

Agenda

Westport Flood Resilience Steering Group Meeting 6

Date:	17 th November 2023	Time: 10:00am – 12 noon
Location:	West Coast Regional Council Offices, 388 Main South Road, Paroa, Greymouth https://wcrc-nz.zoom.us/j/6209432279?pwd=VnJYQjFTT2J1eFhzNm5URIV1S3hnUT09 Meeting ID: 620 943 2279 Passcode: 753982	
Members:	Mike Mendonça (Chair) Peter Haddock, Chair, WCRC Brett Cummings, Deputy Chair WCRC Mayor Jamie Cleine, Mayor, BDC Francois Tumahai, Ngati Waewae	Darryl Lew, CEO, WCRC Steve Gibling, CEO, BDC Paul Barker, DIA Suzy Paisley, NEMA
In Attendance:	Monica Rogers, DIA Peter Blackwood, WCRC Shanti Morgan, WCRC Paul Zaanen, BDC	Clare Brown, WCRC Penny Bicknell Fiona Thomson, WCRC
Apologies:	Deputy Mayor Andrew Basher, BDC	Simon Chambers, NEMA

No	Item		Lead	
1	Welcome		Chair	5m
2	Apologies		Chair	
3	Declarations of interest		Chair	
4	Minutes (previously confirmed)		Chair	
5	Status report	Report	Penny Bicknell	5m
6	Programme risk register	Report	Penny Bicknell	10m
7	Update: DIA	Discussion	DIA	10m
8	Strategic communications	Report	Chair	15m
9	Update: WCRC <ul style="list-style-type: none"> • Organs Island • Quick wins • CDEM • Enhanced flood way update • Flood scheme programme & cashflow 	Presentation	Shanti Morgan Peter Blackwood Claire Brown Fiona Thomson Peter Blackwood	30m
10	Aligning drawdowns, construction programme, Govt funding requirements	Discussion	Paul Barker	15m
11	Local Adaptation Planning update: <ul style="list-style-type: none"> • Terms of Reference Working Group • Master planning update 	Report	Steve Gibling	15m
12	Communications and engagement from this meeting	Discussion		15m
13	Next meeting		Chair	
14	Closure		Chair	

Resilient Westport Steering Group
Minutes
Thursday, 28th September 2023 11.15am – 12.30pm

Present:

Mike Mendonça, Chair

Peter Haddock, Chair WCRC

Mayor Jamie Cleine, BDC

Deputy Mayor Andrew Basher, BDC

Caroline Dumas, DIA

Steve Gibling, CEO, BDC

Darryl Lew, CEO, WCRC

Paul Barker, DIA

Simon Chambers, NEMA

In Attendance:

Daniel Bellam, DIA

Nic Costley, WCRC

Peter Blackwood, WCRC

Paul Zaanen

Sam Scott, WCRC

Penny Bicknell

Graeme Campbell

Mark Healy

1. Welcome and Introduction

The Chair welcomed Steering Group members.

2. Apologies

Apologies were accepted from Francois Tumahai, Ngāti Waewae and Brett Cummings, Deputy Chair WCRC.

3. Declaration of interest

There were no declarations of interest for matters on the agenda.

4. Confirmation of Minutes

The Minutes from the previous meeting (25th August) were confirmed.

5. Status report

The Steering Group **noted** the draft status report, and that the format would be matured and developed as the programme progresses.

6. Programme Risk Register

The Steering Group:

- **Endorsed** the draft framework proposed.
- **Approved** the detailed risk and treatments described.

In addition, the Steering Group requested that the following risks be added to the register:

- The potential for cost escalation as the programme progresses.
- Delay in Government formation post-election impacting on Ministerial decision making for the programme.
- Failure to attain multi-agency buy-in and alignment with the Buller adaptation plan.

[The updated risk register is appended to these minutes].

7. Update: design reconciliation report

The Steering Group:

- **Noted** that the report writers are confident that the concept design for the structural solutions described in the business case is sound and that the identified issues have been identified and can be addressed through the refinement of the design in the preliminary design, consent and procurement phases accompanied by a risk register.
- **Endorsed** the report as the basis of advice to Ministers for the drawdown of funds for structural flood protection.
- **Noted** that BDC and WCRC intend to write to the incoming Minister of Local Government and Minister of Finance outlining the Resilient Westport programme, and seeking support for timely drawdown of funds.

8. Strategic communications and engagement: approach and resourcing

The Steering Group:

- **Endorsed** the proposed work programme.
- **Endorsed** the request to allocate \$15,000 from the Secretariat funding allocation to engage a selected Communication and Engagement Specialist to provide a high-level communication and engagement strategy.
- **Notes** that the CEOs of BDC and WCRC are delegated to engage a suitable contractor.

9. Communications and Engagement from this meeting

No specific media releases are planned from this meeting. Upcoming media releases include:

- WCRC is planning a release about the design reconciliation report.
- BDC has recently released about its funding agreement with DIA and details of the working relationship with Independent Chair.

10. Next meeting

The Steering Group agreed to meet again on 17th November, most likely at West Coast Regional Council offices in Greymouth.

The meeting closed at 12:30pm

Resilient Westport Steering Group

Title: Status Report

Date: 13th November 2023

Principal Author:

Authorised by: Mike Mendonça, Steering Group Chair

Purpose

To provide the Steering Group with a snapshot of progress with the overall programme.

Recommendations

It is recommended that the Westport Flood Resilient Steering Group:

- **Notes** the draft status report.

Background

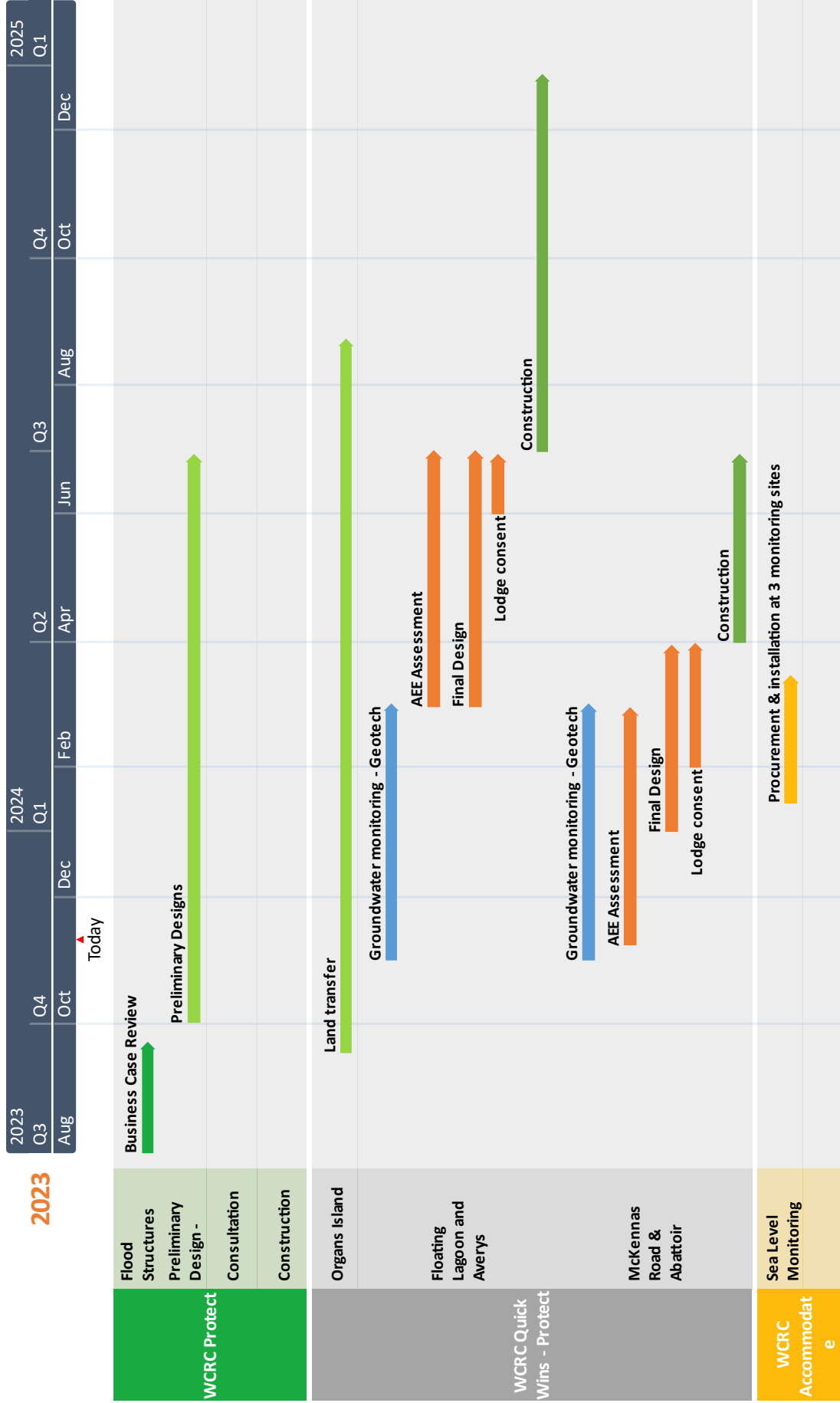
The Resilient Westport Steering Group is responsible for requesting reports and information to ensure the Steering Group has adequate visibility to make decisions, monitor performance and provide direction. A high level programme status report has been developed for this purpose.

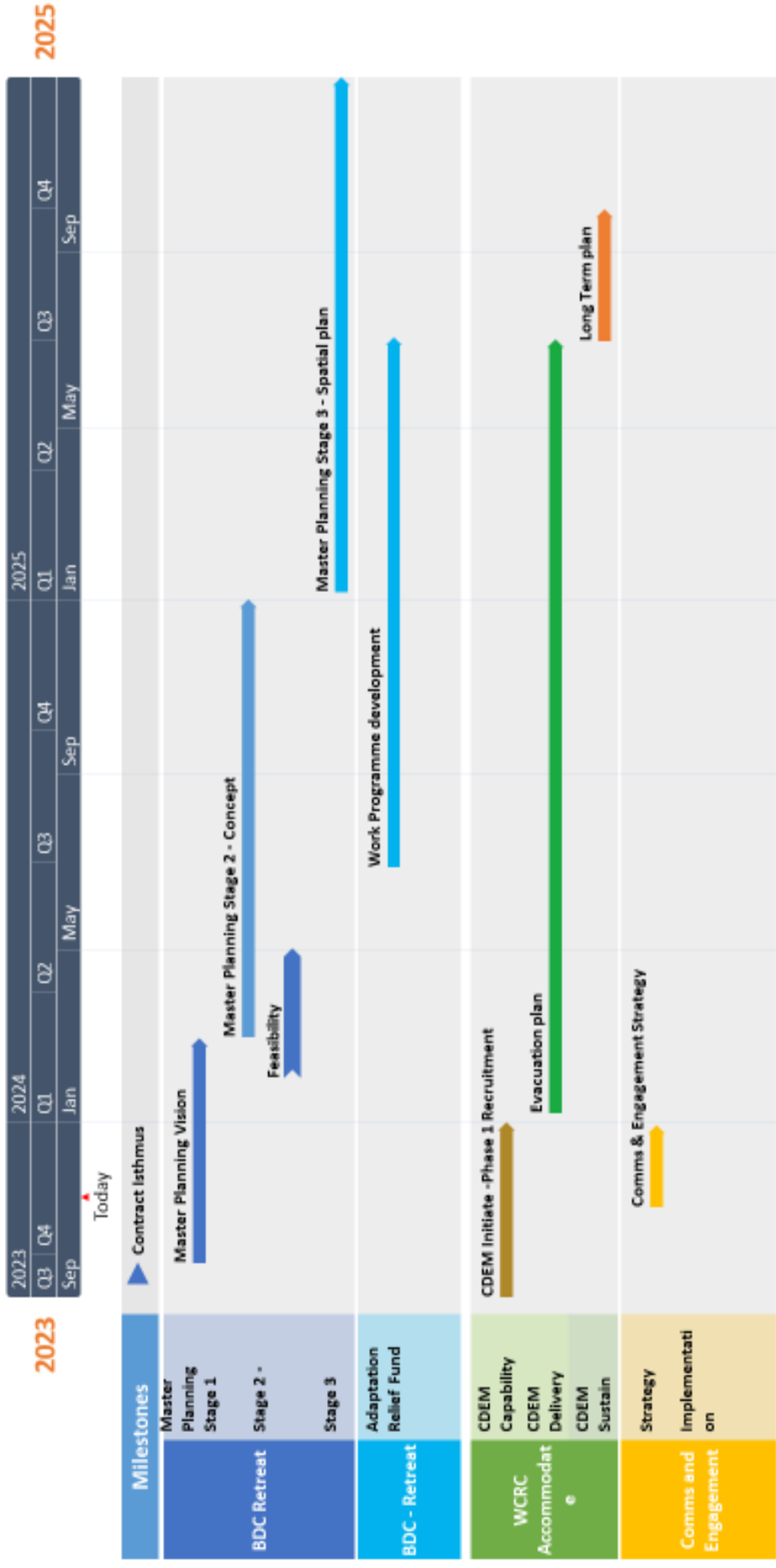
Attachment

Status Report

2023

2025





Resilient Westport Steering Group

Title: Programme Risk Register

Date: 17 November 2023

Principal Author:

Authorised by: Mike Mendonça, Steering Group Chair

Purpose

To provide the Steering Group with a summary of current programme risks and their mitigation.

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Notes** the draft risk register attached.
- **Approves** the detailed risk and treatments described.

Background

BDC and WCRC conducted a risk workshop on 19th October 2023, and further developed the risk register which is attached.

Attachment

Draft Risk Register

Risk ID	Risk Name	Risk (Event & Result) Description	Risk Type	Date Raised (dd/mm/yy)	Raised By	Likelihood (Initial)	Impact (Initial)	Initial Risk Rating	Mitigation Description	Likelihood (Residual)	Impact (Residual)	Residual Risk Rating	Mitigation Action Owner	Mitigation Action Due Date	Progress Update Log	Next Review Date
Rw001	Steering Group parties unable to agree	If Steering Group members are unable to reach agreement on key decisions, public support is likely to erode	Scope	24 Sep 2023	Steering Group Chair	Unlikely	Major	High (10)	Clear agreed terms of reference Principles of engagement agreed No surprises policy All media releases via Chair	Unlikely	Minor	Low (2)	RWSG Chair	30 Jun 2023		
Rw002	Public frustration at inaction	If the general public perceives that progress is too slow, people may take their own action and confidence in the Steering Group will be undermined	Schedule	24 Sep 2023	Steering Group Chair	Likely	Major	High (12)	Communications and engagement plan that ensures easily available and up to date science and evidence Public access to Steering Group reports and papers	Likely	Major	High (12)	All RWSG members	30 Jun 2023		
Rw003	Further flooding or other natural disaster	If there is another extreme weather event, or other natural hazard while the Steering Group is determining the way forward, there is likely to be substantial psycho-social impact and re-orientation, with possible insurance withdrawal	Health & Safety	21 Sep 2023	BDC WCRC	Likely	Severe	Extreme (14)	Early warning and communication of risk Short term measures activated	Unlikely	Moderate	Medium (6)	Councils	30 Jun 2023		
Rw004	Integration of stormwater systems	If the flood bank is not integrated with the stormwater system, the integrity of the programme may become compromised. This could be exacerbated if 3w reforms do not proceed as currently legislated	Benefits	21 Sep 2023	BDC WCRC	Unlikely	Major	High (10)	Integrated planning between WCRC and BDC BDC sufficiently resourced for SW	Unlikely	Moderate	Medium (6)	Councils	TBC		
Rw005	Operating costs of managing assets	The addition of new assets will have an operating cost that will put pressure on the community	Budget	21 Sep 2023	BDC WCRC	Likely	Major	High (12)	Advice to Councils and RWSG to be supported by analysis that indicates likely impact on rates	Likely	Major	High (12)	Councils	28 Sep 2023		
Rw006	Delay in Government decisions	If Ministerial decisions are delayed, the programme progress may slip	Schedule	24 Sep 2023	DIA	Likely	Major	High (12)	Drawdowns progressed as early as possible Early engagement with Ministers post election	Likely	Major	High (12)	DIA	14 Oct 2023		
Rw007	Masterplanning - delays	If masterplanning takes significantly longer than expected, dependent projects may drift resulting in inaction	Schedule	24 Sep 2023	Steering Group Chair	Unlikely	Major	High (10)	Project plan with clear milestones Significant community engagement	Unlikely	Major	High (10)	BDC	TBC		
Rw008	Masterplanning - community engagement	If masterplanning does not bring the community along, a large portion of the work programme is unlikely to proceed	Resource	04 Sep 2023	BDC	Likely	Severe	Extreme (14)	High level engagement strategy to be commissioned which will assist in understanding budget requirements for engagement	Likely	Severe	Extreme (14)	BDC	TBC		
Rw009	Increase in costs of flood bank structures	If the overall costs of the structures have increased from the costings in the Business Case, there may not be enough funds to deliver the scope	Budget	28 Sep 2023	WCRC	Likely	Major	High (12)	Preliminary designs will assist in understanding costs and mitigations	Likely	Major	High (12)	WCRC	TBC		
Rw010	Construction timeline v. funding	The Govt drawdown is currently set at 2 years, whereas the timeline for construction is estimated at 4 years	Budget	28 Sep 2023	DIA	Likely	Moderate	Medium (7)	DIA vote fiscal management will be required to ensure the funding allocation is available	Likely	Moderate	Medium (7)	DIA	TBC		
Rw011	Masterplanning - multi agency alignment	If alignment between agencies is not reached, additional funding may not be forthcoming and the scope may need to be reduced	Scope	28 Sep 2023	BDC	Likely	Major	High (12)	Work collaboratively with multi agencies to agree deliverables, scope and tools for funding	Likely	Major	High (12)	BDC	TBC		
Rw012	Shortage and loss of staff	If there is a shortage of skilled staff or Contractors or Councils lose staff, this could delay completion of elements of the programme	Resource	19 Oct 2023	BDC/WCRC working group	Likely	Major	High (12)	Good documentation of progress reporting and handover to new staff/contractors	Likely	Moderate	Medium (7)	BDC/WCRC	TBC		
Rw013	Alignment of local teams	If local teams are not aligned and lack coordination in working together across the programme, this could cause delays and unnecessary expense	Schedule	19 Oct 2023	BDC/WCRC working group	Likely	Moderate	Medium (7)	Good communication between the teams to understand how the projects inter-relate and how the teams can collaborate to ensure the best outcomes	Unlikely	Minor	Low (2)	BDC/WCRC	TBC		
Rw014	Legislative changes and Govt/Ministerial changes	Legislative changes and Government/Ministerial changes could slow down the programme	Schedule	19 Oct 2023	BDC/WCRC working group	Likely	Moderate	Medium (7)	Setting up the x-agency steering group will assist in understanding and mitigating any changes	Unlikely	Moderate	Medium (6)	BDC/WCRC	TBC		
Rw015	Building development in flood risk areas	Continued building development in flood prone areas prior to any legislative changes will continue to put new home owners in the community at risk	Regulation & Compliance	19 Oct 2023	BDC/WCRC working group	Likely	Severe	Extreme (14)	Councils are unable to prevent development under the current legislation	Likely	Severe	Extreme (14)	BDC/WCRC	TBC		

Resilient Westport Steering Group

Title: Resilient Westport – Communication and Engagement Strategies

Date: 17 November 2023

Principal Author: Penny Bicknell, Programme Manager

Authorised by: Steve Gibling, CEO Buller District Council

Purpose

To provide the Resilient Westport Steering Group with an update on the engagement of a specialist to complete a Communication and Engagement Strategy that was endorsed in the 28 September 2023 meeting.

Recommendations

1. It is recommended that the Resilient Westport Steering Group:
 - **Notes** the update provided
 - **Discuss** the sources of funding for the implementation of the plan.

Background

At a previous meeting of the Steering Group, the group noted the need to proactively communicate with the community particularly on progress with the programme. The Group also noted the need for reconsideration of governance and engagement costs within the overall programme budget to account for a more active and higher profile communication/engagement strategy.

At the September meeting, the group endorsed a drawdown of \$15,000 to engage a Communication and Engagement Specialist to provide a high-level communication and engagement strategy across both Councils and delegated authority to the Chief Executives of both Councils to appoint a specialist to deliver the Strategy document.

Specialist Engagement

BDC requested proposals from three specialists to undertake the work. On behalf of both Councils, BDC have engaged Lee Harris of Tui Hill Contracting to prepare the Communications and Engagement Strategy.

Lee Harris is a Buller resident with expert specialist experience in developing Communication and Engagement Strategies and Plans for West Coast organisations. Lee has extensive experience, including working for the Canterbury Earthquake Recovery Authority, Recovery Communications for the Tararua Cyclone Gabrielle Recovery team and she managed communications for Pike River Recovery Agency.

Work Programme

BDC and WCRC need a high-level Communication and Engagement Strategy for the Resilient Westport programme that will weave together synergistic and concurrent work packages across several agencies involved in the recovery and resilience planning for the future of Westport.

The Councils also need to ensure that engagement on other Council work outside the Resilient Westport programme dovetails with key engagement plans for the community.

The primary focus of the Communication and Engagement Strategy is the Resilient Westport Programme, in partnership with Business-as-Usual which will need to be acknowledged, and workplans dovetailed, to ensure success of both.

The five tranches of work to consider through the strategy and action plan include:

1. **Resilient Westport Programme**
2. **Special Projects/Crown interventions since flood events**
3. **Master Planning**
4. **Climate Change Adaptation**
5. **Business as Usual activity**

Scheduling of communication and engagement actions will include WCRC and BDC LTP consultation, general community engagement and specific property owner engagement on the flood protection scheme, formal consultation under the RMA for consenting, engagement on master planning and the local adaptation plan as well as BAU engagement.

This piece of the Resilient Westport Strategy and Plan requires tactful conversations and an ability to programme multiple strands of work into a calendar that satisfies all the communication and engagement requirements. It's important the people of Westport understand their opportunities for engagement in each of the strands and know where to get information or ask questions.

It will also be important to ensure there is good internal understanding of the strands within both councils (staff and their elected representatives). This can be achieved by providing regular updates and key messages to staff and elected representatives through existing reporting channels via the Chief Executives.

Outcomes

The purpose of this proposed strategy and plan is to clearly map the ways and means to engage effectively with the local community in Westport, informing and educating them about the various workstreams. The aim is to address community frustration, facilitate understanding and ownership of the work programmes and assist in gaining participation in workstreams.

- The plan will focus on a 'one stop shop' approach to engaging with the Westport community.
- The community will see all stakeholders as working to solve this complex set of issues on their behalf. They may not agree with all the actions, but they will understand what's happening.
- Other outcomes which are underway and will also form background to the Communications and Engagement Strategy include supporting WCRC's presence in Buller, with a "shopfront" in Westport – an engagement hub. WCRC needs to be seen as interested and engaged in Westport matters, and as a trusted partner and leader in the management of the Resilient Westport project.

The strategy will need to meet the LGA requirements, clearly articulate methodology and timing, and interweave workstreams to provide a meaningful engagement opportunity for the Westport community.

The Communications and Engagement Strategy and Plan will include:

- Background and articulation of issues/challenges
- Findings from research
- Audiences defined

- Objectives defined
- Strategy for communications and engagement defined
- Key messages
- Advice on best channels for engagement with different audiences
- Tactics schedule, including timeframes and responsibilities
- Indicative costs for implementation with supplier lists (prioritising Buller suppliers where possible)
- Reputation / communication risks and mitigations
- Evaluation measures
- Next Steps

It is proposed that the Strategy document be completed by the end of December 2023 (subject to availability of stakeholders for the Specialist to contact and interview). The Working Group should consider before then how the implementation of this strategy and its plan will be funded from within the allocated budgets.

Resilient Westport Steering Group

Title: Resilient Westport – Cross-agency working group

Date: 17 November 2023

Principal Author: Penny Bicknell, Programme Manager

Authorised by: Steve Gibling, CEO Buller District Council

Purpose

To provide the Resilient Westport Steering Group with an update on the next steps as a result of the briefing to Government agencies in Wellington on 28 September 2023

Recommendations

It is recommended that the Resilient Westport Steering Group:

- **Notes** the update provided.
- **Endorses** the requirement for a cross agency working group to assist in the development of Westport's Master Planning and Local adaptation plan.
- **Notes** the direct connection to the Resilient Westport Steering Group Master Planning work programme

Background

On 28 September a delegation from Buller District Council (BDC) and West Coast Regional Council (WCRC) held a briefing in Wellington with cross government agency officials hosted by the Department of Internal Affairs (DIA).

The briefing was well received and covered the following primary topics for discussion:

- Local Adaptation Planning - update on current workstreams
- Pending workstreams
- Potential usage of current legislation
 - Urban Development Act 2020
 - Specifically, a Specified Development Project
 - Infrastructure Funding and Financing Act 2020
 - Land Development Programme
- National Adaptation Plan (RMA reform)
 - Local Adaptation Planning
 - Case Study approach to the NAP
- Multi Tool Business Case
 - Workstream update
 - Considerations + Constraints
- Participation of relevant crown agencies in next steps of resilience for Westport

The key 'asks' for the day were:

- Complementary interventions, agency participation, innovation and continuing partnership and collaboration as shown to date
- Resourcing assistance
- A Case Study approach to the National Adaptation Plan (NAP)

- Briefing to Incoming Ministers (BIMS) that reflects the need and also the significant opportunities.

Follow up

In a follow up letter, the Councils requested each agency to delegate an appropriate person to the working group to assist in overseeing and participating in the development of a Local Adaptation Plan for Westport.

Terms of Reference are being developed for discussion at the first working group meeting to be held on 23rd November 2023.

Purpose and Objective of Cross Agency Working Group

Purpose. This group is not envisaged to be a Governance group.

It is being formed as a master planning working group to assist the BDC team to develop the LAP for Westport, recognising that there is significant expertise in each of the Government Departments to assist.

The group will bring an integrated, collaborative multi-agency approach to the master planning.

Regular updates on the progress of the working group will be given to the Resilient Westport Steering Group as part of the broader progress report on the Master Planning workstream.

Objective. Working together to deliver a Local Adaptation Plan (LAP) for Westport.

How does the Group work together?

- Through sharing of information and collaboration
- By acting as champions/ambassadors for our respective organisations
- By adding different perspectives from experiences and lessons learned across the country
- By leveraging resource/expertise in an agency through taking ownership for areas of a work programme

Some of the questions that will be put to the group:

- What are the principles to inform the right tools to enable this to happen?
- What are the range of tools available?
- What new tools may be required?

An agenda and draft terms of reference will be sent out prior to the online meeting on 23rd November.

Resilient Westport Steering Group

Title: Resilient Westport – Master Planning - Update

Date: 17 November 2023

Principal Author: Penny Bicknell, Programme Manager

Authorised by: Steve Gibling, CEO Buller District Council

Purpose

To provide the Resilient Westport Steering Group with an update on the Master Planning workstream for the greater Westport area.

Recommendations

2. It is recommended that the Resilient Westport Steering Group:

- **Notes** the update provided.
- **Endorses** expenditure for a subject matter expert to be engaged for Stage one of the Master planning work from the approved \$0.5m funding for the stage 2 development plan.

Background

Buller District Council allocated funding from the Better Off Fund to initiate Master Planning for the Greater Westport area. Since then further funding has been allocated via the Multi Tool Business Case for a Resilient Westport creating a two stage approach where stage one is funded via the Better Off Funding allocation, while stage Two will be funded via the Multi Tool Business Case.

The intention of the Master Planning is to create a holistic plan that addresses the Wellbeing's and provides a development pathway for the growth and adaptation of Westport.

The Planning Framework has been designed to align with the PARA framework, the Multi Tool Business case and the National Adaptation Plan and RMA reform.

Specialist Engagement

The Buller District Council has appointed the Isthmus Group via an invited Tender Process.

The Request for Proposal is attached as Enclosure 1 – in commercial confidence, this has been provided to the steering group to provide an overview of all elements of the Master Planning process, the response to tender has been attached as Enclosure 2 – commercial in confidence.

The Isthmus Group specialises in Master Planning and brings a multi-disciplinary team of urban designers, architects as well as strategic alliances with Civil Engineers, and Multi Hazard teams.

Update

The Isthmus Group began work on the completion of contract negotiations in October 2023, with completion of Stage one expected in February 2024.

The first site meeting was held on the week of the 30th October, with the Isthmus Group hosting a workshop with Buller District Council governance and SLT.

Further to this Isthmus Group has been engaging with relevant staff and Stakeholders in the Westport District.

The establishment of a Stakeholder Group in Westport has been requested via the Isthmus Group and is supported by Staff and the Communication and Engagement Specialist, which is the subject of a further paper to Buller District Council for approval.

Two further site visits will occur prior to Christmas, with key stakeholders identified and concurrent workstreams being enabled.

Upon completion of Stage One there will be a clear gateway prior to the enablement of Stage Two (funded via the Multi Tool Business Case).

Stage two of the work programme engages with subject matter experts, however, a request has been made by the Isthmus Group to the Programme Manager to bring forward to stage one for the appointment of a Subject Matter Expert (Land River Sea – Matt Gardner) in order to test the 'Fatal Flaws' and ensure that this early stage of work is aligned with the hazard scape and constraints. The recommendation of staff is that this is supported to enable the planning to proceed.

Enclosure 1. Request for Proposal

Enclosure 2. Isthmus response to Request for Proposal (provided in separate file)

Request for Proposal (RFP)

Better Off Funding Master Planning Services

Buller District Council
Better Off Funding – Master
Planning Services ref: 23/24/02

RFP released: 28th July 2023
Deadline for Questions: 11th August 2023
Deadline for Proposals: 12:00, 25th August 2023

Buller District Council
www.bullerdc.govt.nz 6-8
Brougham Street
Westport

The opportunity

This RFP is issued by Buller District Council referred to below as “the Buyer” or “we” or “us”.

In planning the region’s long-term recovery, Buller District Council (BDC) is facilitating and encouraging long term growth in areas outside of its flood-prone areas. BDC has secured funding through the DIA’s ‘Better Off Support Package’ to initiate a Master Planning exercise; the intent is to identify potential areas for long-term development and to develop a holistic and staged plan that will allow and ensure that Westport has an appropriately planned area to enable managed retreat over a period of time.

The Alma Road catchment area to the west (true south) of the Buller River has been identified as an appropriate area for residential development and re-zoning. The Te Tai o Poutini Plan (TTPP) clearly articulates a significant expansion of Residential zoning in this area.

Westport and the Buller region were impacted by significant flooding in July 2021 and February 2022. The flooding extensively damaged houses in Westport and infrastructure across the Buller region. The flood events of 2021 and 2022 have added impetus to the TTPP Master Planning concept and idea, and a temporary village has already been constructed in response to the needs of parties displaced by the flood events. Subsequent hazard analysis has indicated that the timeline for adopting the TTPP needs to be shorter than previously envisaged.

BDC has allocated an initial sum from the DIA funding to initiate Stage One “The Vision Plan” of a Master Planning exercise for the Alma Road area; the purpose being to mitigate concerns that without a holistic master plan, ad hoc development will be allowed to occur. The scope of Stage One is further defined in Section 2 of this plan but includes multi-hazard resilience and climate change adaptation, which is an enabler to development in areas with mitigatable risks.

The intention of the Master Plan is to ensure that a holistic and staged plan is produced that will allow growth in areas outside of hazard landscape – further to this the intention is also to ensure that Westport has an appropriately planned area to enable managed retreat over a period of time/circumstance.

DIA has allocated a further sum via the Multi Tool Business Case to expediate detailed master planning once Stage One is complete.

Stage Two will seek to develop and assess options and to develop the Vision Plan into a Concept Plan; this will comprise a feasibility study that considers geotechnical, Natural Hazard/Risk identification and/or mitigation, and provides a bulk and location plan for the relevant zoned areas (Commercial, Recreational, Industrial and Residential). Stage Two may or may not be included within this engagement, depending on the outcomes and acceptability of Stage One.

Alongside this exercise, through separate projects funded by the Infrastructure Acceleration Fund (IAF), BDC is providing trunk line infrastructure to allow densification in the proposed residential zone.

A robust Master Plan is also a pre-requisite for securing a Housing Outcome Agreement between landowners/developers & Kainga Ora and Buller District Council (essentially a commitment from the private sector to develop housing) which in turn will assist in accessing a second tranche of IAF funding.

The reasons and rationale for developing a master plan for the Alma Road catchment area are many and varied.

There is an expectation that the planning required will not be constrained to only the TTPP re-zoned areas, being aware of Westport and Carters Beach as they currently stand will be a crucial consideration.

Commercial in Confidence

The planning areas are best described as being bordered by Orowaiti River (East), 'The Cross Roads' (South), Tasman Sea (North) and Wilsons Lead Road (West). Please see figure 1 below.

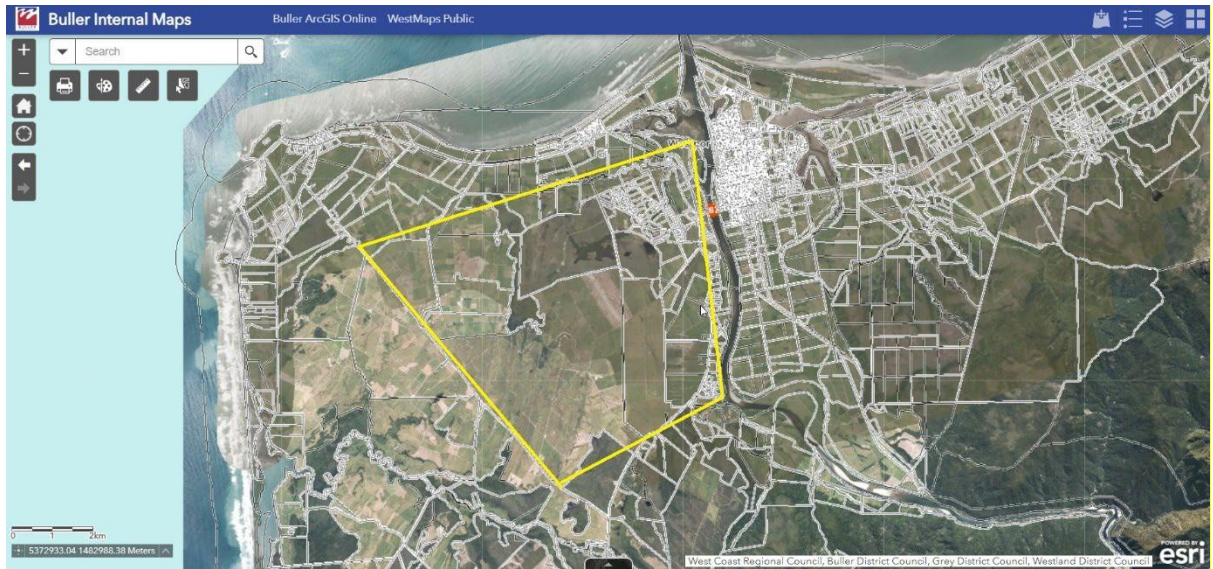


Figure 1 – Planning Areas

The Te Tai o Poutini Plan (TTPP) clearly articulates a significant expansion of Residential zoning in the area (see figure 2 below).



Figure 2 – Te Tai o Poutini Plan Zoning

Alongside this procurement, BDC's IAF application provides trunk line infrastructure to allow densification in the proposed residential zone. The new residential zoning must be considered within the context of the Master Planning engagement.

There is a concern that without a holistic master plan ad hoc development will occur.

In addition to the needs above, there is also a requirement to consider multi hazard resilience, climate change adaptation, and encouraging development in areas with mitigatable risks.

What we need

BDC wishes to procure an appropriately experienced design consultant to undertake Master Planning at concept level, through a closed invited tender process.

This RFP relates to the purchase of design and master planning services to progress Stage One of the Master Plan – that is the development of the Vision Plan - a high-level plan which sets the direction for future Stages Two and Three.

The objective of this scope of works is to enable a staged Master Planning to occur, one that takes into account the funding allowances for each stage. The overarching objective of the entire project is to develop a full town Master Plan for Westport.

We are seeking to appoint a suitably capable and experienced consultancy to undertake Stage One and have the capability to also complete Stage Two, of a Three stage Master planning process as below:

Stage One – Vision Plan

The Vision Plan will look to create a ‘blue sky’ vision of what a full-scale village development in the scope area will look like. This may also be a series of visions to ensure that optionality for growth, retreat etc are taken into account. Stages one and two will look to the area defined in figure 1 above.

Stage Two – Concept Plan

The Concept Plan will take the Vision Plan and seek to validate a chosen option by providing relevant SME works and reviews. This could be considered a bulk and location plan that showcases the relevant zoned areas (Commercial, Recreational, Industrial and Residential). Further to this the concept plan should seek to address preliminary considerations required in respect to Geotech suitability, Natural Hazard/Risk identification and/or mitigation.

Stage Two may or may not be included within this engagement, depending on the outcomes and acceptability of Stage One.

Stage Three – Developed Spatial Plan

This stage of the project will look to take the above workstreams and develop into a full town master plan. This stage will need to be highly cognisant of the significant amount of community engagement required and partner with any and all other interventions being mooted for Westport (e.g., MfE National Adaptation Plan etc)

The Master Plan in its entirety should take into account the scenarios whereby the full development may be realised, by this we mean that the development plan which will be implemented post Master Plan must be able to be implemented strategically as and when need dictates, i.e. under a best case scenario for Westport this may be a multi-generational shift, under a worst case this may have to occur in a much more accelerated fashion.

Stage Three will not form part of this engagement.

Overall Scope:

A full scope for all three intended stages is included in the Scoping Document in Appendix A.

The area defined as the 'Alma Road Catchment area' 2 is the primary planning focus for the Stage One Master Plan. The planning areas are best described as being bordered by Orowaiti River (East), 'The Cross Roads' (South), Tasman Sea (North) and Wilsons Lead Road (West).

The Vision Plan will look to create a 'blue sky' vision of what a full-scale village development in the scope area will look like – this may also be a series of visions to ensure that optionality for growth, retreat etc are taken into account.

Key considerations in developing the Master Plan will include:

- Westport's current residential and commercial opportunities and constraints,
- Climate Adaptation,
- Multi-hazards,
- The multi-tool business case,
- Other development areas in the region (e.g. Cape Foulwind)

There is an expectation that the master planning exercise will not be constrained to only the TTPP re-zoned areas, but will take cognisance and due consideration of the wider Westport and Carters Beach areas.

The masterplan for the Alma Road Catchment will:

- Provide a pathway for IAF funding tranche 2
- Showcase a development pathway based on a set of scenarios, these being:
 1. BAU growth for the region
 2. Policy/planning changes which expediate the development of residential and/or commercial offerings
 3. A significant event that requires immediate activation of the TTPP and other potential rezoned areas.
- The plan must clearly articulate locations for commercial, residential and community/recreation spaces
- Highlight staging of development over time, based on the three potential scenarios.

Stage One scope: (Vision Plan) – estimated delivery time 3 – 4 months.

Stage One will be primarily urban design focussed: this stage will essentially look to provide a high-level vision of ‘what could be’ and will set a direction of travel which will be validated (or not) by further stages.

The skill sets required will be primarily Urban Design expertise.

Stage Two scope: (Concept Plan) – estimated delivery time 6 - 8 months.

Stage Two will require the development of conceptual designs, bulk and location of zoning and preliminary geotechnical/multi hazards assessment/validation, in order to challenge and validate the Vision Plan from Stage One.

The skill sets required will include (but not be limited to) Urban Design, RMA Planners, Civil Engineering, and Geotechnical Engineering.

What we don't want

We do not wish to engage consultants that do not have Urban Design as a core capability or have not successfully completed similar projects for other Local Authorities.

We do not wish to engage consultants who cannot provide internally, or otherwise access, the full range of services required to deliver both Stage One and Stage Two.

What's important to us?

The Master Plan is of vital importance to the future development of the Buller Region and its long-term resilience to weather hazard events. BDC wishes to form a long-term strategic partnership with a supplier who understands the vision and who has the expertise and experience to progress and lead the Master Plan through its various stages.

The supplier will need to demonstrate cognisance and appreciation of the project's potential sensitivities, public interactions and perceptions, and its wider environmental impacts on the local and nearby communities.

Buller District Council (BDC) is looking for a credible Consultancy who has the capability, capacity and experience to deliver a cost-effective Stage One Master Plan, and dependent upon the outcomes of Stage One, who has the capability, capacity and experience to deliver Stage Two. Where consultants intend to engage sub-consultants to deliver the services required in Stage Two, the supplier will need to demonstrate previous successful relationships with the proposed sub-consultants.

Why should you bid?

This is a unique opportunity to participate in the first stages of an important master planning process that will shape the future of Westport. It is an opportunity to be part of influencing the future of Westport.

A bit about us

The Buller District Council is the territorial authority for the northern West Coast. Our goal is to promote the well-being of our local communities. We have a wide range of responsibilities under the Local Government Act.

Stretching from Punakaiki in the south to Karamea in the north, and inland as far as Springs Junction, the district is home to a population of just over 9,500.

Our district is unbeatable in its diversity; our 8,574 square kilometres boasts two national parks, one forest park, and two heritage areas, all offering the opportunity to experience peace and tranquillity or excitement and adventure.

With an enviable climate, laid-back lifestyle, and friendly community environment, the Buller District is a great place to live, work, and visit.

SECTION 1: Our Details

1.1 Context

- a. This Request for Proposals (RFP) is an invitation to submit a Proposal for the Master Planning Stage One – Better Off Funding opportunity.
- b. This RFP is a single-step procurement process.

1.2 Our timeline

Here is our timeline for this RFP (all are New Zealand times and dates):

Release of RFP to invited respondents	28 th July 2023
Deadline for Questions	12:00, 11 th August 2023
Deadline for us to answer questions	18 th August 2023
Deadline for Proposals	12:00, 25 th August 2023
Presentations by shortlisted Respondents (indicative)	4 th -8 th September 2023
Successful Respondent notified (indicative)	18 th September 2023
Expected start date of Contract (indicative)	25 th September 2023

1.3 How to contact us

- a. Contact us through our Point of Contact via email or the Government Electronic Tenders System (GETS).
- b. All queries relating to the RFP are to be raised through the GETS portal.
- c. Our Point of Contact for any other queries is as follows:

Name: Paul Zaanen

Title/role: Project Manager

Email address: Paul.Zaanen@bdc.govt.nz

1.4 Developing and submitting your Proposal

- a. This is a closed competitive tender process.
- b. Take time to read and understand the RFP.
- c. Take time to understand our Requirements. These are in SECTION 2: of this document.
- d. Take time to understand how your Proposal will be evaluated. See SECTION 3: of this document.
- e. For resources on tendering visit <https://www.procurement.govt.nz/suppliers-2/>
- f. If you have questions, ask our Point of Contact before the Deadline for Questions (see Section 1.2 above).
- g. Use the Response Form to submit your Proposal.
- h. Complete and sign the declaration at the end of the Response Form.
- i. Use the Pricing Schedule for your pricing information.
- j. Proposals are to be no larger than 30 pages and 20mb including appendices.
- k. Check you have provided all the necessary information in the correct format and order.
- l. Submit your Proposal before the Deadline for Proposals.

1.5 Address for submitting your Proposal

Submit your Proposal via GETS at www.gets.govt.nz

We will not accept Proposals sent by post or delivered to our office. Make sure you include all attachments and reference material.

Our RFP Terms a. Offer Validity Period

By submitting a Proposal, the Respondent agrees that their offer will remain open for 3 calendar months from the Deadline for Proposals.

b. RFP Terms

By submitting a proposal, the Respondent agrees to the RFP-Terms. Note, any breach of the RFP-Terms may result in exclusion of the respondent from further participation in the RFP process.

1.6 Later changes to the RFP or RFP process

- a. After publishing the RFP, if we need to change anything or provide additional information, we will let all Respondents know by contacting Respondents by email.

SECTION 2: Our Requirements

The Master Plan is of vital importance to the future development of the Buller Region and its long-term resilience to weather hazard events. BDC wishes to form a long-term strategic partnership with a supplier who understands the vision and who has the expertise and experience to progress and lead the Master Plan through its various stages.

The supplier will need to demonstrate cognisance and appreciation of the project's potential sensitivities, public interactions and perceptions, and its wider environmental impacts on the local and nearby communities.

The objective of Stage One is to provide an indicative Masterplan for the Alma Road Catchment which provides:

- A strategic master planning blueprint for the long-term sustainability of the Westport Community
- High level innovative urban design to enhance the Community's resilience to the natural hazardscape.
- Interconnection of new developments with existing township and infrastructure
- An opportunity for:
 - Revitalisation – to build a resilient and prosperous Community for future generations.
 - Environmental stewardship – protecting the values, beauty and ecology of Westport.
 - Engaging with the Community in the process to ensure they are on board for the journey.
- clear articulation of locations for commercial, residential and community/recreation spaces
- logical staging of the implementation of the development over time
- a showcase for an attractive and viable development pathway based on;
 - BAU growth for the region
 - Policy/planning changes which expediate the development of residential and/or commercial offerings
 - immediate activation of the TTPP and other potential re-zoned areas as a result of a significant event.
- a pathway for IAF funding tranche 2

We require that the successful respondent has the in-house capability to also undertake Stage Two if requested.

2.1 What we require from a Respondent:

a. Capability and track record

- Evidence of delivering similar master planning services.

Respondents are to give at least two examples of recent previous projects where master planning services have been provided. Examples shall be similar to the services required under this RFP.

Commercial in Confidence

- Demonstrate the ability to undertake both Stages One and Two, with a clear indication as to whether the resources used were in-house or external.

b. Capacity and Resources

We are seeking Respondents that can provide:

- Key Personnel. Provide a brief bio for all key personnel, with specific details relating to master planning and urban design.
- Details of any sub-contractors proposed to be used.
 - Any sub-contractors to be used should ideally have been engaged on the examples given within the “capability and track record” section of your response.

c. Methodology

Respondents shall provide a detailed methodology describing how they will approach and carry out the commission, for:

Stage One, and
Stage Two

Details shall be provided describing the urban design principles and considerations to be employed.

Details shall be provided describing the approach and engineering principles to be used in progressing and delivering Stage Two.

d. Price

A price is sought for the delivery of Stage One.

We are seeking Respondents that can demonstrate value for money in the delivery of Stage One.

Dependent on a favourable outcome from Stage One, and the release of further funding, the respondent may be afforded the opportunity to submit a price for the Stage Two works.

2.2 Other information

- a. Payment will be 20th of the month following receipt of an approved invoice before the end of the previous month.

2.3 Contract term

We expect that the Contract will commence on the 25th September 2023.

2.4 Key deliverables

Description	Indicative date for delivery
Stage One Master Plan and supporting documents	13 th November 2023

2.5 Other RFP documents

- a. RFP Response form.
- b. Pricing Schedule.
- c. Scoping Document

SECTION 3: Our Evaluation Approach

The Supplier Selection Method considered suitable for this Procurement is weighted attribute (weighted score) Value Add. Non-Price and Price elements will be evaluated separately.

Submissions shall be a single envelope one file) process. Scores for non-price and price attributes will be evaluated and moderated, with scores combined to give a total weighted score.

Each supplier must meet all of the following pre-conditions before its bid will be considered for evaluation on its merits.

Preconditions

1.	Supplier must hold current public liability insurance valued at \$10m.
2.	Supplier must hold current professional indemnity insurance valued at \$5m.
3.	Supplier must have demonstrated evidence of delivering an Urban Design Master Plan in New Zealand the last three years.
4.	Supplier must have demonstrated evidence of either internal resources or access to, and proven relationships with, external resources as required to deliver the full scope of Stage Two.

Having met all of the preconditions qualifying bids will be evaluated on their merits using the following evaluation criteria and weightings.

Evaluation criteria

Note that this model includes price as a weighted criterion.

Criterion	Weighting
Capability and Track Record	20%
<p>Respondents will be required to demonstrate the following:</p> <p>Evidence of delivering similar master planning services.</p> <p>Respondents are to give at least two examples of recent previous projects where town planning services have been provided. Examples shall be similar to the services required under this RFP.</p> <p>Demonstrate the ability to undertake both Stages One and Two, with a clear indication as to whether the resources used were in-house or external.</p> <p>Details shall include:</p> <ul style="list-style-type: none"> Project Name and Description Client (with referee contact details) Date the work was undertaken Value of commission Unique constraints and features Stakeholder engagement Areas of innovation Implementation phasing Ultimate outcomes Relevance to this engagement 	

<p>Capacity and Resources</p>	<p>20%</p>
<p>Respondents shall provide details of:</p> <ul style="list-style-type: none"> • Key Personnel. Provide a brief bio for all key personnel, with specific details relating to master planning and urban design • Details of any sub-contractors proposed to be used. • Any sub-contractors to be used should ideally have been engaged on the examples given within the “capability and track record” section of your response. <p>Full CV’s to be provided as an Appendix.</p>	
<p>Methodology</p>	<p>30%</p>
<p>Respondents shall provide a detailed methodology describing how they will approach and carry out the commission, for:</p> <p>Stage One, and Stage Two</p> <p>Details shall be provided describing the urban design principles and considerations to be employed. Details shall be provided describing the approach and engineering principles to be used in progressing and delivering Stage Two.</p> <p>The methodology should address, but not exhaustively: Westport’s current residential and commercial opportunities and constraints,</p> <ul style="list-style-type: none"> • Economic considerations • Innovative urban design approach, to enhance the Community’s resilience to the natural hazard-scape. • Long term Sustainability and Environmental considerations, • Interconnection of new developments with existing township and infrastructure • Climate Adaptation, • Multi-hazards (including weather events, sea-level rise) • Other development areas in the region (e.g. Cape Foulwind) • Opportunities for: <ul style="list-style-type: none"> ○ Revitalisation – to build a resilient and prosperous Community for future generations ○ Environmental stewardship – protecting the values, beauty and ecology of Westport 	

<ul style="list-style-type: none"> • Engaging with the Community in the process to ensure they are on board for the journey • Clear articulation of locations for commercial, residential and community/recreation spaces • Logical staging of the implementation of the development over time • BAU growth for the region • Broader Outcomes e.g. social, environmental, cultural or economic. • Approach to Planning and RMA (including strategies for zoning, consenting) • Engineering requirements (e.g. geotechnical, civil) • Expected / required inputs from Buller District Council 	
<p>Price</p>	<p>30%</p>
<ul style="list-style-type: none"> • Respondents shall provide a detailed breakdown of their proposed fee, including any assumptions and qualifications. • Respondents shall provide a schedule of hourly rates for all proposed personnel, for use in agreeing any future variations to the Stage One scope of works. 	

3.1 Evaluation model

The evaluation model is **weighted attribute**. Price is a weighted criterion. All Proposals that are capable of full delivery on time will be shortlisted. The Proposal that scores the highest will likely be selected as the Successful Respondent.

All Proposals that meet the pre-conditions are evaluated using the evaluation model. Scores will assist in deciding the Successful Respondent(s), but ultimately the decision will be based on which Proposal(s) we consider will provide the best overall public value.

We will use the “two-envelope” system to conduct evaluations. Respondents must provide all financial information relating to price, expenses and costs in a separate sealed envelope or soft copy file. The evaluation panel will score each Proposal according to the weighted criteria in Section 3.3 below, and then examine the financial information of each Proposal. The panel will assess which Proposals to shortlist based on the scores and the total costs over the whole-of-life Contract.

3.2 Broader Outcomes

We will evaluate Proposals which promote Broader Outcomes. These may be social, environmental, cultural or economic.

3.3 Price

If a Respondent offers a substantially lower price than other Proposals, we may make enquiries or require additional evidence to verify that the Respondent can meet all the Requirements and conditions of the Proposed Contract for the price quoted. Note: Any claims made about price must be clear, accurate and unambiguous. Prices must include or be clear about Goods and Services Tax (GST).

3.4 Due diligence

For shortlisted Respondents, we may:

- a. reference check the Respondent and any named personnel
- b. make other checks against the Respondent e.g. a search of the Companies Office or NZBN
- c. interview Respondents
- d. request Respondents make a presentation
- e. arrange site-visits
- f. inspect audited accounts for the last [number] financial years
- g. undertake a credit check
- h. undertake a Police check for all named personnel

SECTION 4: Pricing information

4.1 Pricing information provided by Respondents

- a. Respondents must use the Pricing Schedule provided.
- b. The Pricing Schedule must show a breakdown of all costs, fees, expenses and charges. It must also clearly state the total Contract price exclusive of GST.
- c. Where the price is based on fee rates, specify all rates, either hourly or daily or both as required.
- d. Respondents must show how they will manage risks and contingencies related to the delivery of the Requirements.
- e. Respondents must document all assumptions and dependencies that affect its pricing and/or the total cost to us. In other words, if the Respondent would expect us to pay more than the quoted price or estimate if particular assumptions or dependencies are not satisfied, the Respondent must call out those assumptions and dependencies.
- f. Respondents must tender prices in NZ\$. Unless otherwise agreed, we will arrange contractual payments in NZ\$.
- g. Respondents may submit a pricing approach that is different to the Pricing Schedule, however, the Respondent must also submit a Pricing Schedule that conforms.
- h. If two or more Respondents intend to submit a joint Proposal the Pricing Schedule must include all costs, fees, expenses and charges chargeable by all Respondents.

SECTION 5: Our Proposed Contract

5.1 Proposed Contract

The Proposed Contract that we intend to use for this procurement is a CCCS consultancy contract, unamended.

In submitting your Proposal you must let us know if you wish to question or negotiate any of the terms or conditions in the Proposed Contract or wish to negotiate new terms or conditions.

The RFP 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.

- The preferred supplier (Design Consultant) will be engaged under a BDC CCCS consultancy agreement (unamended conditions).
- Payment will be based on the supplier's successful completion of milestones as detailed in the contract or as otherwise specified in the contract conditions.
- New intellectual property arising as a result of the contract will be the property of BDC.
- The proposed contract terms and conditions are as per BDC's approved suites of contracts.
- In addition to the agency's standard terms and conditions, the following clause or clauses are required to manage the specific risk.
- Variations to contract will be in writing and signed by both parties. Variations involving an increase in price must only be made within the limit of the financial authority.

APPENDIX 1 – RESPONSE FORM

APPENDIX 2 – PRICING SCHEDULE

APPENDIX 3 – SCOPE DOCUMENT