

# Contract for Services

## Queenstown Airport Social and Economic Impact Analysis

### The Parties

**Queenstown Lakes District Council ["QLDC"]** (Buyer)

10 Gorge Road  
Queenstown 9300

and

**Martin, Jenkins and Associates ["MartinJenkins"]** (Supplier)

Level 1, City Chambers  
Cnr Johnston and Featherston Streets  
Wellington 6011

### The Contract

#### Agreement

The Buyer appoints the Supplier to deliver the Services described in this Contract and the Supplier accepts that appointment. This Contract sets out the Parties' rights and obligations.

#### The documents forming this Contract are:

- |   |                   |
|---|-------------------|
| 1. This page  | <b>Page 1</b>     |
| 2. Contract Details and Description of Services   | <b>Schedule 1</b> |
| 3. Standard Terms and Conditions  | <b>Schedule 2</b> |
| GMC Form 2 SERVICES   Schedule 2 (2nd Edition) available at: <a href="http://www.procurement.govt.nz">www.procurement.govt.nz</a> |                   |
| 4. Any other attachments described at Schedule 1.   |                   |

#### How to read this Contract

- Together the above documents form the whole Contract.
- Any Supplier terms and conditions do not apply.
- Clause numbers refer to clauses in Schedule 2.
- Words starting with capital letters have a special meaning. The special meaning is stated in the Definitions section at clause 17 (Schedule 2).

### Acceptance

In signing this Contract each Party acknowledges that it has read and agrees to be bound by it.

For and on behalf of the **Buyer**:

For and on behalf of the **Supplier**:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

**name:** Mike Theelen

**name:** Nick Davis

**position:** Chief Executive

**position:** Executive Director

**date:**

**date:**

# Schedule 1

## Contract Details and Description of Services

<b>Start Date</b>	1 December 2019	Reference Schedule 2 clause 1
<b>End Date</b>	30 April 2020	Reference Schedule 2 clause 1

<b>Contract Managers</b> Reference Schedule 2 clause 4	Buyer's Contract Manager		Supplier's Contract Manager
	<b>Name:</b>	Meaghan Miller	Jason Leung-Wai
	<b>Title / position:</b>	GM – Corporate Services	Principal Consultant
	<b>Address:</b>	10 Gorge Road Queenstown 9300	Level 1, City Chambers 142 Featherston Street, Wellington 6011
	<b>Phone:</b>	03 441 0485 027 293 5321	[REDACTED]
	<b>Fax:</b>		
	<b>Email:</b>	<a href="mailto:Meaghan.miller@qldc.govt.nz">Meaghan.miller@qldc.govt.nz</a>	[REDACTED]

<b>Addresses for Notices</b> Reference Schedule 2 clause 14	Buyer's address		Supplier's address
	<b>For the attention of:</b>	Meaghan Miller	Jason Leung-Wai
	<b>Delivery address:</b>	10 Gorge Road Queenstown 9300	Level 1, City Chambers Cnr Johnston and Featherston Streets Wellington 6011
	<b>Postal address:</b>	Private Bag 50072 Queenstown 9348	PO Box 5256 Wellington 6140
	<b>Fax:</b>		
	<b>Email:</b>	<a href="mailto:Meaghan.miller@qldc.govt.nz">Meaghan.miller@qldc.govt.nz</a>	[REDACTED]

### Description of Services

#### Context

Queenstown Airport's (QAC) current noise boundaries in the District Plan were first notified in 2009. At this time, it was anticipated that these boundaries would accommodate growth in aircraft movements up to the year 2037. QAC's forecasts now indicate that these boundaries may only accommodate growth for the next 3 to 4 years. To plan for this growth, in August 2018, QAC initiated informal consultation regarding the expansion of air noise boundaries at Queenstown Airport. Later in 2018, they also began engaging with the community in the Upper Clutha regarding the development of the airport at Wanaka, with the view to reintroducing domestic commercial flights to accommodate the projected air travel demand.

As the majority shareholder, QLDC is keen to understand and ensure that decisions regarding the future of either airport are objectively informed and represent all perspectives on the issue. Growth brings positive opportunities, such as business opportunities, increased employment, higher average incomes and increased investment. It can also bring challenges, such as pressure on infrastructure, increased living costs, traffic congestion and environmental and social impacts. It is also clearly an imperative to consider the implications of Climate Change, which will form part of the consideration in the Social Impact Assessment but will also need to be reflected in the Economic Assessment.

QLDC is seeking guidance to understand the societal and economic effects to inform how the airport can support desirable community outcomes.

QLDC has also committed to wide-reaching engagement with the district's communities and key stakeholders to ensure that decision making is undertaken on a well-informed basis. QLDC has specifically requested that this work captures and reflects the communities of both the Wakatipu Basin and the Upper Clutha.

#### **Description of Services**

Consulting services to undertake research, identify and analyse information using appropriate techniques and models, and deliver effective engagement with affected communities and stakeholders.

Engagement with the client to ensure that the relevant information is being identified and appropriate outputs are being developed.

Reports and advice to QLDC to allow them to effectively use the developed deliverables.

#### **Deliverables**

The key deliverables are:

1. A socio-economic impact analysis. This will include:

- Role of the airport in facilitating and enabling tourism and economic growth and its impacts on the community, region, nation.
- Consideration as to how travel capacity demand is met by air and road and the impact of various scenarios on required infrastructure investment such as roading and transport.
- Identification, presentation and commentary on the social and economic indicators that are relevant to the socio-economic impact analysis
- Agreement and development of four airport scenarios for analysis
  - Economic impacts under different scenarios including:
    - tourism - locally, regionally and nationally
    - economy - locally, regionally and nationally
    - financial implications
    - other implications for the local and wider economy
  - Social impacts (informed by the stakeholder engagement below) including the:
    - social impact of airport operations on the district's communities, with particular regard to wellbeing, quality of life and social licence
    - environmental impacts of airport operations, including consideration of climate change and reputation.

2. Effective stakeholder engagement

- Wide reaching engagement with the district's communities and key stakeholders
- Comprehensive understanding of risks, costs, and impacts (positive and negative) of the status quo and options.

Timeframes and deliverables are set out below. Further discussion on approach and methodology and the team delivering the project is included in the initial proposal response form C-19-096 dated 4 October 2019.

Deliverable/Milestone	Performance Standards	Due date
Develop project plan including approach to the socioeconomic impact analysis and social impact assessment (including indicative timeframes) <ul style="list-style-type: none"> <li>• Complete literature review into social and economic impacts relevant to this project</li> <li>• Define client (including Elected Member) update and briefing schedule</li> <li>• Undertake initial stakeholder discussions</li> <li>• Identify and collect socio-economic indicators</li> <li>• Confirm model for socioeconomic impact analysis</li> <li>• Confirm approach for stakeholder engagement</li> </ul>	To the satisfaction of the project sponsor and the client.	31 January 2019
Ongoing data collection and modelling Stakeholder engagement		February/March 2020
Key findings to inform the Queenstown Airport Company Statement of Intent and other strategic documents such as the Spatial Plan	To the satisfaction of the project sponsor and the client.	March 2020
Final report presenting the Socio-economic Impact Analysis under the status quo and three alternate scenarios	To the satisfaction of the project sponsor and the client.	30 April 2020

Supplier's Reporting Requirements Reference Schedule 2 clause 5	Report to:	Type of report	Due date
	Contract Manager	Monthly Progress Report	Monthly
	Fortnightly project meetings	Fortnightly	

**CHARGES:** The following section sets out the Charges. Charges are the total maximum amount payable by the Buyer to the Supplier for delivery of the Services. Charges include **Fees**, and where agreed, **Expenses** and **Daily Allowances**. The Charges for this Contract are set out below.

Fees Reference Schedule 2 clause 3
<p>Fees have been revised following discussions during the inception phase. The Supplier's Fees are broken down as follows:</p> <ul style="list-style-type: none"> <li>• <b>Socio-Economic Impact analysis</b> – [REDACTED]                             <ul style="list-style-type: none"> <li>○ Frameworks and model development - [REDACTED]</li> <li>○ Information collection, analysis, modelling and reporting - [REDACTED]</li> </ul> </li> <li>• <b>Stakeholder Impact analysis and engagement</b> - [REDACTED]                             <ul style="list-style-type: none"> <li>○ 2019 – Design of Stakeholder analysis and engagement - [REDACTED]</li> <li>○ 2020 – Interviews, focus groups and survey - [REDACTED] Survey - [REDACTED] integration into report - [REDACTED]</li> </ul> </li> <li>• <b>Project management</b> – [REDACTED]                             <ul style="list-style-type: none"> <li>○ 2019 – Inception - [REDACTED]</li> <li>○ 2020 – General - [REDACTED]</li> </ul> </li> </ul> <p><b>Fixed Fee</b></p> <p>A fixed Fee of [REDACTED] excluding GST.</p> <p><b>*stakeholder impact analysis and engagement is predicated on focus group engagements where each set of engagements is based on two people in Queenstown Lakes for four days and then a further three days. Further there will be up to 20 individual stakeholder engagements. This does not include engagement with the client on process or review/presentation of findings, which is included in the project management.</b></p>

<b>Expenses</b> Reference Schedule 2 clause 3	<p><b>Actual and reasonable — general expenses</b></p> <p>The Buyer will pay the Supplier's actual and reasonable expenses incurred in delivering the Services provided that:</p> <ol style="list-style-type: none"> <li>a. the Buyer has given prior written consent to the Supplier incurring the expense</li> <li>b. the expense is charged at actual and reasonable cost, and</li> <li>c. the claim for expenses is supported by GST receipts.</li> </ol> <p>Expenses have been estimated at [REDACTED] excluding GST as shown in the table below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Item of Expense</th> <th style="width: 10%;">Number of items</th> <th style="width: 15%;">Cost (exc GST)</th> <th style="width: 25%;">Total max cost (exc GST)</th> </tr> </thead> <tbody> <tr> <td>accommodation</td> <td style="text-align: center;">18</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td>meals</td> <td style="text-align: center;">30</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td>airfares</td> <td style="text-align: center;">16</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td>taxi fares</td> <td style="text-align: center;">20</td> <td style="text-align: center;">[REDACTED]</td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td>Incidentals (parking etc)</td> <td style="text-align: center;">n/a</td> <td></td> <td style="text-align: center;">[REDACTED]</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total estimated expenses (excluding GST)</b></td> <td style="text-align: center;">[REDACTED]</td> </tr> </tbody> </table>	Item of Expense	Number of items	Cost (exc GST)	Total max cost (exc GST)	accommodation	18	[REDACTED]	[REDACTED]	meals	30	[REDACTED]	[REDACTED]	airfares	16	[REDACTED]	[REDACTED]	taxi fares	20	[REDACTED]	[REDACTED]	Incidentals (parking etc)	n/a		[REDACTED]	<b>Total estimated expenses (excluding GST)</b>			[REDACTED]
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<b>Daily Allowance</b> Reference Schedule 2 clause 3	No daily allowances are payable.																												
<b>Invoices</b> Reference Schedule 2 Subject to clauses 3 and 11.7	At the end of the month, for Services delivered during that month.																												
<b>Address for invoices</b> Reference Schedule 2 clause 3	<b>Buyer's address</b>																												
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<b>Insurance</b> Reference Schedule 2 Clause 8.1	<p><b>INSURANCE: (clause 8.1 Schedule 2)</b></p> <p>It is the Supplier's responsibility to ensure its risks of doing business are adequately covered, whether by insurance or otherwise. The Buyer does not require any specific insurance under this Contract.</p>																												
<b>Changes to Schedule 2 and additional clause/s</b>	None																												
<b>Attachments</b> Reference 'Contract documents' described at Page 1	Proposal reference: C-19-096 dated 4 October 2019																												