical Activity Plan 2008.
  - Healthy Living South Canterbury 2015-16 Action Plan.
  - Sport New Zealand Strategic plan 2013-2020
  - Sport New Zealand Community Sport Strategy
  - Sport NZ Sporting Facilities Framework document (Better Value from Sporting Facilities).
  - Greater Christchurch Spaces, Places and People Plan.
  - Various local and national Sports Facilities Plans.

- Timaru District Council Parks Strategy, Off-Road Walking and Biking Strategy, Facility Master Planning Documents, Long Term Plan and others.
- Other Timaru District Council, Waimate District Council and Mackenzie District Council Plans.
- Various Sport NZ Facilities planning documents.
- Statistics New Zealand demographic data and predictions reports.
- Timaru District Council 20-year Activity Management Plans
- Timaru District Council Reserve Management Plans
- Future Master Planning for Sir Basil Arthur Park, Timaru
- Aorangi Park Master Plan

Operational:

- It is suggested that the project working title is The South Canterbury Places and Spaces Plan.
- A summary of what planning and progress has been undertaken on the project to date.
- The Timaru District Council is currently undertaking a stocktake of facilities in its region which will feed into the plan once complete.

## 5) Goal

To develop a South Canterbury-wide South Canterbury Spaces and Places Plan to inform future spaces and places development decisions.

## 6) Guiding Principles

The Process:

- Act as '**one region**'.
- Undertake **genuine engagement** with stakeholders.
- An open **collaborative** approach.

The Plan:

- A **participant-centred** approach at all times
- Is **strategically aligned**
- Will be **evidence** based.
- Promotes **sustainability** and a **whole-of-lifecycle** approach
- Identify and promote a **partnership** approach to delivery.
- **Adaptability** of spaces and places to cater for changing demand over lifecycle.
- **Multi-use** where possible.
- Encourages **best practise planning** processes e.g. hubs, partnerships and co-location.
- **Optimisation** of resources: non-facility and/or refurbishment options should be considered.

## 7) Objectives

- **Active participation** in the plan development by all region TLA's.
- **Formal** adoption of the plan by all region TLA's.
- Achieve an appropriate level of **buy-in** and **endorsement** from other key stakeholders (e.g.: funders, sports, MoE, District Health Board)
- Reflect and apply South Canterbury's **unique attributes** and **competitive advantages**.
- To create an **understandable** and **applicable** plan.
- Identify **principles and criteria** for assessing future spaces and places development priorities.
- To provide clear picture of current and projected facility **demand and supply**.
- Identify facility-related **issues** that are a barrier to participation
- Identify facility-related **opportunities** to improve participation.
- To clearly prioritise **spaces and places** development opportunities to influence and guide spaces and places planning, funding and delivery decisions.

## 8) Scope

Includes:

- Community sport as defined in Sport New Zealand's community sport strategy
- 'Built' (constructed) sports places and spaces
- Specialist natural and artificial sports spaces and places e.g.: grass and artificial tennis courts, bowls surfaces, athletics tracks, hockey pitches, golf courses.
- Outdoor spaces and places that give the region its unique offering e.g.: snow sports, hot pools, gliding.
- Sports fields and hard surfaces where a proposed change would require a major change in the network.
- Indoor sports facilities including aquatic and dry facilities
- Regional and inter-regional walkways and cycle-ways where not already covered by existing strategies.
- Assets owned and managed by Councils, private entities, schools, trusts, tertiary institutions, education, and health where these have community sport access.
- Significant recreation activities.
- 20 year timeframe.
- Includes geographic area covered by Waimate, Mackenzie and Timaru District Councils.

Excludes:

- Passive recreation activities (e.g.: hobbies)
- Minor or incremental changes to sports fields
- Parks and gardens
- Community facilities e.g. halls (except where these currently include a dedicated sport and recreation asset)
- Wharves, jetties or other recreational boating assets.
- Gyms and fitness centres
- Active transport.
- Art and culture spaces and places provision

## 9) Stakeholders

- a) Lead
  - Timaru District Council and Sport Canterbury.
- b) Primary stakeholders
  - Mackenzie and Waimate District Councils.
  - In-scope sports.
  - Sport New Zealand
- c) Secondary stakeholders
  - Ministry of Education
  - District Health Boards
  - Environment Canterbury
  - Schools
  - Major funding bodies
  - Department of Conservation

## 10) Client Supplied Items

- Insights document
- Stocktake of existing facilities

## 11) Outputs

- A written document covering but not limited to: background, process, methodology, principles, criteria, key data, recommendations and priorities for facility planning as per this briefing document.
- A public 'summary' type document.
- Mapping of current facility locations
- Summary of current trends, lifestyle changes, societal changes and the implications of these on provision of sport and recreation.
- An issues and opportunities paper.
- Identification of current and projected needs
- A gap analysis
- Identification of facility options to meet need.
- Development of assessment criteria for prioritisation.
- Application of assessment criteria to facility development options
- Prioritisation list of facility developments in short (0-3 years), medium (4-10 years) and long term (11-20 years) timeframe. These priorities will be determined by agreed criteria.

## 12) Project Group Structure

Suggest:

Project Steering Group:

Role: Sets and approves the overall direction of the project. Champions, promotes, fronts and facilitates the project. Provides guidance as required.

Representatives:

- 1x elected member representative from each TLA
- 1x Local Sport Canterbury Trustee
- 1x respected Community Sports Representative
- 1 x representative from the Education or Funding sector.
- 1 x representative from the business community

6-7 Maximum.

Project Control Group:

Role: Responsible for all operational aspects of the project. Communication, updates, contacts, controls and delivers to budget and deadlines. Will liaise with the Project Steering Group.

Representatives:

- Officers of Timaru District Council, Waimate District Council and Mackenzie District Council.
- Officers of Sport Canterbury.
- A Sport NZ representative.

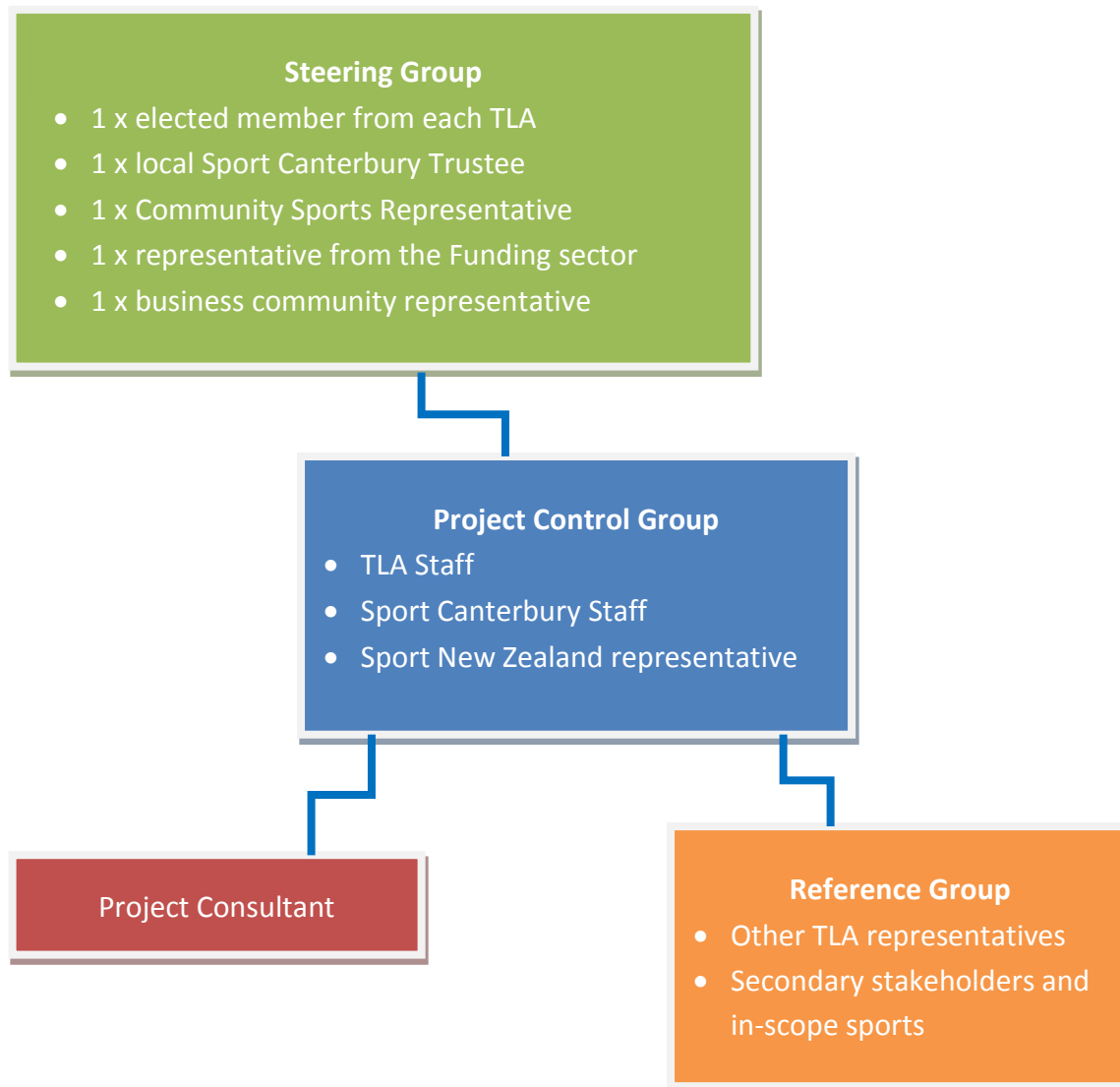
Any Consultants will not officially be part of the PCG but will be engaged by and report to it.

5-7 maximum.

Reference Group:

Role: An informal group of stakeholders set up as an opportunity to test concepts at key stages of project. Quick and regular feedback.

Representatives: TDC staff, Trusted selection of representatives from secondary stakeholders list and In-scope sports. 5-10 maximum.



### 13) Timeframes

- 18-24 month process expected
- Completed by last quarter 2017.
- Finalisation in time for input into 2018/19-27/28 LTP Process which starts late 2017.

**Kevin Collier**  
**Spaces and Places Consultant**

## **MACKENZIE DISTRICT COUNCIL**

**REPORT TO:** ASSETS AND SERVICES COMMITTEE  
**SUBJECT:** TWIZEL EARLY LEARNING CENTRE REQUEST FOR LAND  
**MEETING DATE:** 30 AUGUST 2016  
**REF:**  
**FROM:** GARTH NIXON COMMUNITY FACILITIES MANAGER

### **PURPOSE OF REPORT:**

To consider the request from the Twizel Early Learning Centre to use REC A Zoned land on Glen Lyon Road Twizel to build the new Twizel Early Learning Centre

### **STAFF RECOMMENDATIONS:**

1. That the report be received.
2. Council should approve of the use of this land to establish a new TELC.
3. That the intention to use this land though a lease be notified in the Long Term Plan or be included in any interim special consultative procedure.
4. That the TELC meet all costs associated with the servicing lease and subdivision.
5. That final lease be on a peppercorn basis.

**GARTH NIXON**  
**COMMUNITY FACILITIES MANAGER**



**ATTACHMENTS:**

Letter to Council regarding the Glen Lyon Road site.

**BACKGROUND:**

The Twizel Early Learning Centre (TELC) is a not for profit organisation who currently operates out of a Council owned building in Market place Twizel. The nature of the current lease is effectively a ground rental and they are responsible for the maintenance and upkeep of the building. The current building is on village centre zoned land and potentially creates further commercial opportunities within the town.

In October last year the Twizel Community Board considered a request from the TELC to investigate the use of Rec A zoned land on Glen Lyon Road.

The Board supported this request and Council in turn considered this matter.

The Assets and Services Committee at their meeting on 15 October 2015 commented that: *“The Councillors generally approved of using the land but requested more details. Garth Nixon will continue to progress this issue and come back to Council with a further report.”*

As per the letter the TELC have confirmed that they wish to proceed with this site.

**POLICY STATUS:**

Councils Significant and Engagement Policy in relation to reserve land require consultation through the long term plan or a special consultative procedure.

**SIGNIFICANCE OF DECISION:**

Considered to be a significant under Councils Significant and Engagement Policy. The decision could see council be relinquishing control of an area of Reserve land.

All reserve land is considered to be a strategic asset and as such this proposal needs to be consulted on in the long term plan.

**ISSUES & OPTIONS:**

The issues revolves around how the land is provided to the TELC. Costs associated with that subdivision and how this is dealt with.

Option 1 Lease the land to Twizel Early Learning Centre

Option 2 Subdivide and sell the land to Twizel early learning centre

## **CONSIDERATIONS:**

### ***Legal***

Legal advice suggests a long term ground lease would be most appropriate. By providing a lease with favourable conditions and a reasonable term while still maintaining ownership of the underlying land.

### ***Financial***

Councils existing agreement with the TELC states that:

In the event of the lease being terminated by either party all improvements will be retained by the lessor. If the property is sold the monetary value of the improvements is recognised by MDC as community monies to be used for care and education of children.

There will be cost associated with survey and subdivision and servicing of this site as well as terminating power lines which end on this site. If Council is granting this land to the TELC then it would be appropriate that they meet these costs as they are already well supported by Council.

### ***Other***

Council has already indicated support for this proposal.

There are no impediments to using this land other than process and timing of the necessary consultation.

The TELC has undertaken a level of public consultation within the TELC community. The Zoning of this Rec A land is compatible with building of community facility type buildings.

Leasing land for any period greater than 35 year effectively creates a subdivision which would be required for the lease of that period or greater.

Leasing the land maintains a level of control over the site and what it is used for. In the event of the demise of the Twizel Early Learning Centre Council would still have control over the land.

The TELC would aim to fund this through a bank loan, funds derived from sale of the existing site and other fund raising. The difficulty they face at this point is not having a site confirmed that they may plan for and use to promote their cause.

## **ASSESSMENT OF OPTIONS:**

Subdivision of this site is inevitable if the TELC are to use this site.

The most economical option for TELC would be to lease the site meeting costs of subdivision and servicing.

## **CONCLUSION:**

Council should approve of the use of this land to establish a new TELC.

That the intention to use this land through a lease be notified in the Long Term Plan or be included in any interim special consultative procedure.

That the TELC meet all costs associated with the servicing lease and subdivision.

That the lease final lease be on a peppercorn basis.



20<sup>th</sup> May 2016

*[Handwritten signature]*  
10 JUN 2016

Dear Wayne/Claire,

Back in 2014 the Board of Twizel Early Learning Centre (TELC), wrote to you to request assistance in finding a suitable piece of land upon which to expand our service size. We are now hoping to continue that assistance as we propose a specific parcel of land for your consideration.

To recap, we are constantly assessing community needs and, in the recent past, have extended our opening hours and remained open during traditional shut-down periods in response to demand. Both these changes have been met with enthusiasm and are well supported by the community.

One of our fastest growing areas of demand is in the Under 2 age group. As we are still the only early childhood centre offering work friendly hours and care for Under 2's, we have had to become creative with our space in order to accommodate the increased numbers in this age group.

We are now licensed for 12 Under 2 children (although we can still only take 7 babies due to our space restrictions). We have, through additional staffing, created an extra space within the over 2 area for children who are no longer infants but are too little to be in with the general populace. This has allowed us to enroll up to 5 more Under 2 children which has relieved some of the pressure in that space. However, considering that our centre services both Omarama and Aoraki as well as Twizel, Under 2 care is very under-represented for the area.

With that in mind we are continuing to investigate building a new purpose built centre which can accommodate 3 or 4 age groups as well as an increased overall roll. We are aware that Twizel is a growing town and we wish to do everything we can to make it an attractive place for people to move to and bring up their families. Looking to the near future, we will be unable to accommodate many of the working parents in Twizel if we are unable to find a solution to our lack of space. This may inhibit the attraction of new families to our area, and therefore limit growth opportunities for our town.

We have recently extended our boundary to incorporate an additional 6 metres of Ministry of Education land and this has certainly helped create more outdoor space for our tamariki to play in. This has allowed us to ensure we are meeting current MoE requirements with regard to space allocations per child. As this industry grows these regulations continue to tighten and a future concern of ours is that we will become unable to cater for the number we are currently licensed for. We are also aware that OHS and Food Safety regulations are tightening and our current building may require significant changes in order to adhere to these. We feel that we have exhausted our ability to be creative with the space we do have and, looking forward, we feel a larger building would be the best way of future proofing for ourselves and Twizel as a whole.

As you know, TELC currently operates as a not for profit charity, and occupies a site owned by the Mackenzie District Council on a peppercorn lease. With no option for any further expansion on our current site, we propose that we build upon the site on Glen Lyon Rd (map attached).

**Non Profit Community Based ECE Provider**

Under 2's and Over 2's. 20 ECE Hours.

P 03 435 0640 | M 021 0843 2995 | E admin@twizeearlylearning.org.nz

[www.twizeearlylearningcentre.co.nz](http://www.twizeearlylearningcentre.co.nz)

After much consultation, with our TELC community, the Community Board, the wider public and yourselves, we believe that the site proposed is the most likely to meet all requirements. It is not encroaching on residential development, does not inhibit any viewing corridors and is large enough to allow for the expansion we require. We also feel it would be a promotable attraction for newcomers to the area – an early learning centre with a rural aspect.

To that end we request permission to use the proposed site for our new centre.

Yours Sincerely,



Rae Coburn – Chair



Lou Ochsner - Secretary

On behalf of TELC Inc Board

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