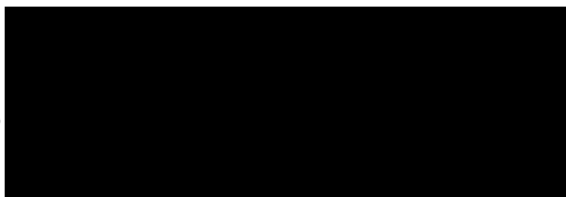




29 November 2019



Thank you for your email of 3 October 2019 to the Ministry of Education requesting the following information:

- *"all information including but not limited to, reports, emails, phone calls and notes of verbal discussions, regarding the fire at Russley Primary School in Christchurch on Tuesday, September 17, 2019.*

This includes all correspondence from the date of the fire to the present date, including the 20 working days of this request"

Your request has been considered under the Official Information Act 1982 (the Act).

We have identified 66 documents in scope of your request which we are releasing to you in part with some information withheld under the following sections of the Act:

- 9(2)(a), to protect the privacy of natural persons
- 9(2)(b)(ii), to protect the commercial position of the company that supplied the information,
- 9(2)(ba)(i), to protect the future supply of information that was supplied to us under an obligation of confidence;
- 9(2)(g)(i) to maintain the effective conduct of public affairs through the free and frank expression of opinions by, between or to Ministers of the Crown or members of an organisation or officers and employees of any department or organisation in the course of their duty.

We have identified no public interest considerations sufficient to outweigh the need to withhold this information.

We have removed information about other schools inadvertently captured while collating information in response to your request as outside of scope. We have also removed clear instances of duplication of email attachments.

A document table containing the list of documents and a decision on their release is included as the **Appendix** to this response.

In responding to your request, and in accordance with our obligations under the Act, we have considered all information relating to the file at Russley Primary School which was held by the

Ministry at the date of your request. However, as the situation was ongoing, we appreciate that information of interest to you may have been generated subsequent to this.

We further note that our extension pursuant to section 15A(1)(b) of the Act, communicated to you on 1 November 2019, was regarding information the Ministry holds between 17 September and 3 October 2019 inclusive.

Please note, the Ministry now proactively publishes OIA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. If you have further questions please feel free to contact our media team in the first instance at media@education.govt.nz. If you are unsatisfied with my response, you have the right to ask an Ombudsman to review it. You can do this by writing to info@ombudsman.parliament.nz or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kim Shannon', is positioned above the printed name and title.

Kim Shannon
Head of Education Infrastructure Service

Proactively Released in Accordance with the Official Information Act 1982

Appendix: Document Table

Doc. No.	Date	Title/Subject/Description	Decision on Release
1	17.09.19	Russley School - RM Fire & Demolition Attachment: 3496-19-RM_-01 Property Emergency Response Report.docx.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
2	18.09.19	FW: MOE - Claims Received Yesterday Attachment: Russley School.docx	Released in part with some information withheld under section 9(2)(a) of the Act and outside of scope information removed.
3	18.09.19	Fwd: EWU item Russley School fire	Released in part with some information withheld under section 9(2)(a) of the Act.
4	18.09.19	Submission Form: Request additional project funding - Fire emergency response	Released in full.
5	19.09.19	Russley school Pinehurst access and tree removal plan Attachment: Russley School pinhurst access tree plan.docx	Released in part with some information withheld under section 9(2)(a) of the Act.
6	19.09.19	Re: Media query - Newshub - Russley School fire	Released in full.
7	19.09.19	FW: Russley school relocatable Attachments: 12.0x2.95 – Unit.pdf, 4534_001.pdf, Kirkwood_dovedale versatile plans.pdf, 20190211_134443.jpg, 20190211_134446.jpg	Released in part with some information withheld under section 9(2)(a) of the Act.
8	19.09.19	FW: Russley School	Released in part with some information withheld under section 9(2)(a) of the Act and section 9(2)(g)(i) of the Act.
9	19.09.19	Site update and progress report	Released in full.

10	19.09.19	Russley Access	Released in part with some information withheld under section 9(2)(a) of the Act.
11	20.09.19	FW: Space at University of Canterbury	Released in part with some information withheld under section 9(2)(a) of the Act.
12	20.09.19	RE: Russley Access for Relocs Attachment: Portacoms.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
13	20.09.19	Fwd: Russley school	Released in part with some information withheld under section 9(2)(a) of the Act.
14	20.09.19	FW: Tree work Pinehurst Reserve	Released in part with some information withheld under section 9(2)(a) of the Act.
15	20.09.19	Russley School General Housekeeping	Released in part with some information withheld under section 9(2)(a) of the Act.
16	20.09.19	RE: MW2240 - 217019 - Russley School	Released in part with some information withheld under section 9(2)(a) of the Act.
17	20.09.19	Russely School - Scope of Work & Timeframes Attachment: Russley School - Site Services Plan and Enabling Scope of Work Post Fire 19-9-19 (1).pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
18	20.09.19	FW: Russely School - Scope of Work & Timeframes Attachment: Russley School - Site Services Plan and Enabling Scope of Work Post Fire 19-9-19 (1).pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Note: This attachment is released with document 17 so removed here.
19	20.09.19	Russley school 16	Released in part with some information withheld under section 9(2)(a) of the Act.
20	20.09.19	RE: Tree work Pinehurst Reserve	Released in part with some information withheld under section 9(2)(a) of the Act.
21	20.09.19	MW2240-217019 Russley School Confirmation of Reloc numbers	Released in part with some information withheld under section 9(2)(a) of the Act.
22	20.09.19	Re: MW2240-217019 Russley school UC Reloc site meeting	Released in part with some information withheld under section 9(2)(a) of the Act.

23	20.09.19	Russley School: Classroom furniture	Released in part with some information withheld under section 9(2)(a) of the Act.
24	20.09.19	School Name: Russley School, Your ref: 3496, Our ref: 2171696 Attachments: 20190920091733209.pdf MOE First Report - 2171696 17-09-19 12-17.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
25	23.09.19	Russley School Attachment: SSSP - Russley School.pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Released in part with some information withheld under sections 9(2)(a) and 9(2)(ba)(i) of the Act.
26	23.09.19	FW: Russley School - alarm system query	Released in part with some information withheld under section 9(2)(a) of the Act.
27	23.09.19	FW: Space at University of Canterbury	Released in part with some information withheld under section 9(2)(a) of the Act.
28	23.09.19	Russley school Attachments: Portacoms.pdf 4534_001.pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Note: <i>Portacoms.pdf</i> is released with document 12 so removed here.
29	23.09.19	Russley School	Released in part with some information withheld under section 9(2)(a) of the Act.
30	24.09.19	Russley School	Released in full.
31	24.09.19	RE: MW2240-217019 Russley school Portacom units	Released in part with some information withheld under section 9(2)(a) of the Act.
32	24.09.19	MW2240-217019 Russley School topographical and drainage plans Attachment: 3330737-407-GS-001.pdf Waste Water Plan.pdf Storm Water Plan.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
33	24.09.19	FW: Attached Document Attachment: 4561_001.pdf	Released in full.

34	24.09.19	RE: MW2240-217019 Russley school Portacom units Attachment: Waste Water Plan.pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Note: This attachment is released with document 32 so removed here.
35	24.09.19	Crossings	Released in part with some information withheld under section 9(2)(a) of the Act.
36	24.09.19	FW: Attached Document 2 Attachment: 4568_001.pdf	Released in full.
37	24.09.19	FW: Russley meeting minutes Attachment: alerts_1569296444.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
38	24.09.19	K2 Project budgets authorised	Released in part with some outside of scope information removed.
39	24.09.19	Re: MW2240-217019 Russley School Portacom and crossing Update	Released in part with some information withheld under section 9(2)(a) of the Act.
40	25.09.19	Re: Additional Staffing	Released in part with some information withheld under section 9(2)(a) of the Act.
41	25.09.19	MW2240-217019 Russley School Reloc internal design meeting	Released in part with some information withheld under section 9(2)(a) of the Act.
42	25.09.19	ICT cables	Released in full.
43	25.09.19	Russley School update	Released in full.
44	26.09.19	Re: MW2240-217019 Russley School Reloc internal design meeting	Released in part with some information withheld under section 9(2)(a) of the Act.
45	26.09.19	MW2240 - 217019 - Russley School - SFA - AP Design Attachment: MW2240 - 217019 - Russley School - SFA - AP Design.pdf	Released in full.
46	26.09.19	Russley school	Released in part with some information withheld under section 9(2)(a) of the Act.
47	26.09.19	Re: FW: MW2240-217019 Russley School Reloc internal design meeting	Released in part with some information withheld under section 9(2)(a) of the Act.
48	27.09.19	Re: MW2240-217019 Russley School Reloc internal design meeting	Released in full.

49	27.09.19	Russley school loose programme Attachment: Draft Programme- Russley School.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
50	27.09.19	FW: MOE 022 - Russley School Attachments: MOE 022 Electrical Analysis Report.pdf MOE 022 Invoice.xls	Released in part with some information withheld under sections 9(2)(a) and 9(2)(b)(ii) of the Act.
51	27.09.19	Re: MW2240-217019 Russley School Reloc internal design meeting	Released in part with some information withheld under section 9(2)(a) of the Act.
52	27.09.19	Fwd: Russley School PD Attachment: 20190927_ PD_Russley School Relcateables.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
53	30.09.19	Allocations Attachment: 18.9.19 Combined Laing and MOE Allocations - Issued to Laing 08.08.19.xlsx	Released in part with some information withheld under section 9(2)(a) of the Act.
54	30.09.19	RE: Russley	Released in part with some information withheld under section 9(2)(a) of the Act.
55	30.09.19	RE: Russley School Fencing Attachment: Proposed Site fencing	Released in part with some information withheld under section 9(2)(a) of the Act.
56	01.10.19	Memo to Director: Special Reasons Staffing Letter to Principal: Special Reasons Staffing for Russley School	Released in part with some information withheld under section 9(2)(a) of the Act.
57	01.10.19	RE: Russley School	Released in part with some information withheld under section 9(2)(a) of the Act.
58	01.10.19	Re: Russley school loose programme Attachment:	Released in part with some information withheld under section 9(2)(a) of the Act.

59	01.10.19	Draft Programme- Russley School.pdf RE: FW: Russley School Fencing	Released in part with some information withheld under section 9(2)(a) of the Act.
60	01.10.19	FW: School Name: Russley School, Your ref: 3496, Our ref: 2171696 Attachment: MOE Second Report.pdf	Released in full.
61	02.10.19	Fwd: MW2240-217019 Russley School Reloc internal design meeting Attachments: 20191002_ Pile layout_Russley School Relcateables.pdf, Site Levels.pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Note: These attachments are released with document 62 so removed here.
62	03.10.19	FW: MW2240-217019 Russley School Reloc internal design meeting Attachments: 20191002_ Pile layout_Russley School Relcateables.pdf, Site Levels.pdf	Released in part with some information withheld under section 9(2)(a) of the Act.
63	03.10.19	RE: Stockpiling area - Russley school Attachment: Stockpiling	Released in part with some information withheld under section 9(2)(a) of the Act.
64	03.10.19	RE: MW2240-217019 Russley School pedestrian crossings	Released in part with some information withheld under section 9(2)(a) of the Act.
65	03.10.19	Russley School Relocated buildings - building approval and outline plan approval discussions Attachments: 20191002_ Pile layout_Russley School Relcateables.pdf, Site Levels.pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Note: These attachments are released with document 62 so removed here.
66	03.10.19	FW: Russley School Relocated buildings - building approval and outline plan approval discussions Attachments: 20191002_ Pile layout_Russley School Relcateables.pdf, Site Levels.pdf	Released in part with some information withheld under section 9(2)(a) of the Act. Note: These attachments are released with document 62 so removed here.

From: [Tracey Saunders](#)
To: [Southern Property](#); [Yvone Caetano](#); [Gill Maher](#)
Cc: tracey.saunders-P10038371-35DXY7@mailbox.insight.ly
Subject: Russley School - RM Fire & Demolition
Date: Tuesday, 17 September 2019 4:11:05 p.m.
Attachments: [3496-19-RM -01 Property Emergency Response Report.docx.pdf](#)

Hi Gill,

Please find attached the Property Emergency Response Report for this project.

--

Kind regards,

Tracey Saunders GradDipProjMgt, BA
Project Co-ordinator

SSL PROJECT MANAGEMENT

[Unit 2B, 11 Coppell Place, Hoon Hay, Christchurch 8140](#) | P.O. Box 293, Christchurch 8140

P: 03 281 7686 | E: tracey.saunders@schoolsupport.co.nz

Property Emergency Response Report

ERC Job number:	3496-19-RM/01	Date:	17.9.19
Emergency Contractor:	SSL Project Management - Yvone Caetano/Tracey Saunders		
Attention (Schools Property Advisor):	Gill Maher		
Date Ministry advised:	17.9.19	Loss adjuster advised (Y/N):	Y
Date of inspection:	17.9.19	Date/time incident reported:	17.9.19
Who reported incident:	Fire Department		
Attendees:	Fire Department, Greg Lewis (school principal), Yvone Caetano & Tracey Saunders from SSL, Braam Kruger from Sedgwick		

School name:	Russley School	School number:	3496
School address:	75 Cutts Rd, Russley, Christchurch 8042		
School contact:	Name: Greg Lewis		
	Phone & email: 03 3427783 / s 9(2)(a) OIA/ principal@russley.school.nz		
Date/time of incident:	17.9.19		
Any person/s injured:	No		

Description of damage (*detail your attendance to the emergency, what has been damaged*):

4 classrooms of Te Moana block (adjacent to resource room & admin block) gutted internally by fire. Smoke & water damage to resource room & admin block, possibly damage to insulation & ceiling space above resource room & admin block. Ceiling damage to resource room, flooding to resource room floor from fire extinguishment.

Cause of damage:

Fire & water from fire extinguishment

Location of asset damaged (*Area / Block / Room etc. If possible please show on the school CAD plan or a google aerial view of the school*):

Rooms 1-2-3-4 in the Te Moana block adjacent to resource room/admin block



Percentage of asset damaged:

100% of 4 classroom block, 20-30% of admin block/resource room pending assessment of ceiling

Emergency action taken (*including appointment of consultants, If **asbestos** is present please detail actions taken to mitigate that risk building repairs, temporary facilities and method of procurement for these services*):

- Fire Department onsite extinguishing fire
- Power to full block isolated
- Asbestos testing booked
- Site fencing installed
- School closed
- Loss adjuster advised & met onsite

Estimate of emergency cost (*Materials, labour (hours & rate) disbursements, contingency and margins*):

No estimates currently available pending asbestos testing results, anticipating \$100,000+

Estimate of scope of reinstatement work required:

TBA pending MoE instructions

Estimate of reinstatement costs (*Materials, labour (hours & rate) disbursements, contingency and margins*):

TBA pending MoE instructions

Date site made safe/expected to be made safe:

18.9.19

Date school expected to re-open (*if relevant*) :

19 or 20.9.19 depending on asbestos testing results & removal times

Next steps:

- Demolition contractor engaged to advise program for demolition & arrange disconnection of plumbing/drainage/electrical services to disconnect area for demolition
- Demolition contractor instructed to board over door between resource room & classrooms
- Cleaners contracted for resource room & admin block

Insert photos of damage below or attach to email when sending this form to Property Advisor:

Proactively Released in Accordance with the Official Information Act 1982

External view of the Te Moana block









classrooms

Door from resource room to















Resource room ceiling



Door from resource room to classrooms

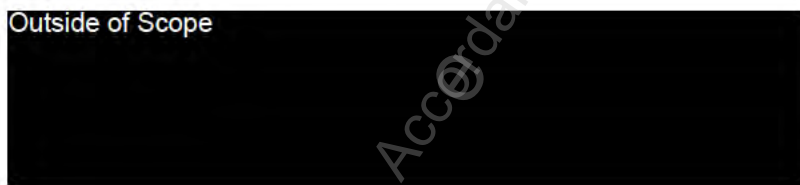
From: Gill Maher on behalf of Ian Goodger
To: Gill Maher
Subject: FW: MOE - Claims Received Yesterday
Date: Wednesday, 18 September 2019 2:01:21 p.m.
Attachments: Russley School.docx
 Outside of Scope
 image001.png

Gill Maher | Infrastructure Manager | Education Infrastructure Services
 DDI +64 3 378 7794 | Mobile s 9(2)(a) OIA

From: Property Insurance
Sent: Tuesday, 17 September 2019 9:50 AM
To: 'mark.taylor@nz.sedgwick.com' <mark.taylor@nz.sedgwick.com>
Cc: Ian Goodger <Ian.Goodger@education.govt.nz>
Subject: RE: MOE - Claims Received Yesterday

Hi Mark

Outside of Scope



And have also got ahead of the game and attached the property information for Russley School, ID# 3496 in Christchurch who have had a fire this morning. I have cc'd in the property advisor for this school (Ian Goodger) to let you know the project reference number once a project has been created for this incident.

Kind regards

Karyn Kearney | Contracts Coordinator
 DDI +6444637041

From: mark.taylor@nz.sedgwick.com [mailto:mark.taylor@nz.sedgwick.com]
Sent: Tuesday, 17 September 2019 8:49 AM
To: Property Insurance <Property.Insurance@education.govt.nz>
Subject: Fw: MOE - Claims Received Yesterday

Hi Karyn

Can you please provide property information and reference numbers for the following.

Kind regards

Mark Taylor | Chartered Loss Adjuster

Sedgwick New Zealand Limited

Major and Complex Loss Division

Level 1, The Gateway, 120 Johnsonville Rd | Johnsonville, Wellington

DIRECT +64 4 477 7550

MOBILE +64 21 509 212 | EMAIL mark.taylor@nz.sedgwick.com

www.sedgwick.com/nz | Caring counts®



----- Forwarded by Mark Taylor/NZ/GABRobins on 17/09/2019 08:48 AM -----

From: Report Distributor

To: Peter Bardsley/NZ/GABRobins@GABRobins, Mark Taylor/NZ/GABRobins@GABRobins, Darion Oram/NZ/GABRobins@GABROBINS

Date: 13/09/2019 08:38 AM

Subject: MOE - Claims Received Yesterday

Sent by: Report@System

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School Overview and 5YA Project History

Tuesday, 17 September 2019 9:34 a.m.

Document 2

Selected School: 3496 - Russley School | Building Status: Open, Proposed | Building Type: All | Cost Code: 5YA

School Summary

Basic Info	Teaching Spaces	Toilets	Contacts
Region: Southern Local Office: Christchurch Office School Type: Full Primary (Year 1-8) School Status: Open Governance: State Local Body: Canterbury Region	School Buildings: 11 Total Buildings: 17 Standard TS: 19 Specialist TS: 0 Gym TS: 0.0 Total Teaching Spaces: 19.0	Urinals: 0 Toilets: 50 Accessibility Toilets: 3 Total: 53	Telephone: 03-3427783 Property Advisor: Ian Goodger Principal: Gregory Lewis Board Chair: Jonathan Fearn 10YPP:

School Roll

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Roll	414	373	372	397	387	400	432	448	453	464

Building Details

Building ID	Building Type	Building Status	MOE Ownership	Authorised Capitalisation	Block	GIA	Year Built	Building Name	Standard/ Special/ Gym Ts	Legit	Teach	Lib	Multi	Res	Admin	Gym	Other	Standard Toilets	Accessible Toilets	Urinals	Total Toilets	Floor Area	MOE Area	BOT Area	CM Area
7112	School Building	IN USE	71.15	\$6,031,060.00	17	120.60	2009	Block 17	2.0	0.0	105.00	0.00	429.10	76.30	0.00	0.00	0.00	3	1	0	4	733.00	521.53	211.47	0.00
7693	School Building	IN USE	100.00	\$4,587,408.80	1	2.60	1965	Block 1 -Admin Classrooms	4.0	0.00	283.02	0.00	0.00	38.39	98.06	0.00	0.00	0	0	0	0	419.47	419.47	0.00	0.00
7694	School Building	IN USE	100.00	\$787,219.44	2	125.76	1965	Block 2	4.0	0.00	282.24	0.00	0.00	0.00	0.00	0.00	0.00	14	0	0	14	409.00	409.00	0.00	0.00
7695	School Building	IN USE	100.00	\$823,856.76	3	132.28	1963	Block 3	4.0	0.00	294.84	0.00	0.00	8.88	0.00	0.00	0.00	15	0	0	15	438.00	438.00	0.00	0.00
7696	School Building	IN USE	100.00	\$0.00	4	54.66	1967	Block 4 -COMMUNITY HALL	-	0.00	32.48	0.00	165.03	4.65	33.08	0.00	9.10	4	0	0	4	300.00	300.00	0.00	0.00
7697	School Building	IN USE	100.00	\$51,322.42	5	5.81	1974	Block 5 -LIBRARY	-	0.00	0.00	103.19	0.00	0.00	0.00	0.00	0.00	0	0	0	0	109.00	109.00	0.00	0.00
7698	School Building	IN USE	100.00	\$6,996.00	6	11.36	1963	Block 6 -DENTAL CLINIC	-	32.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1	0	0	1	45.00	45.00	0.00	0.00
8083	School Building	IN USE	0.00	\$0.00	9	3.77	1975	Block 9 - BOT Room	-	0.00	71.23	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	75.00	0.00	0.00	75.00
8380	School Building	IN USE	100.00	\$146,842.50	10	69.12	1997	Block 10 -CLASSROOM	2.0	0.00	143.88	0.00	0.00	0.00	0.00	0.00	0.00	3	2	0	5	214.00	214.00	0.00	0.00
8381	School Building	IN USE	100.00	\$225,759.56	11	47.80	1997	Block 11 -CLASSROOM	2.0	0.00	120.20	0.00	0.00	0.00	0.00	0.00	0.00	6	0	0	6	169.00	169.00	0.00	0.00
8661	School Building	IN USE	100.00	\$18,177.00	12	25.00	1998	Block 12	1.0	0.00	65.00	0.00	0.00	0.00	0.00	0.00	0.00	4	0	0	4	91.00	91.00	0.00	0.00
Total									19.0	32.64	1397.89	103.19	594.13	128.22	131.14	0.00	9.10	50	3	0	53	3002.47	2716.00	211.47	75.00



School Overview and 5YA Project History

Tuesday, 17 September 2019 9:34 a.m.

Document 2

Selected School: 3496 - Russley School | Building Status: Open, Proposed | Building Type: All | Cost Code: 5YA

Project Summary By Budget Year

Budget Year	Project Number	Project Name	Project Status
2002/03	82205	Const Paved Lunch Area	7. Closed
	82643	Replace Roof and Spouting Hall and Library	7. Closed
	85312	Asphalt Court Area (Rm 17) & Court Marking	7. Closed
	85360	Replace Library Doors and Heater	7. Closed
	86267	Upgrade Block 1	7. Closed
	89369	Replace junior playground equipment	7. Closed
	89621	Replace fence to part Eastern boundary	7. Closed
	91591	Replace Library carpet	7. Closed
	92640	Upgrade Block 2	7. Closed
	94431	Install security cameras	7. Closed
	105472	UPGRADE CLASSROOMS	7. Closed
	108390	UPGRADE CLASSROOMS - BAL OF COST OF PROJ 105472 OUC REC'D	7. Closed
	109501	Heat Pumps Clrms 5-9	7. Closed
	119751	RECLAD END WALLS CLIRMS 5, 7 & 9	7. Closed
	130917	Backflow Prevention	7. Closed
	139041	New signage	7. Closed
	Total		

From: [David Hobern](#)
To: [Gill Maher](#); [Simon Cruickshank](#)
Subject: Fwd: EWU item Russley School fire
Date: Wednesday, 18 September 2019 4:30:39 p.m.

Fyi

Ewu item

Cheers David

Begin forwarded message:

From: Nancy Robbie <Nancy.Robbie@education.govt.nz>
Date: 18 September 2019 at 4:18:43 PM NZST
To: Elizabeth Bailey <Elizabeth.Bailey@education.govt.nz>
Cc: Ange Ferry <Ange.Ferry@education.govt.nz>, David Hobern <David.Hobern@education.govt.nz>
Subject: EWU item Russley School fire

Hi Lizzie

Approved by Sam.

Russley School Fire

At approximately 7 am on 17 September a four classroom block at Russley School was completely gutted by fire. Early assessment suggests that the fire was the result of an electrical fault. It has now become apparent that the roof of the administration block has suffered more damage than first realised and it needs substantial work before that building can be used again. Demolition seems to be the best solution, but this cannot be completed immediately because all the school's services are run out of this block. We are organising temporary buildings to be placed on site, and it is intended that these will be operational from the beginning of Term 4.

Although a neighbouring school has offered accommodation for the students that have been displaced, the Principal is confident that with some adjustments of other spaces, all students can be accommodated on site at least for the remaining days of this term. We are able to provide furniture and equipment to support the school to provide effective learning programmes for all students.

The local principals' association and other schools, including Te Aho o Te Kura Pounamu, have rallied to offer support.

The school will reopen once a health and safety clearance certificate is received, following the 18 September asbestos removal. Agencies are working to complete this work as soon as possible.

Russley School had recently completed the master planning phase of its CSR project. The original scope involved rebuilding half of the school. As a result of the fire, it is now proposed the scope be expanded to incorporate the rebuild of the fire damaged building. A Business Case will be drafted to support an increase to the budget.

Thanks

Nance

Nancy Robbie | Ministerial Writer - Contractor | Capital Works
DDI +6444395452

From: Nancy Robbie

Sent: Wednesday, 18 September 2019 1:56 p.m.

To: Elizabeth Bailey <Elizabeth.Bailey@education.govt.nz>

Cc: Ange Ferry <Ange.Ferry@education.govt.nz>; Sam Thompson
<Sam.Thompson@education.govt.nz>

Subject: RE: Heads up late EWU item FW: Russley School fire - Te Kura offer of assistance

Oh, ok. Erin had asked David to do the EWU item. But all good, I'll add to this from a CW perspective.

Nance

Nancy Robbie | Ministerial Writer - Contractor | Capital Works
DDI +6444395452

From: Elizabeth Bailey

Sent: Wednesday, 18 September 2019 1:53 p.m.

To: Nancy Robbie <Nancy.Robbie@education.govt.nz>

Cc: Ange Ferry <Ange.Ferry@education.govt.nz>; Sam Thompson
<Sam.Thompson@education.govt.nz>

Subject: RE: Heads up late EWU item FW: Russley School fire - Te Kura offer of assistance

Hi Nancy,

SE&S are already putting something in, which they think we will add to. So no need for our own placeholder. Sam, just FYI in case you need to know about this.

This is what they've been sent from SE&S:

Russley School Fire

At approximately 7 am on 17 September a four classroom block at Russley School was completely gutted by fire. Early assessment suggests that the fire was the result of an electrical fault. It has now become apparent that the roof of the administration block has suffered more damage than first realised and it needs substantial work before that building can be used again. Demolition seems to be the best solution, but this cannot be completed immediately because all the school's services are run out of this block. We are organising temporary buildings to be placed on site, and it is intended that these will be operational from early in Term 4.

Although a neighbouring school has offered accommodation for the classes who have been displaced, the Principal is confident that with some adjustments of other spaces, all students can be accommodated on site at least for the remaining days of this term. We are able to provide furniture and equipment to support the school to provide effective learning programmes for all students.

The local principals' association and other schools, including Te Aho o Te Kura

Pounamu, have rallied to offer support.

The school will remain closed until the site has been granted a health and safety clearance due to post fire asbestos issues. Agencies are working to undertake this work as soon as possible.

Elizabeth Bailey | Principal Advisor | Head of Education Infrastructure Service
DDI +64 4 463 7672 | Mobile **S 9(2)(a) OIA**

From: Nancy Robbie

Sent: Wednesday, 18 September 2019 1:46 p.m.

To: Elizabeth Bailey <Elizabeth.Bailey@education.govt.nz>

Cc: Ange Ferry <Ange.Ferry@education.govt.nz>

Subject: Heads up late EWU item FW: Russley School fire - Te Kura offer of assistance

Hi Lizzie

Could I have a placeholder please for the Russley fire? I'll draft this for Sam's sign out as soon as I deal with the RR on Wakatipu.

Thanks heaps.

Nance

Nancy Robbie | Ministerial Writer - Contractor | Capital Works
DDI +6444395452

Submission Form

Use this form to request new or additional funding for a project

v2.0

School Number:	<input type="text" value="3496"/>	School Name:	<input type="text" value="Russley School"/>
Project:	<input type="text" value="216968"/>	Project Description:	<input type="text" value="Fire emergency response; Seed Funding"/>
Requested by:	<input type="text" value="Gill Maher"/>	Role:	<input type="text" value="Infrastructure Manager"/>
		Date:	<input type="text" value="18 Sep-19"/>

Submission Details

Type:	<input type="text" value="Risk Management"/>	Priority:	<input type="text" value="N/a - Priority is not applicable"/>	Status:	<input type="text" value="New"/>
Amount Requested:	<input type="text" value="\$ 103,000.00"/>	Change Request:	<input type="text" value="No"/>	Project Lead:	<input type="text" value="Ministry-led Project"/>

Business Case

Scope

Building Name / Site	Description of work
<input type="text" value="Block 1"/>	<input type="text" value="Emergency response to fire"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Justification

A major fire on the 17th September has gutted a four teaching space block. This submission seeks OPEX seed funding to cover the costs relating to the emergency response work carried out by School Support. This includes clean up of the site, including asbestos removal and fencing around the fire damaged building. School Support has also been engaged to manage the process to transfer furniture and equipment from Haeata Community College to Russley School.

Supporting Documents (Please indicate if the documents listed below are available for review on the project in K2)

	Yes/No	Comment
<input type="text" value="Loss Adjuster's Report (Est. > \$10,000)"/>	<input type="text" value="No"/>	<input type="text" value="Still to come"/>
<input type="text" value="Specialist Reports"/>	<input type="text" value="No"/>	<input type="text" value="Still to come"/>
<input type="text" value="Emergency Contractor's Report"/>	<input type="text" value="Yes"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cost Summary

Type of Expenditure	Supplier	Comments	Estimated Project Cost
Consent Fees:			\$ -
Professional Fees:			\$ -
Project Management:			\$ -
Demolition Costs:			\$ -
Construction Costs:			\$ -
Site (Services/ andscaping etc)			\$ -
Other Costs:	School Support and various	emergency response work	\$ 100,000.00
Contingency (Enter a percentage or an estimated amount):		<div><div></div>%<div>\$ -</div></div>	\$ -
Weather tightness Review Panel (Not applicable)		<div><div></div><div>\$ -</div></div>	\$ -
Finance Allocation (Construction insurance and Ministry direct costs):			\$ 3,000.00
Furniture & Equipment:			\$ -
		Total Estimated Project Cost	\$ 103,000.00
Existing Funding			\$ -

Funding Requested \$ 103,000.00

Funding

Funding	Source	Cost Code	Year	Amount
Existing Funding				\$ -
3rd Party Funding				\$ -
New Funding				\$ -
New Funding				\$ -
New Funding				\$ -
Total Funding for Project (to date)				\$ -

The total of New Funding must equal the Funding Requested

Comments

Date: Name: Role:

Date: Name: Role:

Date: Name: Role:

Date: Name: Role:

Date: Name: Role:

Date: Name: Role:

Approvals

IAS Manager: Approved ☐
 (Name & Signature) (Date)

CW Manager: Approved ☐
 (Name & Signature) (Date)

GM Property Approved ☐
 (Name & Signature) (Date)

From: [Matt Weir](#)
To: [Adel Isaac](#)
Cc: [Corey Krygsman](#); [Minor Works CS](#)
Subject: Russley school | Pinehurst access and tree removal plan
Date: Thursday, 19 September 2019 11:34:31 a.m.
Attachments: [Russley School pinhurst access tree plan.docx](#)
[image001.png](#)

Hi Adel

As discussed please find attached the access plan and tree removal requirements to supply the temporary classrooms to the school.

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **s 9(2)(a) OIA**
48 Hereford St, Christchurch

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Document 5
TRIM
REMOVE
Released in Accordance with the President John F. Kennedy Library Act of 1992

From: [Coralanne Child](#)
To: [Lucy Bennett](#); [Simon Cruickshank](#); [EIS Requests](#); [Rachel Gill](#); [Amanda Dowling](#); [Gill Maher](#)
Subject: Re: Media query - Newshub - Russley School fire
Date: Thursday, 19 September 2019 12:35:17 p.m.

Many thanks that's good

----- Original message -----

From: Lucy Bennett <Lucy.Bennett@education.govt.nz>
Date: 19/09/19 12:29 (GMT+12:00)
To: Coralanne Child <Coralanne.Child@education.govt.nz>, Simon Cruickshank <Simon.Cruickshank@education.govt.nz>, EIS Requests <EIS.Requests@education.govt.nz>, Rachel Gill <Rachel.Gill@education.govt.nz>, Amanda Dowling <Amanda.Dowling@education.govt.nz>, Gill Maher <Gill.Maher@education.govt.nz>
Subject: RE: Media query - Newshub - Russley School fire

Thanks Coralanne.

How is this? Let me know and I will just run it by Katrina before sending it back to EIS.
 Lucy

Deadline: ASAP for online

Reporter: Kaysha Brownlie, Newshub

Query: What is happening to the buildings? - when will this take place? Are the children attending a different school while Russley School is closed?

Proposed response:

We are still collating information on the full extent of the fire damage, which will inform next steps for the affected buildings. At this stage, we have made no decision on whether demolition is required.

Whatever decision is taken, we will ensure the outcome is a quality, functional learning environment for the school.

The school has indicated it will reopen to students on Tuesday.

From: [Corey Krygsman](#)
To: [Greg Lewis](#)
Cc: [Matt Weir](#); [Jared Lane](#)
Subject: FW: Russley school relocatable
Date: Thursday, 19 September 2019 2:42:00 p.m.
Attachments: [12.0 x 2.95 - Unit.pdf](#)
[image001.png](#)
[4534_001.pdf](#)
[kirkwood dovedale versatile plans.pdf](#)
[20190211_134443.jpg](#)
[20190211_134446.jpg](#)

Hi Greg,

Please find email below,

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Corey Krygsman
Sent: Thursday, 19 September 2019 2:29 p.m.
To: 'principal@russleyschool.school.nz' <principal@russleyschool.school.nz>
Cc: Matt Weir <Matt.Weir@education.govt.nz>; 'Jared Lane' <Jared@apdesign.co.nz>
Subject: Russley school relocatable

Hi Greg,

Please find attached some portacom options that we can have on site for a quick and very temporary option for the admin building and possibly a class or two if that option helps in the short term as we are getting the relocs landed (please find attached photos of relocs also) and fitted out for your temporary accommodation until the major works are complete , portacom have a few of the buildings attached ready to go and can be located and up and running for the beginning of the last term. Regardless of the portacom options I will go ahead in moving forward with the University reloc buildings , as discussed earlier I am waiting for some solid dates when you can possibly occupy the relocs.

as mentioned we could place the portacom in the carpark close to the existing for the temp admin. Hope this makes sense.

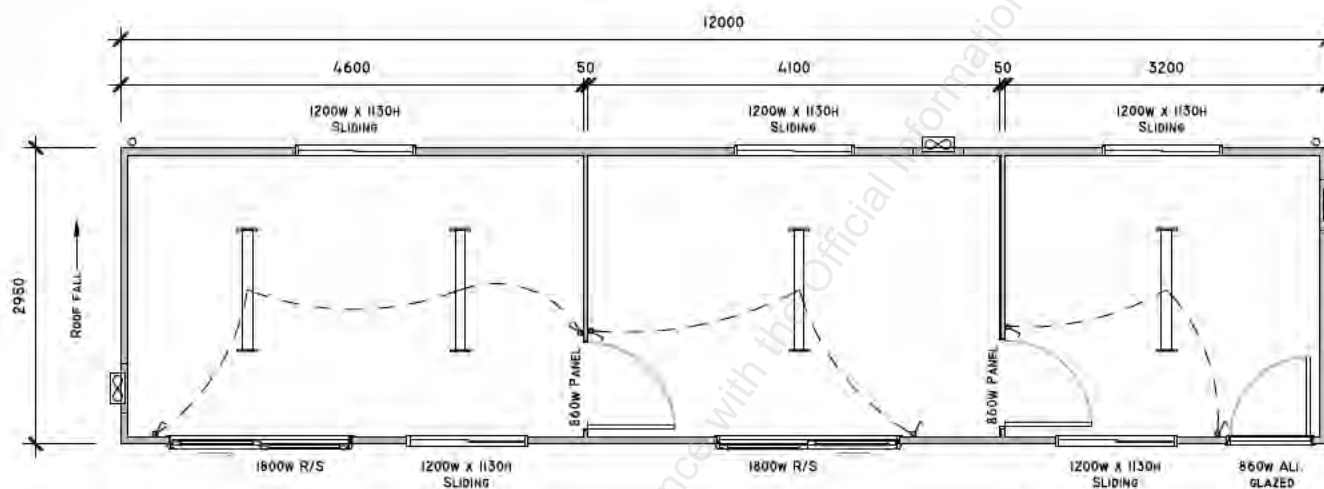
Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**
 48 Hereford Street, Christchurch

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FLOOR PLAN
1 : 50

Document 7

Revision Schedule

Rev. No.	Description	Date	Initials

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Portacom Building Solutions
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PO Box 11193
Hornby, Christchurch 8042

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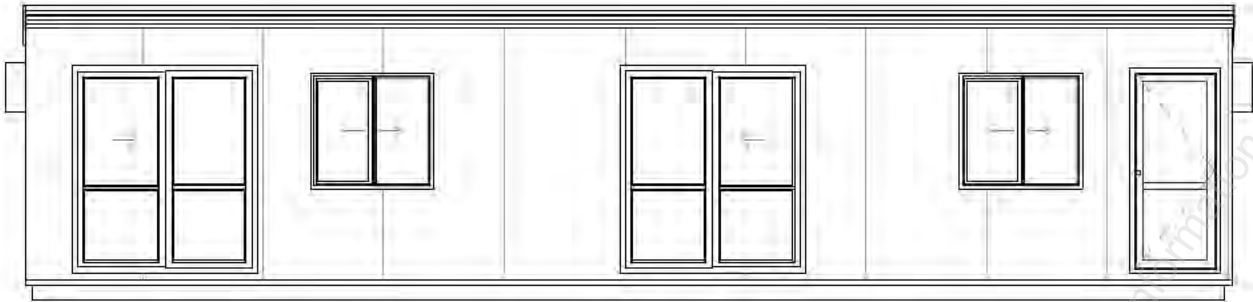
HIRE UNIT #04321

12,0 x 2,95m Unit

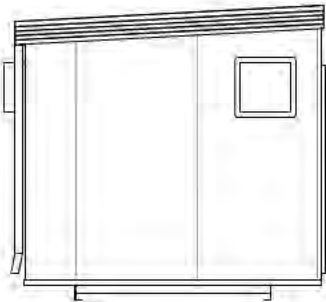
FLOOR PLAN

SCALE: 1 : 50

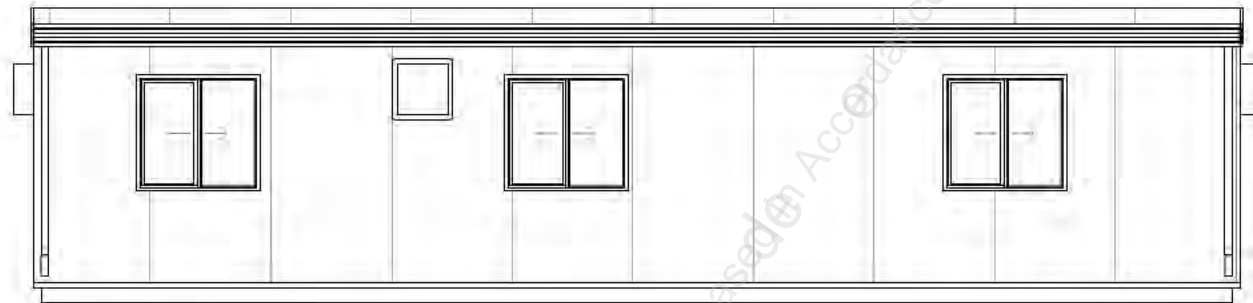
By:	Date:
Designed: R. THOMSON	
Drawn: AVALABH	15/02/14
Project No.	Sheet No.
S1-HIRE-14	001
Rev. No.	



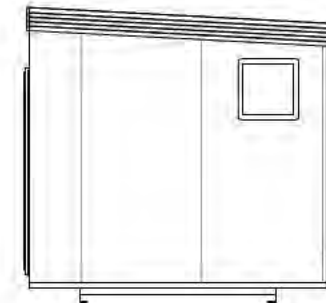
1 FRONT ELEVATION
1 : 50



2 LEFT SIDE ELEVATION
1 : 50



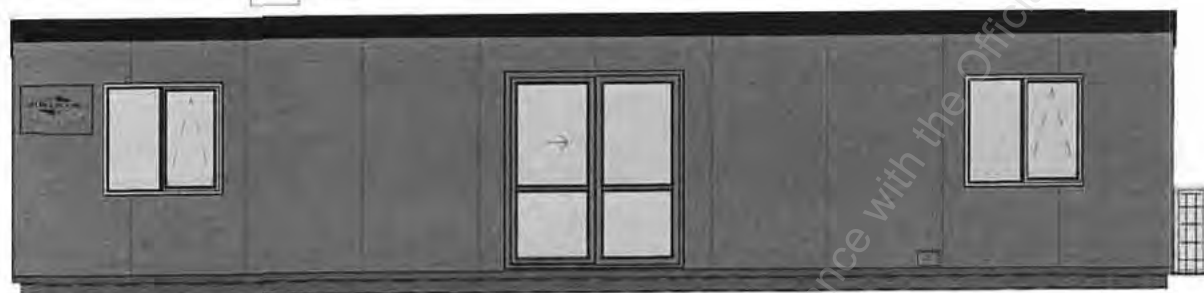
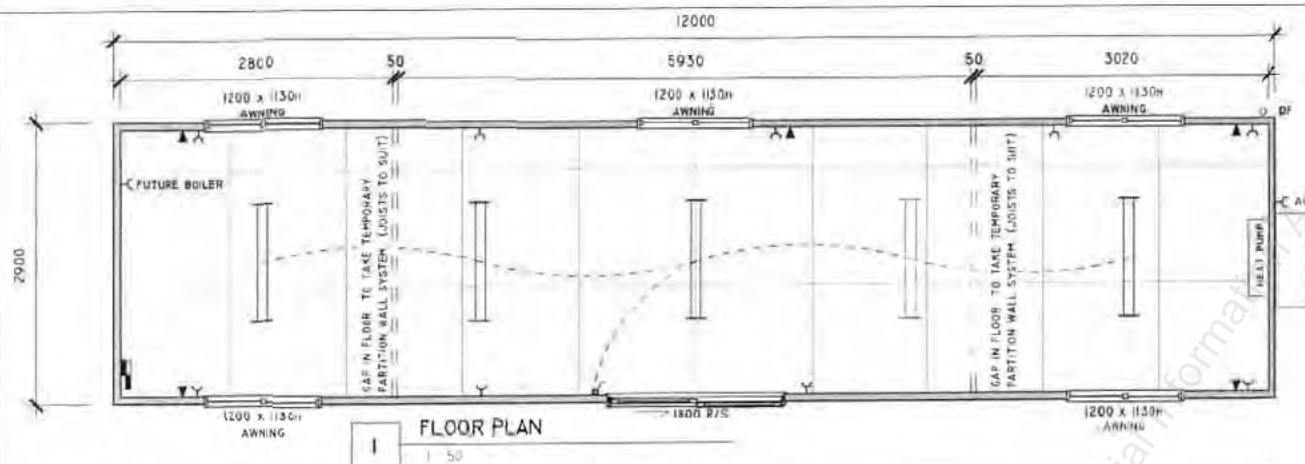
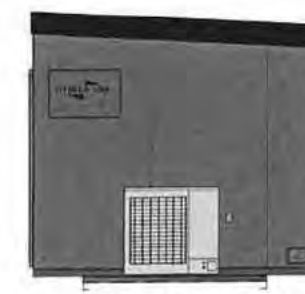
3 REAR ELEVATION
1 : 50



4 RIGHT SIDE ELEVATION
1 : 50

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												By:	Date:		
												Designed:	R. THOMSON		
												Drawn:	A. VALLABH	15/02/14	
Rev. No.	Description	Date	Initials	© COPYRIGHT PORTACOM NEW ZEALAND LTD										Project No.	Sheet No.
														S1-HIRE-14	002
</															

6 3D VIEW I
1:504 LEFT SIDE ELEVATION
1:505 RIGHT SIDE ELEVATION
1:50

Revision Schedule			
Rev. No.	Description	Date	Initials

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Auckland 09 525 4800 Hamilton 07 849 3448 Wellington 04 568 3960 Christchurch 03 342 3715

HIRE UNIT #33051-55

12 X 2.9m

FLOOR PLAN

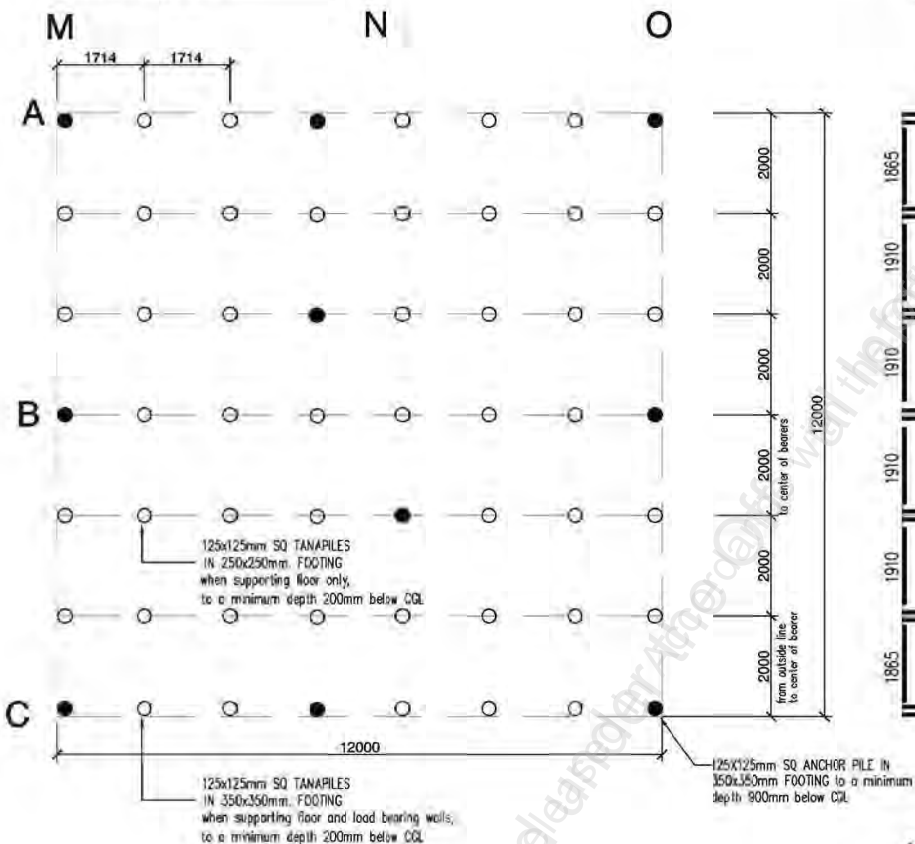
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Checked:	T. Rouse	Date:	04.02.13
Project No:	SI-HIRE-13	Sheet No:	001
Rev. No:		Rev. No:	

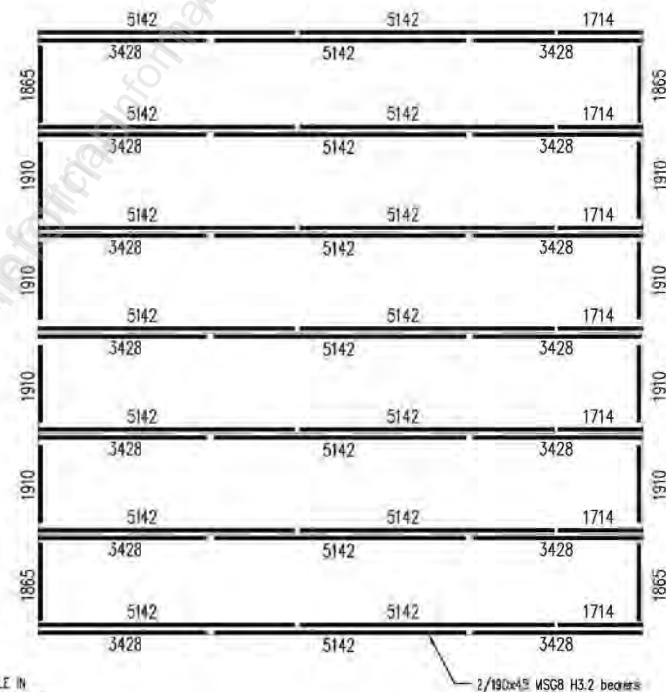




Pile Layout



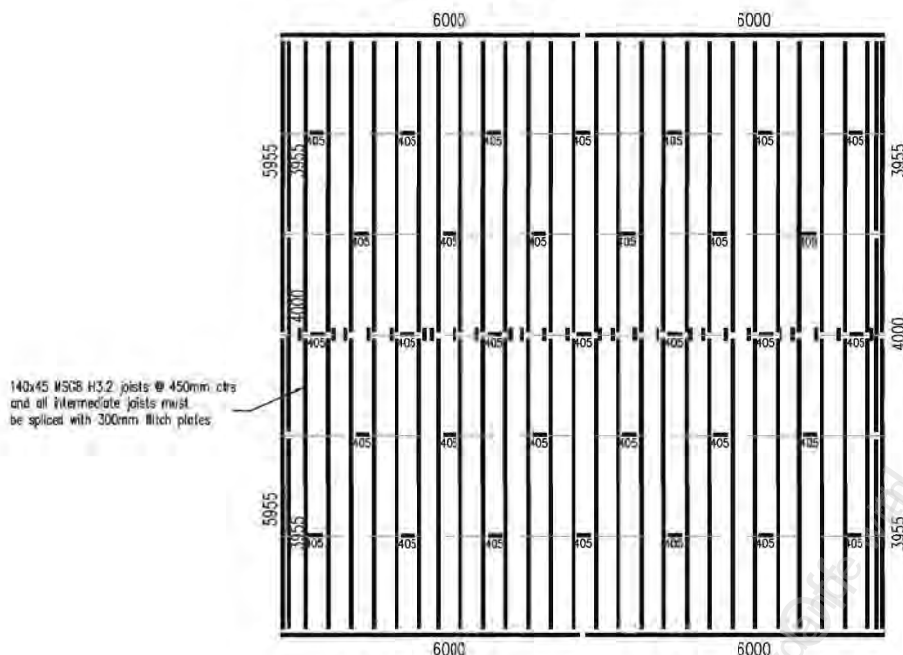
Bearer Layout



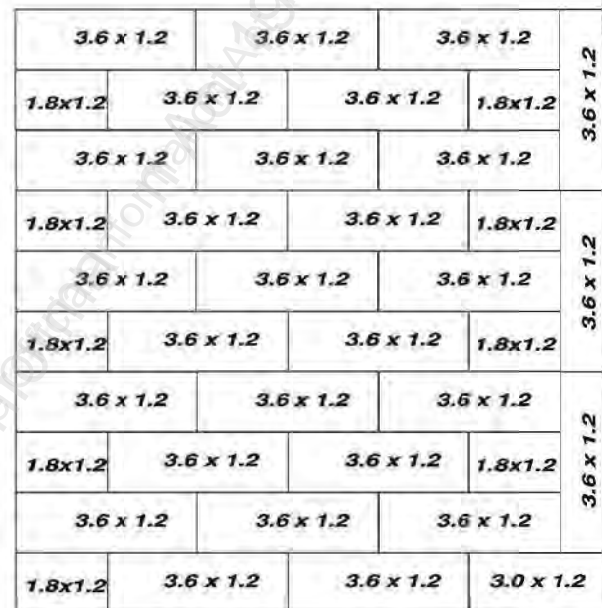
Note:
Bearers to run in the same
direction as the ridgeline

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Floor Joist Layout



Flooring Layout



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9/05/2011

Parts List

PART	SIZE / TREATMENT	QUANTITY	LENGTH	PART	SIZE / TREATMENT	QUANTITY	LENGTH
Bearers	190x45 H3.2	21	5142	Blocks	140x45 H3.2	33	405
Bearers	190x45 H3.2	14	3428	Filitch Plates	140x45 H3.2	26	300
Bearers	190x45 H3.2	7	1714				
Boundry Bearers	190x45 H3.2	8	1910	Standard Piles	125x125mm H5	46	
Boundry Bearers	190x45 H3.2	4	1865	Anchor Piles	125x125mm H5	10	
Joists	140x45 H3.2	56	5955	Strand floor Tounge & Groove	3.6x12	34	
Joists	140x45 H3.2	2	4000				
Joists	140x45 H3.2	4	3955				
Boundry Joists	140x45 H3.2	4	6000				

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

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PROJECT TITLE

University of Canterbury

DRAWING TITLE

Subfloor Plan Building A

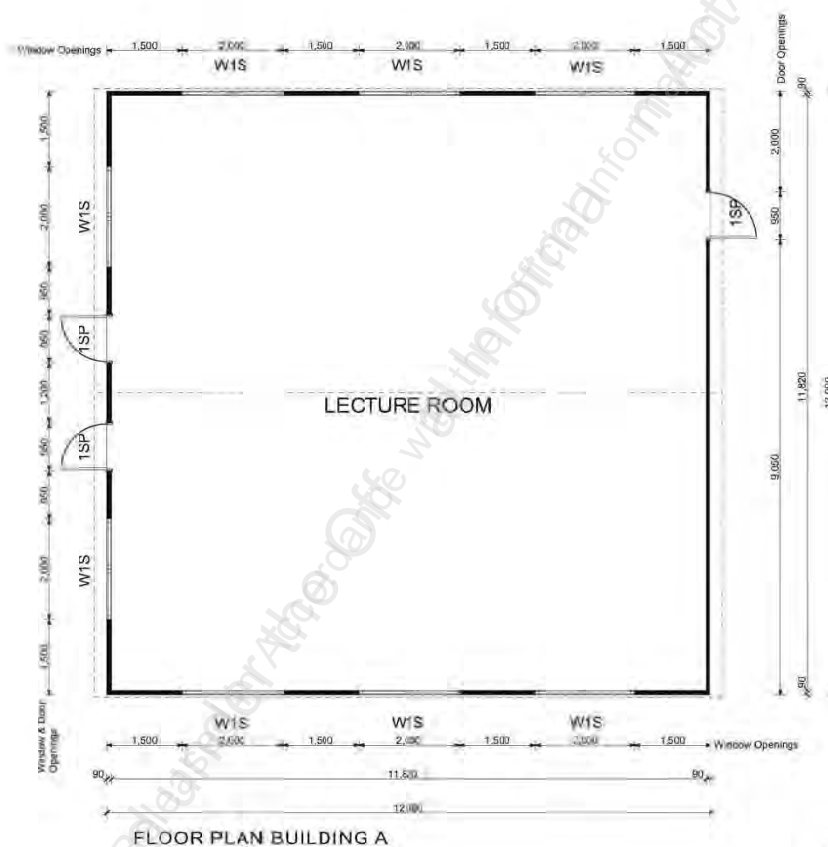
SCALE: 1:100
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2
OF:

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NON-STANDARD WINDOW & DOOR SCHEDULE

No.	R/O Size (WxH)	O/R Size (WxH)	Lintel
W1S	2000x1090	1985x1070	2/190x4
1SP	950x2000	935x1980	2/140x4

FLOOR AREA 144m²

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004



PROJECT TITLE

University of Canterbury

DRAWING TITLE

Floor Plan Building A

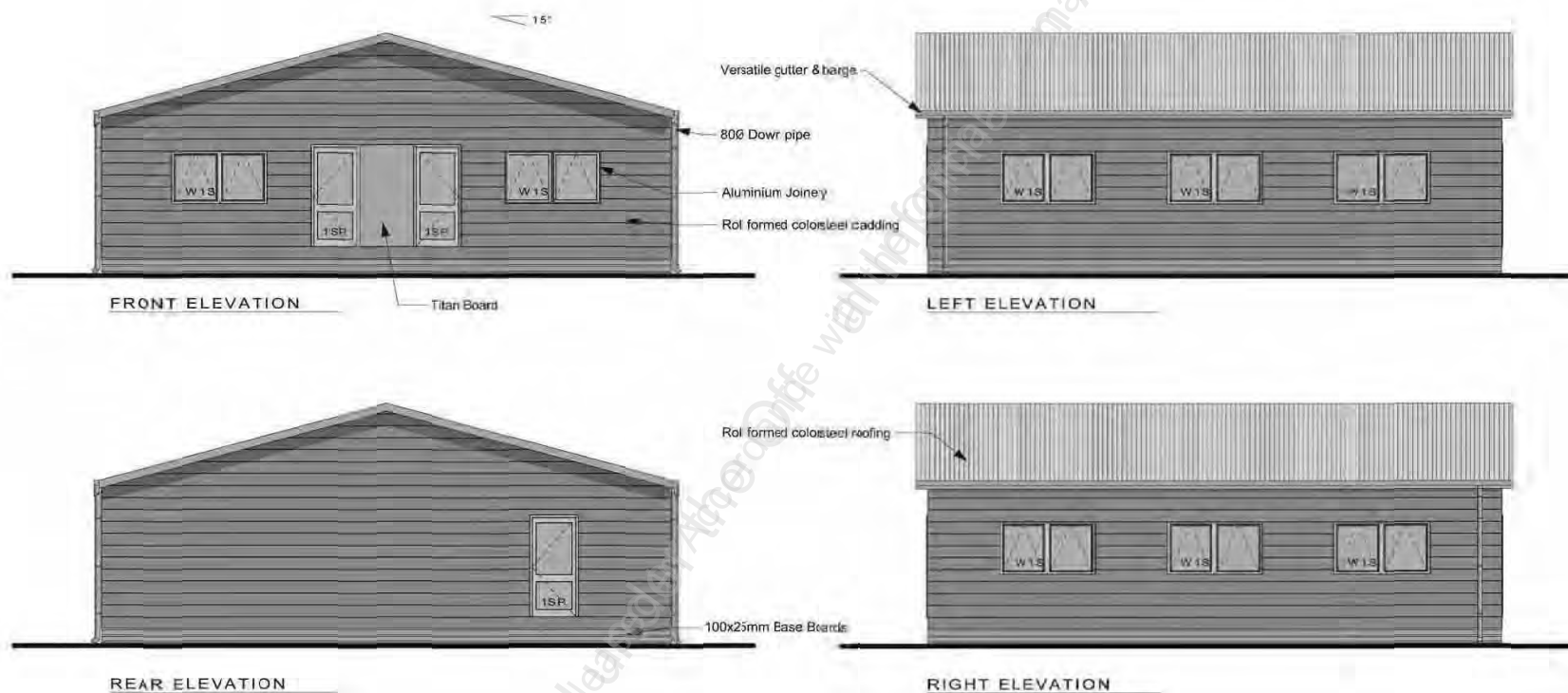
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DATE: Mar 11
FILE:

SHEET: 3
OF:

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PROJECT TITLE

University of Canterbury

DRAWING TITLE

Elevations Building A

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

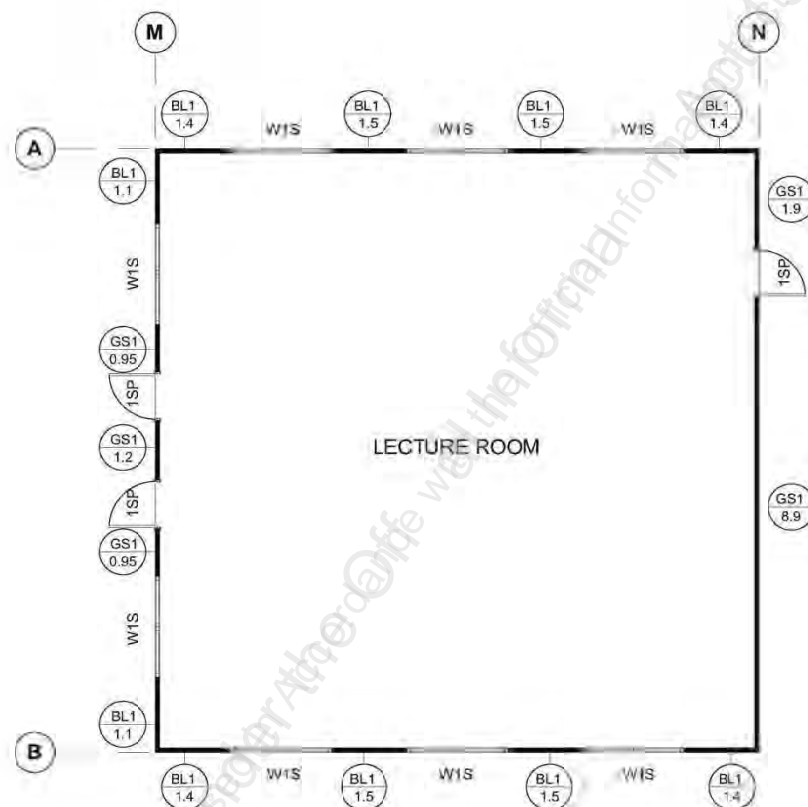
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DATE: Mar 11
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SHEET: 4
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9/05/2011



BRACING PLAN BUILDING A



PROJECT TITLE

University of Canterbury

DRAWING TITLE

Bracing Plan Building A

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

SCALE: 1:100
DRAWN: RM

DATE: Mar 11
FILE:

SHEET: 5
OF:

[illegible]

Roof Bracing: As per MITek's Engineered Design
Single tensioned cross Lumbertok Multi Brace
over top chords/purlins.
11 / 30x3.15 nails each end
2 / 30x3.15 nail each cross (top chord/purlin)

The specification of timber shall be as follows:

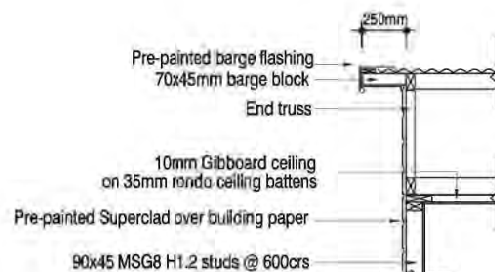
- All top and bottom chords are to be Hychord 90x45 and webs to be min MSG8 70x45 Radiata Pine

Treatment: To NZS 3640:2003
Moisture Content: Dry

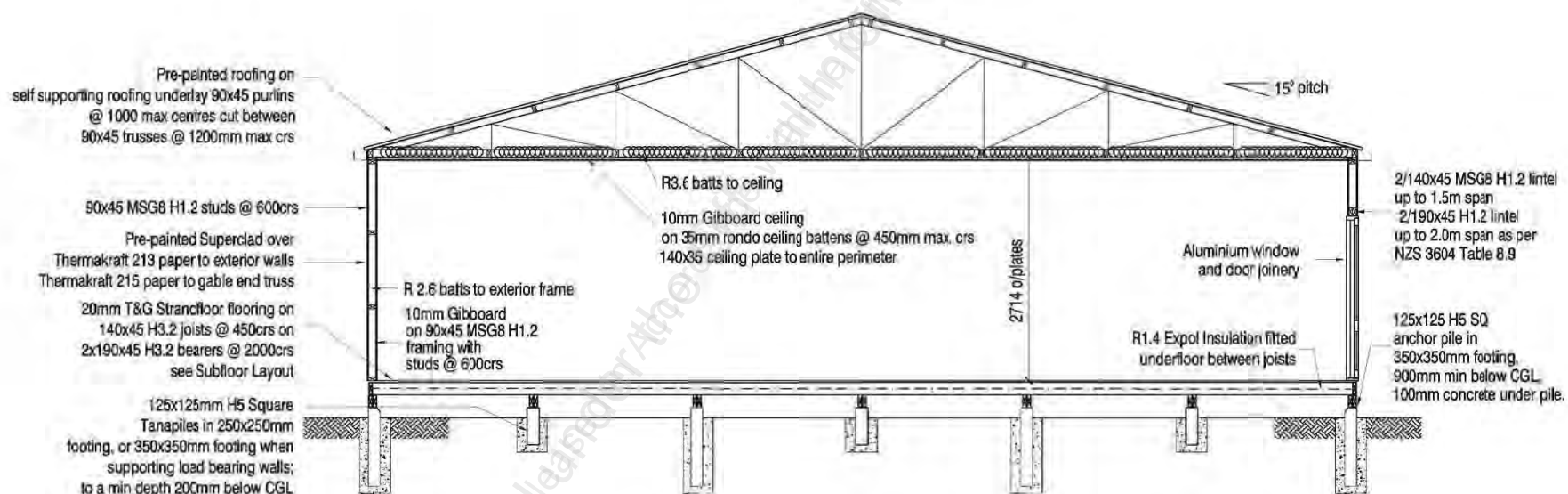
SCALE: 1:100	DATE: Mar 11	SHEET: 6
DRAWN: DM	FILE:	OF:

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9/05/2011



GABLE SOFFIT 1:20



SECTION A-A 1:50

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DRAWING TITLE

Cross Section Building A

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

SCALE: As Shown
DRAWN: DM

DATE: Mar 11
FILE:

SHEET: 7
OF:

Document 7

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Corrugate roofing over
building wrap over 90x45
trusses @ 1200crs max.

150x60mm Gutter
Cross sectional area
= 9000mm (Complying
with E1 Fig15)

A1 top flashing over
Superclad over building
wrap on 90x45 H1.2
MSG8 studs @ 600crs

82

Corrugate roofing over
Roofing Underlay

4T5 nail plate

45x20 barge batten

70x45 custom block

CPC40 - 4x30x3.15 nails to
block & 2x Type 17 35x14g
tek screws to rafter

Gable End Truss

D1 Barge Details

Scale 1:5

Air seal & PEF rod with
packer

Superclad over Sill wrap
to overlap building wrap

Superflash backflashing
& foam infill

D4 Aluminium Window Jamb

Scale 1:5

NOTE: Sill flashing on window must
have 200mm upstand at both ends,
50mm cover over cladding & a 5mm
air gap between sill & cladding

Superclad over building
paper dressed into opening
with flexible flashing tape
over wrap to head corners

C3 flashing on 15° slope

Double glazed Aluminium
window

Air seal & PEF rod with
packer

D2 Aluminium Window Head

Scale 1:5

Double glazed
Aluminium window

Sill flashing over
superclad & sill wrap
to overlap building
wrap

Sill wrap 200mm up
jamb

Air seal & PEF rod with
packer

D3 Aluminium Window Sill

Scale 1:5

Superclad over Building
wrap dressed into opening
with flexible flashing tape
over wrap to head corners

C3 flashing on 15° slope

Air seal & PEF rod with
packer

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9/05/2011

D5 Aluminium Door Head

Scale 1:5

150mm Sill flashing
tape with packers, air
seal & PEF rod between
reveal and 20mm
particle board flooring

140x45 H3.2 Floor Joist
on 2/190x45 H3.2 bearers

Sill flashing over Superclad

D6 Aluminium Door Sill

Scale 1:5

Air seal & PEF rod with
packer

Superclad over sill wrap to
overlap building paper

Superflash backflashing
& foam infill

D7 Aluminium Door Jamb

Scale 1:5

Note: Construction to comply with NZS 3604 (1999)
and the New Zealand Building Code 2004

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Window Details Building A

SCALE:

1:5

DRAWN:

DM

DATE:

Mar11

FILE:

SHEET:

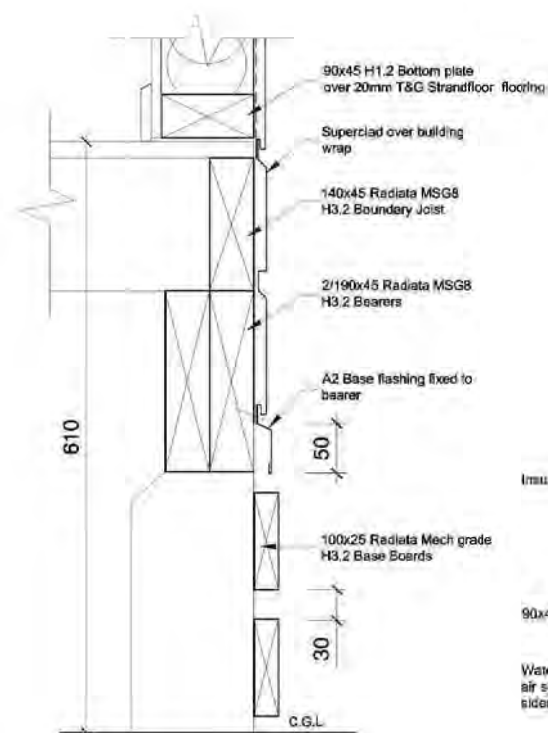
8

OF:

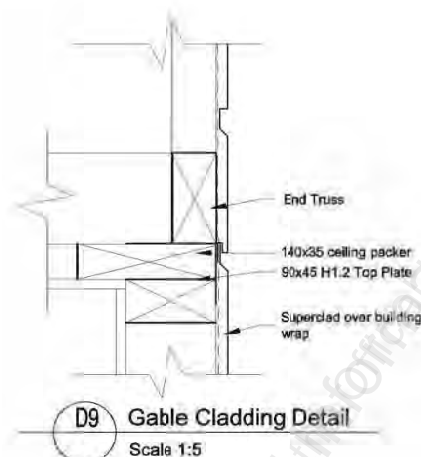
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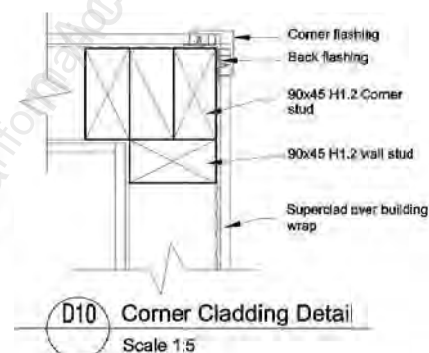
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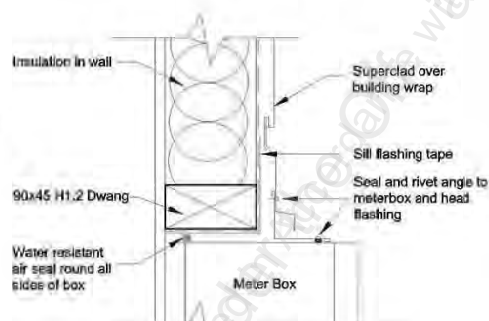
D8 Bottom Plate Detail
Scale 1:5



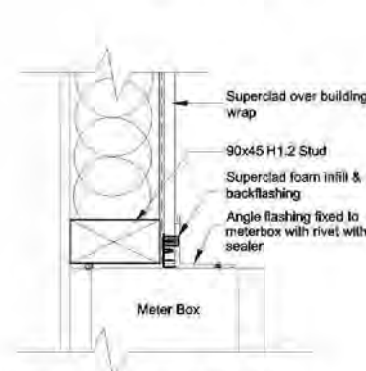
D9 Gable Cladding Detail
Scale 1:5



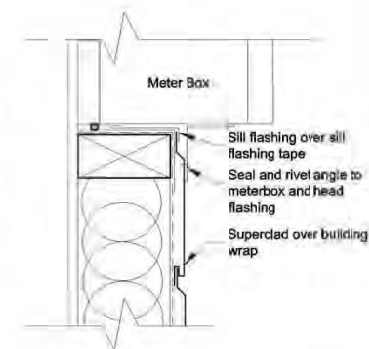
D10 Corner Cladding Detail
Scale 1:5



D11 Meter Box Head Flashing
Scale 1:5



D12 Meter Box Side Flashing
Scale 1:5



D13 Meter Box Sill Flashing
Scale 1:5

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Details Building A

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

SCALE: 1:5
DRAWN: DM

DATE: Mar11
FILE:

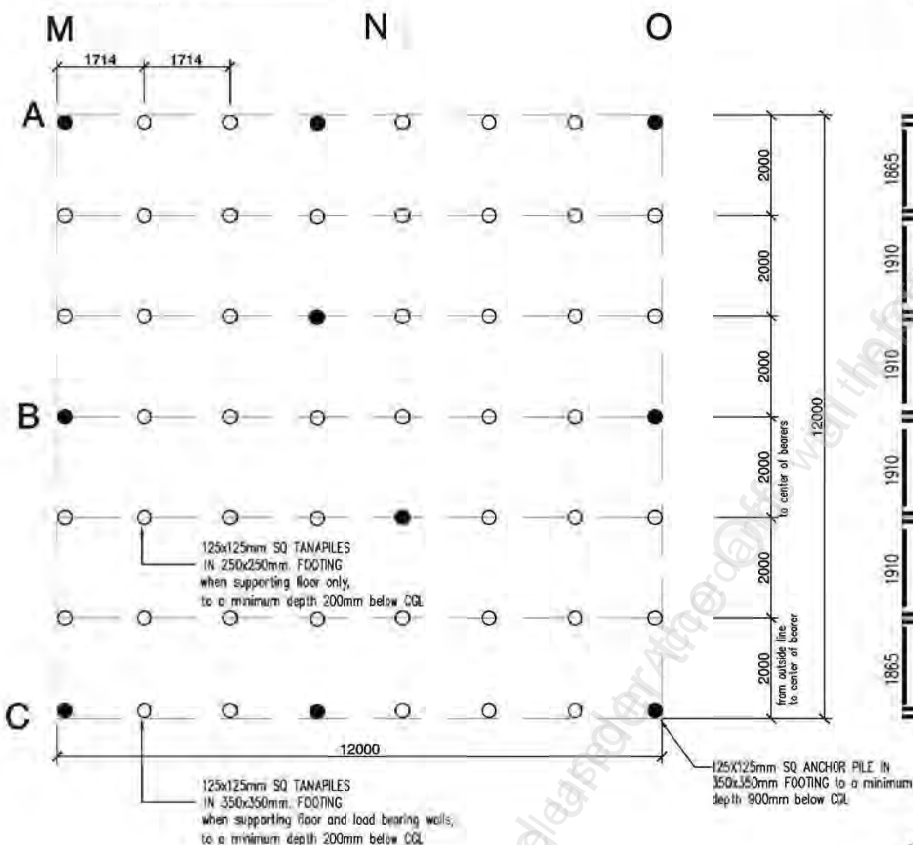
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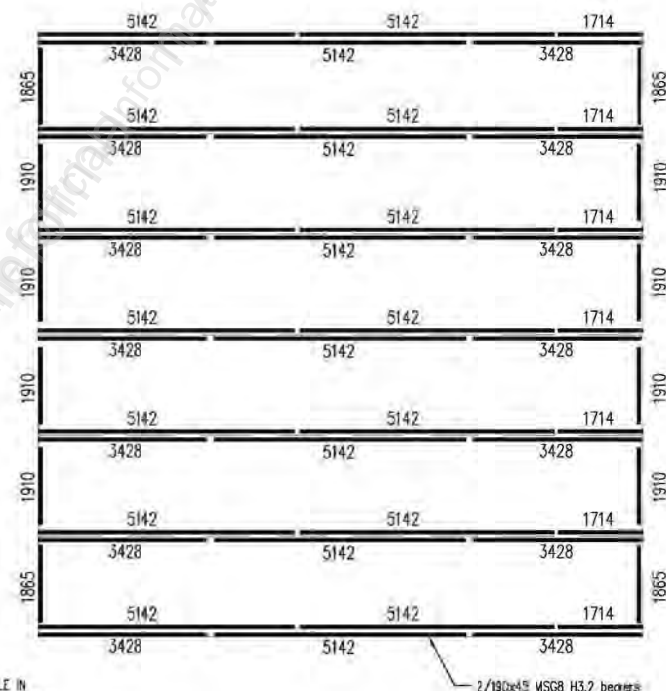
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Pile Layout



Bearer Layout



Note:
 Bearers to run in the same
 direction as the ridgeline

VERSATILE®

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Subfloor Plan Building B

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

SCALE: 1:100
 DRAWN: DM

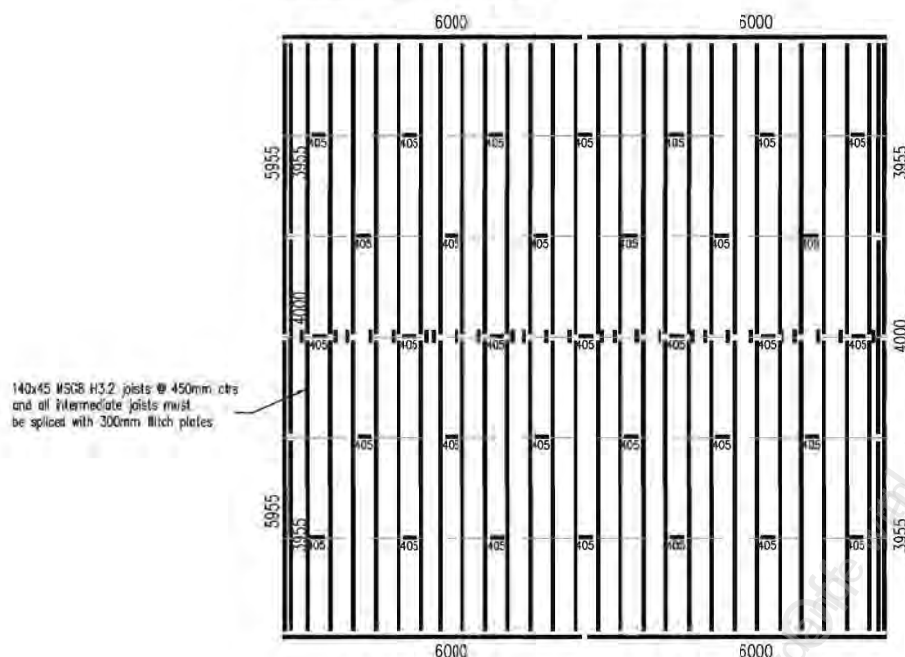
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Floor Joist Layout



Flooring Layout

3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	3.0 x 1.2

Parts List

PART	SIZE / TREATMENT	QUANTITY	LENGTH	PART	SIZE / TREATMENT	QUANTITY	LENGTH
Bearers	190x45 H3.2	21	5142	Blocks	140x45 H3.2	33	405
Bearers	190x45 H3.2	14	3428	Filitch Plates	140x45 H3.2	26	300
Bearers	190x45 H3.2	7	1714				
Boundry Bearers	190x45 H3.2	8	1910	Standard Piles	125x125mm H5	46	
Boundry Bearers	190x45 H3.2	4	1865	Anchor Piles	125x125mm H5	10	
Joists	140x45 H3.2	56	5955	Strandfloor Tongue & Groove	3.6x1.2	34	
Joists	140x45 H3.2	2	4000				
Joists	140x45 H3.2	4	3955				
Boundry Joists	140x45 H3.2	4	6000				

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PROJECT TITLE

University of Canterbury

DRAWING TITLE

Subfloor Plan Building B

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

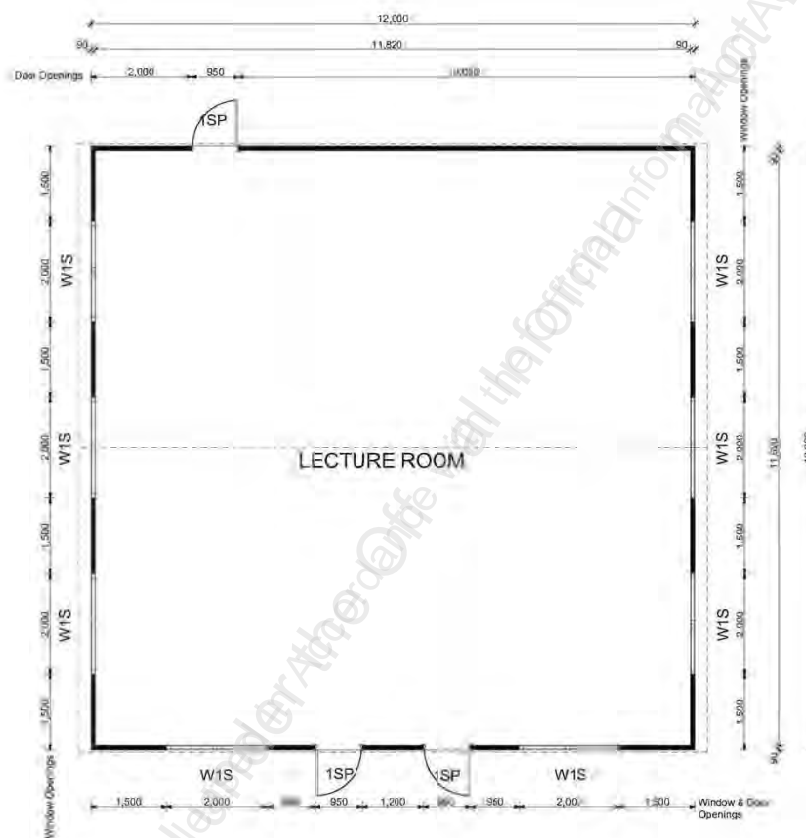
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FLOOR PLAN BUILDING B

NON-STANDARD WINDOW
& DOOR SCHEDULE

No.	R/O Size (WxH)	O/R Size (WxH)	Lintel
W1S	2000x1090	1985x1070	2/190x4
1SP	950x2000	935x1980	2/140x4

FLOOR AREA 93.60m²

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004



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University of Canterbury

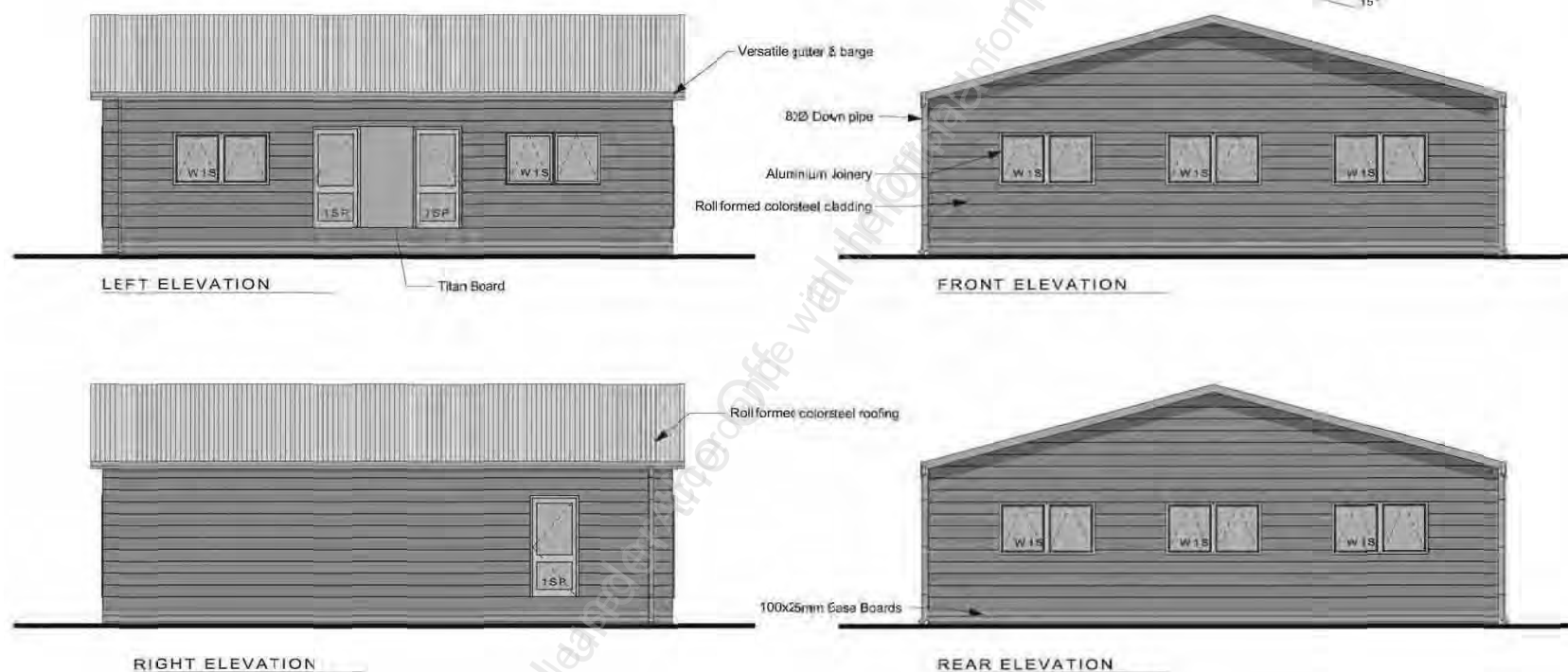
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Floor Plan Building B

SCALE: 1:100
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FILE:SHEET: 3
OF:

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PROJECT TITLE

University of Canterbury

DRAWING TITLE

Elevations Building B

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

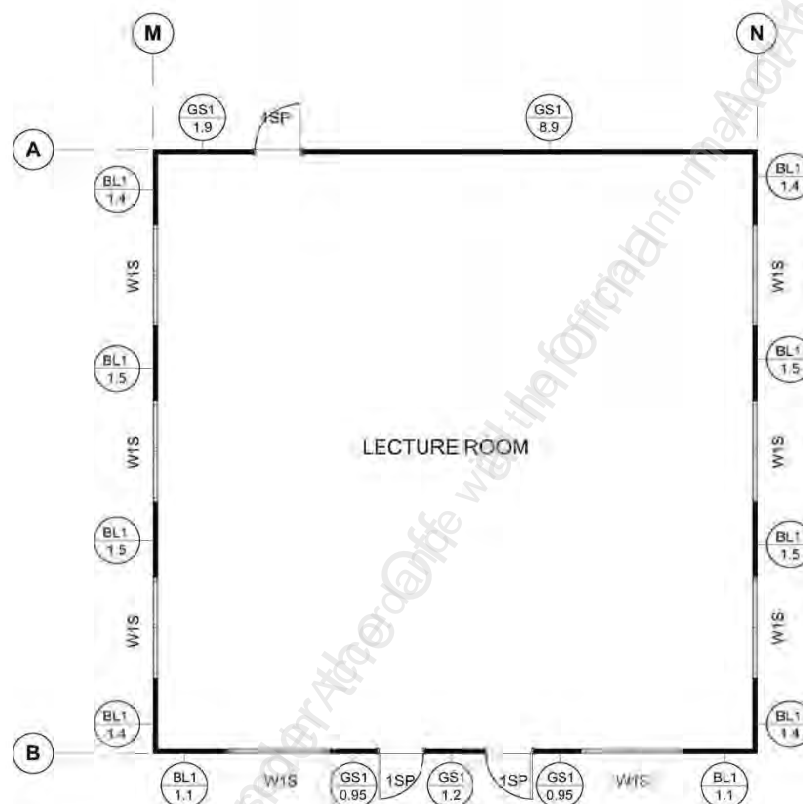
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BRACING PLAN BUILDING B



PROJECT TITLE

University of Canterbury

DRAWING TITLE

Bracing Plan Building B

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

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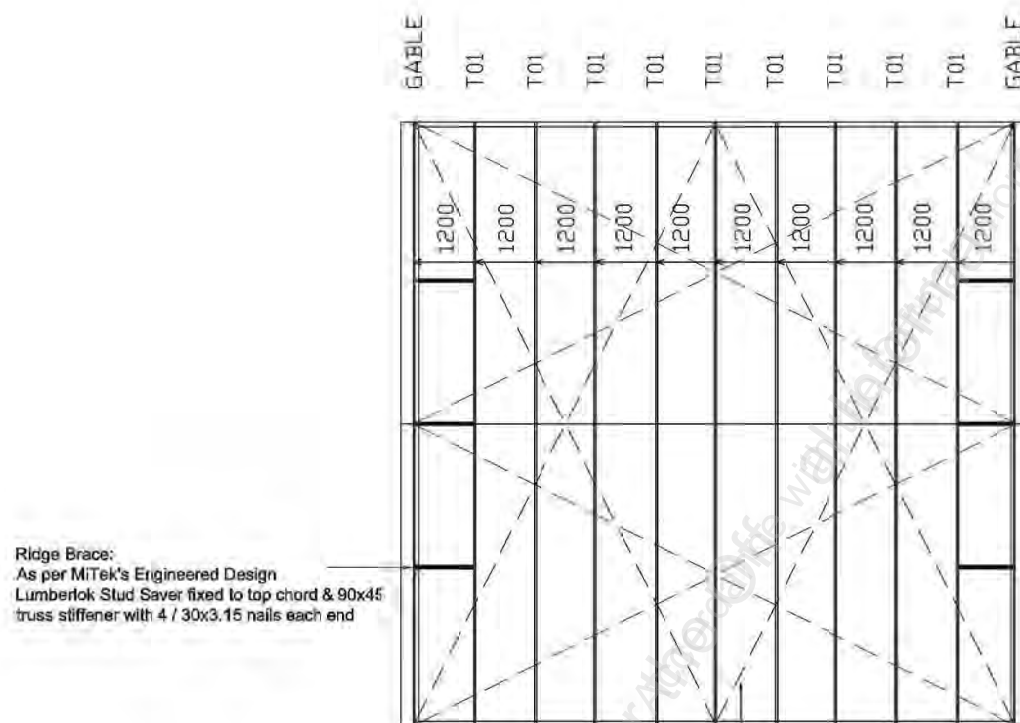
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**Span and Load Chart:**

Live Load = Top Chord - 1.1kN concentrated load,
 0.25kPa uniform load. Bottom Chord - 0.9kN
 concentrated load below 1200mm head height and 1.4kN
 load above 1200mm head height.
 Dead Load = 0.15 kPa (Top Chord), 0.20 kPa (Bottom
 Chord) trusses @ 1200crs with ceiling.

Wind: Roof = Clig = -1.1

Purlin Spacing = 1000 max

Truss Centres	Wind Load	Snow Load
1200	Medium	0.9kPa

Timber:

The specification of timber shall be as follows:

- All top and bottom chords are to be Hychord 90x45
 and webs to be min MSG8 70x45 Radiata Pine

Treatment: To NZS 3640:2003

Moisture Content: Dry

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Truss Plan Building B

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

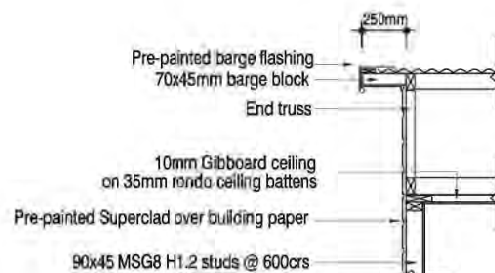
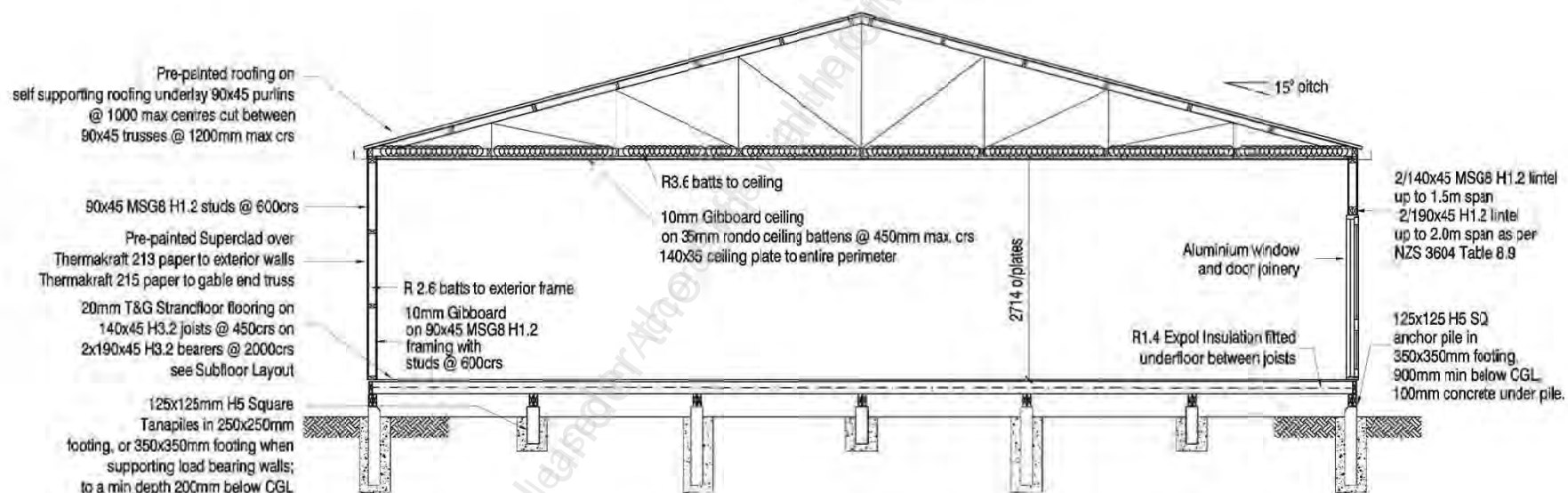
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**GABLE SOFFIT 1:20****SECTION A-A 1:50****VERSATILE**

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Cross Section Building B

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

SCALE: As Shown DATE: Mar 11
 DRAWN: DM FILE: 7
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Corrugate roofing over
building wrap over 90x45
trusses @ 1200crs max.

150x60mm Gutter
Cross sectional area
= 9000mm (Complying
with E1 Fig15)

A1 top flashing over
Superclad over building
wrap on 90x45 H1.2
MSG8 studs @ 600crs

82

Corrugate roofing over
Roofing Underlay

4T5 nail plate

45x20 barge batten

70x45 custom block

CPC40 - 4x30x3.15 nails to
block & 2x Type 17 35x14g
tek screws to rafter

Gable End Truss

D1 Barge Details

Scale 1:5



D4 Aluminium Window Jamb

Scale 1:5

NOTE: Sill flashing on window must
have 200mm upstand at both ends,
50mm cover over cladding & a 5mm
air gap between sill & cladding

Superclad over building
paper dressed into opening
with flexible flashing tape
over wrap to head corners

C3 flashing on 15° slope

Double glazed Aluminium
window

Air seal & PEF rod with
packer

D2 Aluminium Window Head

Scale 1:5

Double glazed
Aluminium window

Sill flashing over
superclad & sill wrap
to overlap building
wrap

Sill wrap 200mm up
jamb

Air seal & PEF rod with
packer

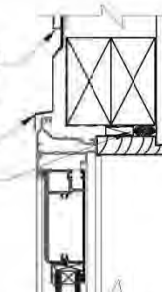
D3 Aluminium Window Sill

Scale 1:5

Superclad over Building
wrap dressed into opening
with flexible flashing tape
over wrap to head corners

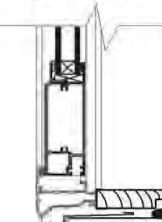
C3 flashing on 15° slope

Air seal & PEF rod with
packer



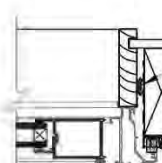
D5 Aluminium Door Head

Scale 1:5



D6 Aluminium Door Sill

Scale 1:5



D7 Aluminium Door Jamb

Scale 1:5

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PROJECT TITLE

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Window Details Building B

Note: Construction to comply with NZS 3604 (1999)
and the New Zealand Building Code 2004

SCALE: 1:5
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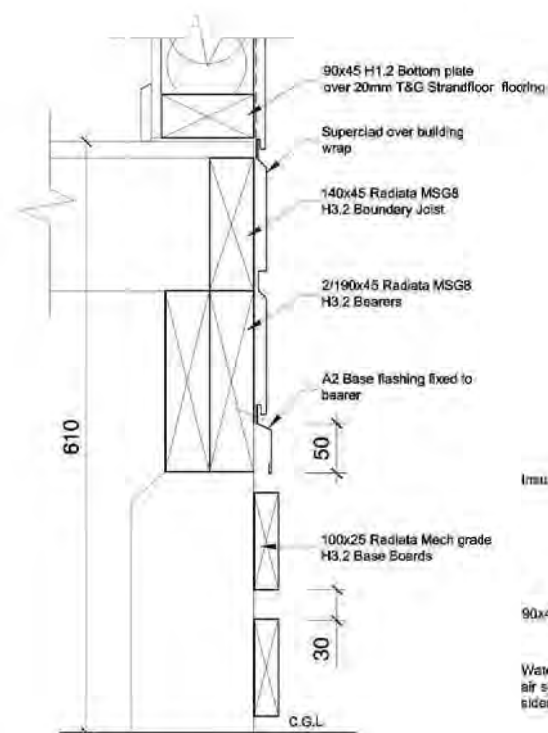
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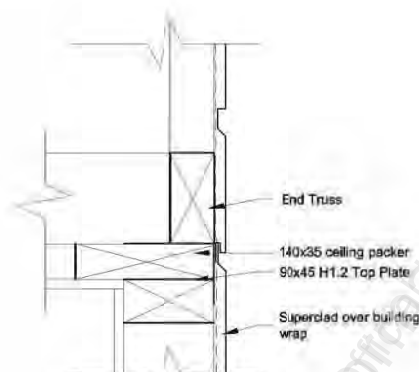
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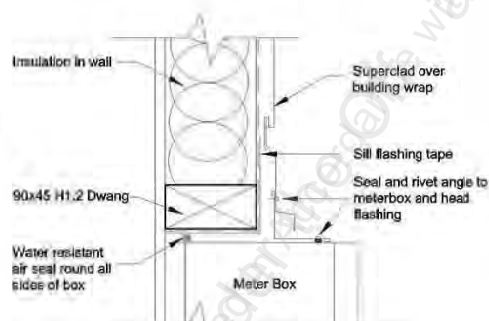
D8 Bottom Plate Detail
Scale 1:5



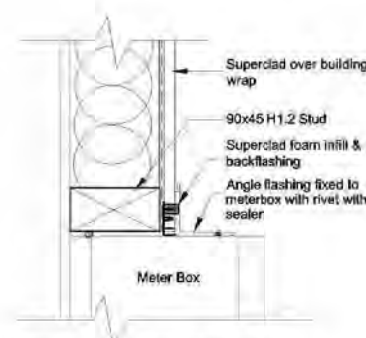
D9 Gable Cladding Detail
Scale 1:5



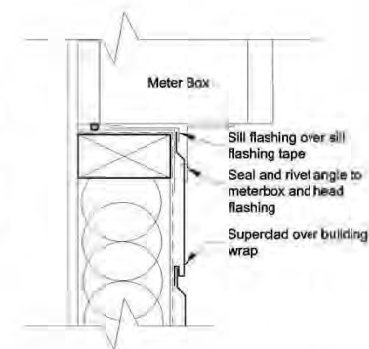
D10 Corner Cladding Detail
Scale 1:5



D11 Meter Box Head Flashing
Scale 1:5



D12 Meter Box Side Flashing
Scale 1:5



D13 Meter Box Sill Flashing
Scale 1:5

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Details Building B

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

SCALE: 1:5
DRAWN: DM

DATE: Mar11
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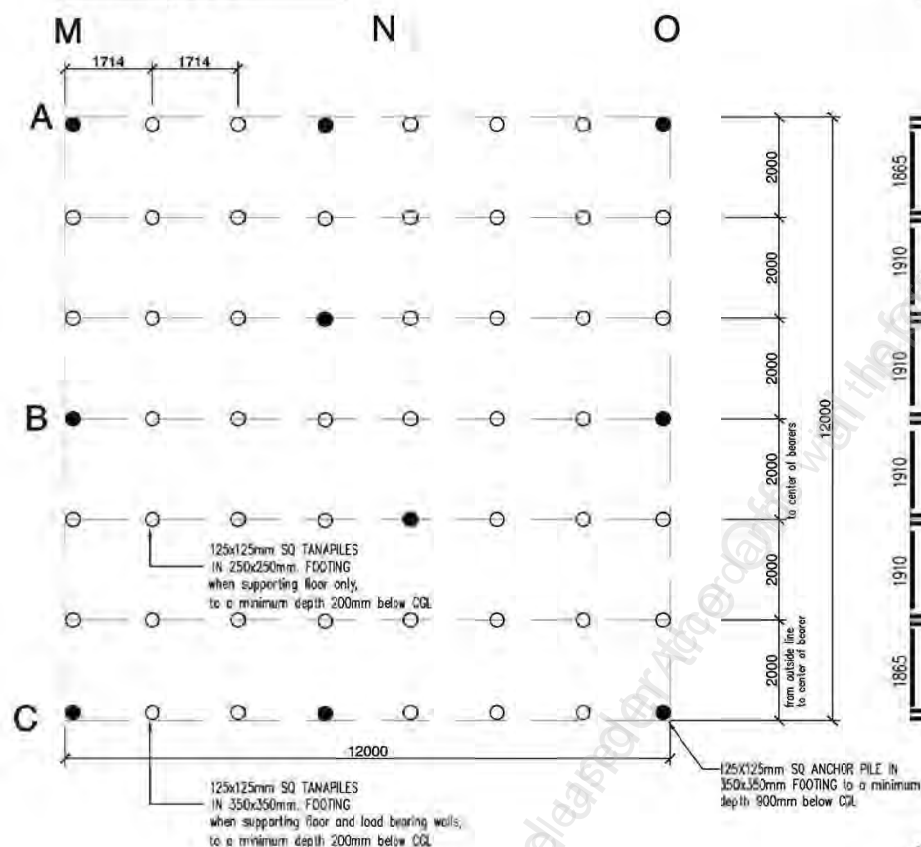
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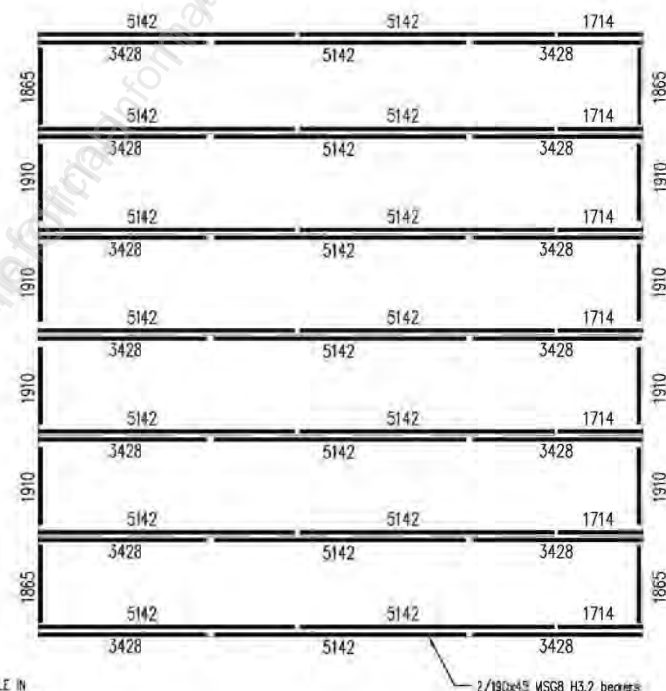
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Pile Layout



Bearer Layout



Note:
 Bearers to run in the same
 direction as the ridgeline

VERSATILE®

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Subfloor Plan Building C

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

SCALE: 1:100
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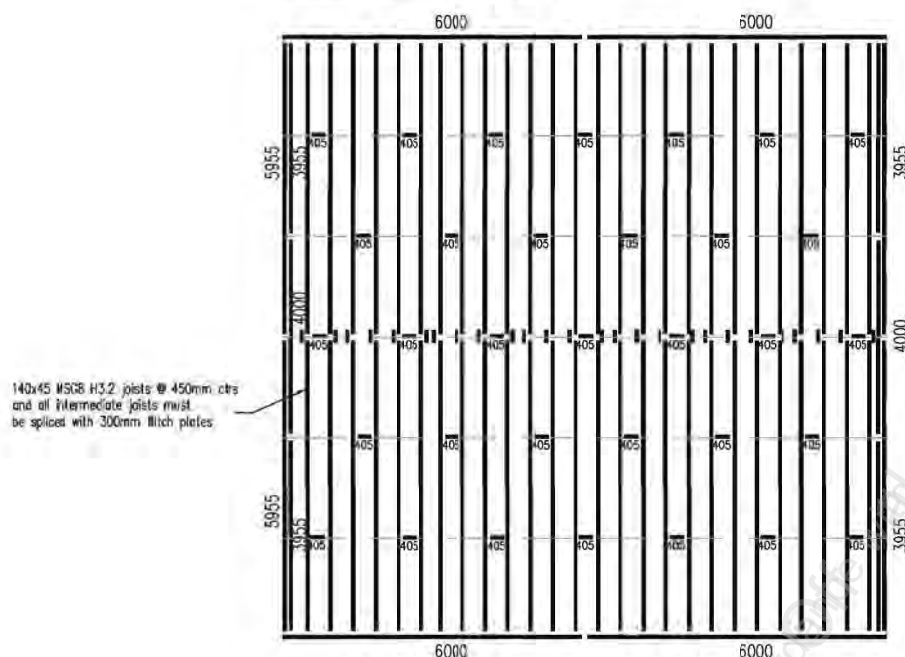
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Floor Joist Layout



Flooring Layout

3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	1.8x1.2
3.6 x 1.2	3.6 x 1.2	3.6 x 1.2	3.6 x 1.2
1.8x1.2	3.6 x 1.2	3.6 x 1.2	3.0 x 1.2

Parts List

PART	SIZE / TREATMENT	QUANTITY	LENGTH	PART	SIZE / TREATMENT	QUANTITY	LENGTH
Bearers	190x45 H3.2	21	5142	Blocks	140x45 H3.2	33	405
Bearers	190x45 H3.2	14	3428	Filitch Plates	140x45 H3.2	26	300
Bearers	190x45 H3.2	7	1714				
Boundry Bearers	190x45 H3.2	8	1910	Standard Piles	125x125mm H5	46	
Boundry Bearers	190x45 H3.2	4	1865	Anchor Piles	125x125mm H5	10	
Joists	140x45 H3.2	56	5955	Strandfloor Tongue & Groove	3.6x12	34	
Joists	140x45 H3.2	2	4000				
Joists	140x45 H3.2	4	3955				
Boundry Joists	140x45 H3.2	4	6000				

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Subfloor Plan Building C

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

SCALE: 1:100
 DRAWN: DM

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FLOOR PLAN BUILDING C

NON-STANDARD WINDOW
& DOOR SCHEDULE

No	R/O Size (WxH)	O/R Size (WxH)	Lintel
W1S	2000x1090	1985x1070	2/190x45
W2S	1000x490	985x470	2/115x45
W3S	1000x1090	985x1070	2/140x45
W4S	6000x490	5985x470	Structural truss over
1SP	950x2000	935x1980	2/140x45

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004



PROJECT TITLE

University of Canterbury

DRAWING TITLE

Floor Plan Building C

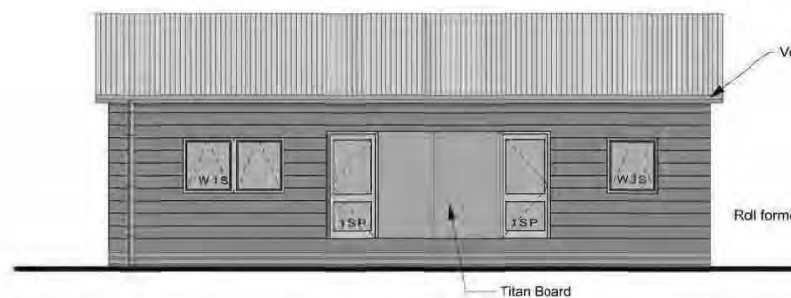
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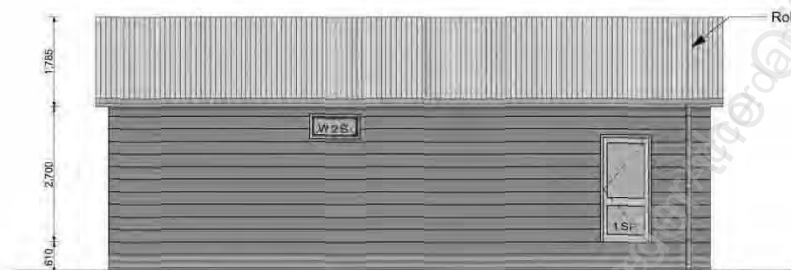
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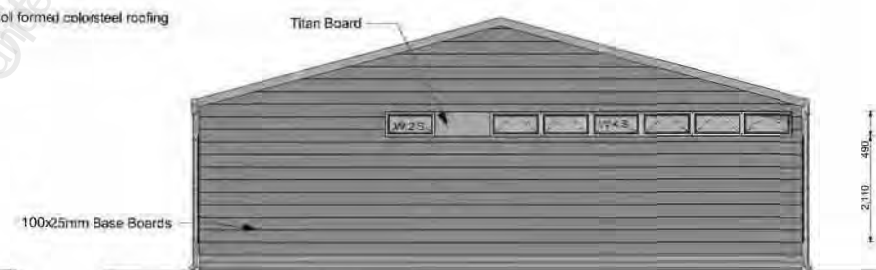
FRONT ELEVATION



LEFT ELEVATION



REAR ELEVATION



RIGHT ELEVATION



PROJECT TITLE

University of Canterbury

DRAWING TITLE

Elevations Building C

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

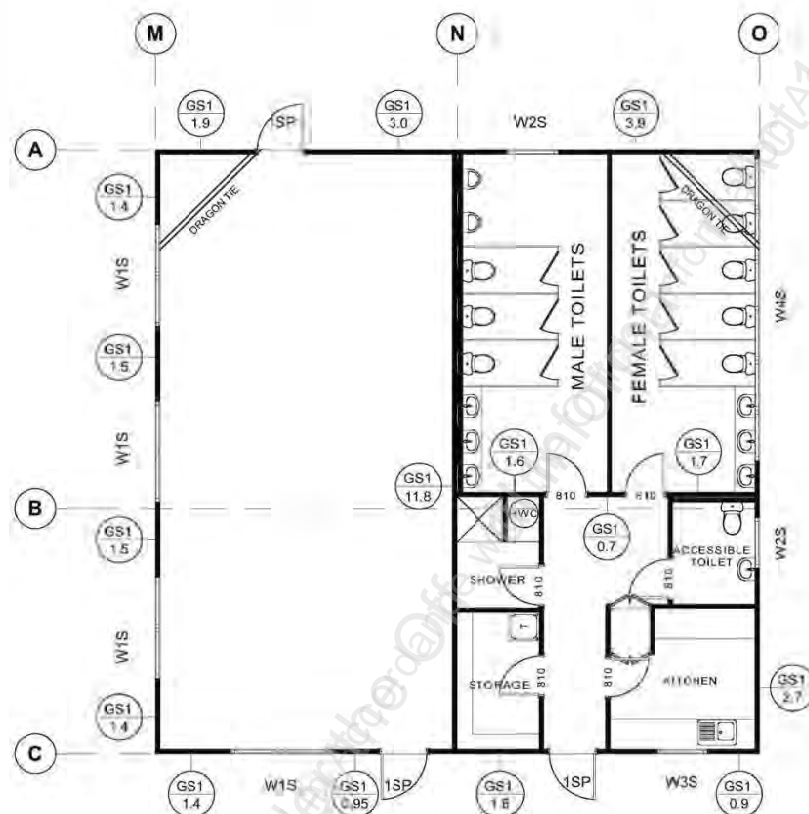
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FLOOR PLAN BUILDING C



PROJECT TITLE

University of Canterbury

DRAWING TITLE

Bracing Plan Building C

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

SCALE: 1:100
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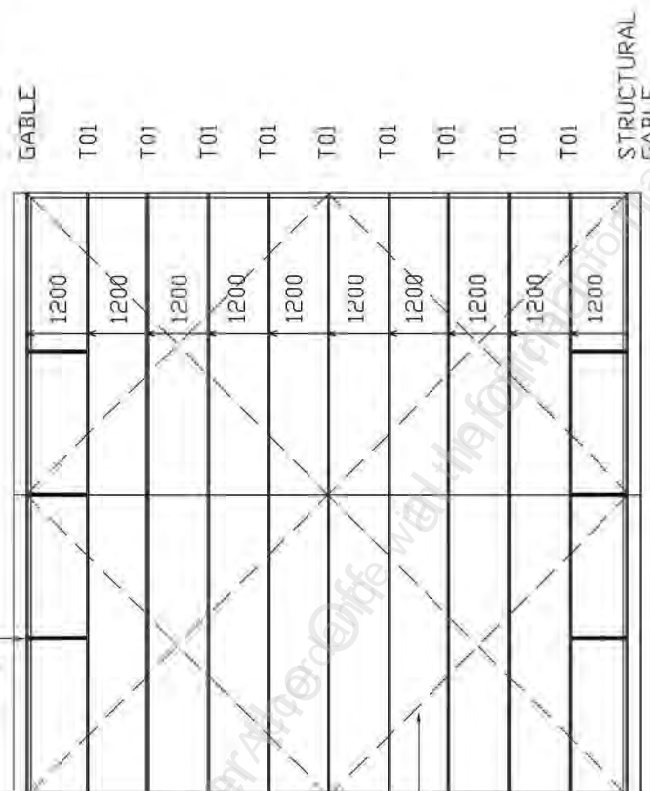
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Ridge Brace:
 As per MiTek's Engineered Design
 Lumberlok Stud Saver fixed to top chord & 90x45
 truss stiffener with 4 / 30x3.15 nails each end



Roof Bracing: As per NZS3604:1998
 Single tensioned cross Lumberlok Strip Brace
 over top chords/purlins.
 5 / 30x3.15 nails each end
 1 / 30x3.15 nail each cross (top chord/purlin)

Span and Load Chart:
 Live Load = Top Chord - 1.1kN concentrated load,
 0.25kPa uniform load. Bottom Chord - 0.9kN
 concentrated load below 1200mm head height and 1.4kN
 load above 1200mm head height.
 Dead Load = 0.15 kPa (Top Chord), 0.20 kPa (Bottom
 Chord) trusses @ 1200c/s with ceiling.

Wind: Roof = Cfig = -1.1

Purlin Spacing = 1000 max

Truss Centres	Wind Load	Snow Load
1200	Medium	0.9kPa

Timber:

The specification of timber shall be as follows:

- All top and bottom chords are to be Hychord 90x45
 and webs to be min MSG8 70x45 Radiata Pine

Treatment: To NZS 3640:2003

Moisture Content: Dry

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Truss Plan Building C

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

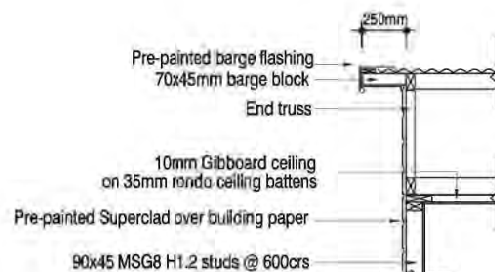
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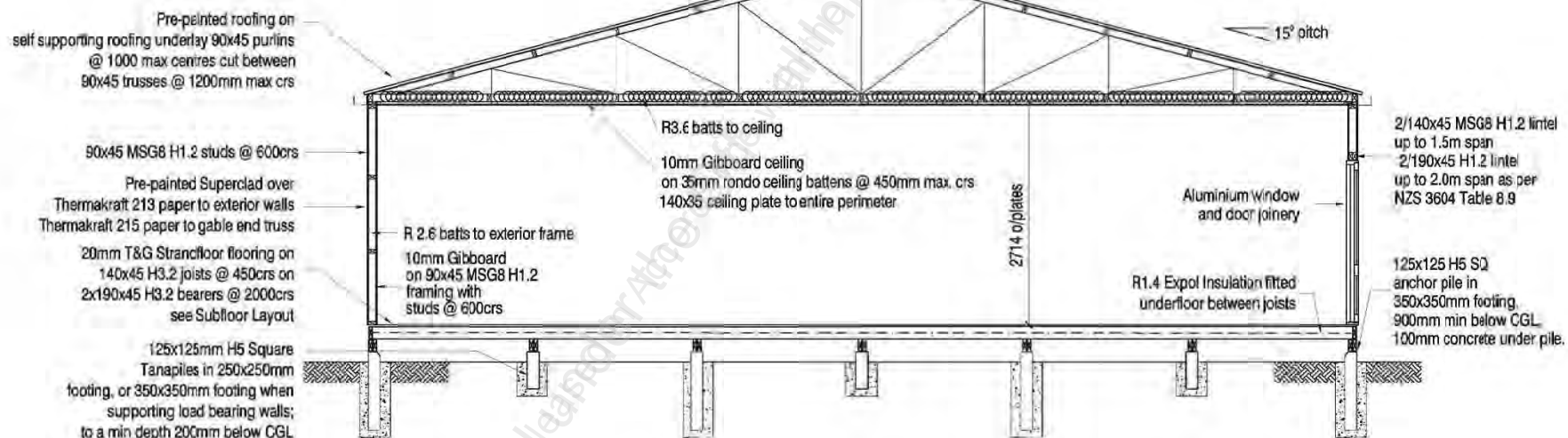
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GABLE SOFFIT 1:20



SECTION A-A 1:50

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Cross Section Building C

Note: Construction to comply with NZS 3604 (1999) and the New Zealand Building Code 2004

SCALE: As Shown
 DRAWN: DM

DATE: Mar 11
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 OF:

CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO STARTING • ALL DIMENSIONS IN MM UNLESS STATED

Corrugate roofing over building wrap over 90x45 trusses @ 1200cns max.

150x60mm Gutter
Cross sectional area
= 9000mm (Complying
with E1 Fig15)

A1 top flashing over
Superclad over building
wrap on 90x45 H1.2
MSG8 studs @ 600cns

82

Corrugate roofing over
Roofing Underlay

4T5 nail plate

45x20 barge batten

70x45 custom block

CPC40 - 4x30x3.15 nails to
block & 2x Type 17 35x14g
tek screws to rafter

Gable End Truss

D1 Barge Details

Scale 1:5

Air seal & PEF rod with
packer

Superclad over Sill wrap
to overlap building wrap

Superflash backflashing
& foam infill

D4 Aluminium Window Jamb

Scale 1:5

NOTE: Sill flashing on window must
have 200mm upstand at both ends,
50mm cover over cladding & a 5mm
air gap between sill & cladding

Superclad over building
paper dressed into opening
with flexible flashing tape
over wrap to head corners

C3 flashing on 15° slope

Double glazed Aluminium
window

D2 Aluminium Window Head

Scale 1:5

Double glazed
Aluminium window

Sill flashing over
superclad & sill wrap
to overlap building
wrap

D3 Aluminium Window Sill

Scale 1:5

Sill wrap 200mm up
jamb

Air seal & PEF rod with
packer

Superclad over Building
wrap dressed into opening
with flexible flashing tape
over wrap to head corners

C3 flashing on 15° slope

Air seal & PEF rod with
packer

D5 Aluminium Door Head

Scale 1:5

Sill flashing over Superclad

150mm Sill flashing
tape with packers, air
seal & PEF rod between
reveal and 20mm
particle board flooring

140x45 H3.2 Floor Joist
on 2/190x45 H3.2 bearers

D6 Aluminium Door Sill

Scale 1:5

Air seal & PEF rod with
packer

Superclad over sill wrap to
overlap building paper

Superflash backflashing
& foam infill

D7 Aluminium Door Jamb

Scale 1:5

Note: Construction to comply with NZS 3604 (1999)
and the New Zealand Building Code 2004

VERSATILE®

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Window Details Building C

SCALE:

1:5

DRAWN:
DM

DATE:

Mar11

FILE:

SHEET:

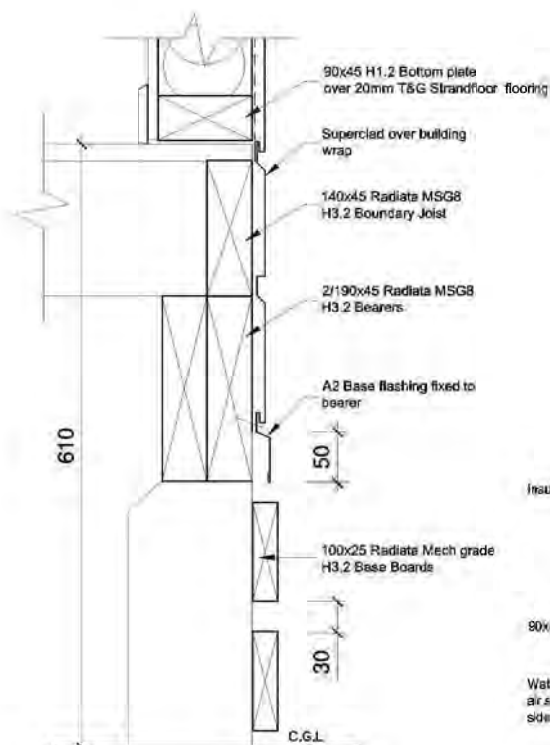
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OF:

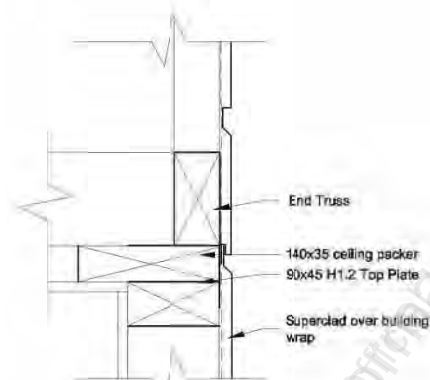
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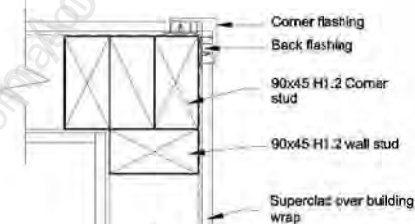
Christchurch City Council
 Approved Consent Plan
 ABA10109804
 Michael Nilsson
 Page 28 of 92
 9/05/2011



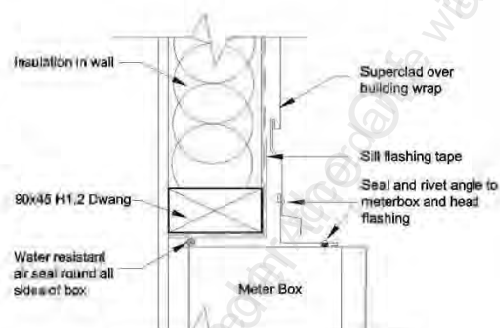
D8 Bottom Plate Detail
 Scale 1:5



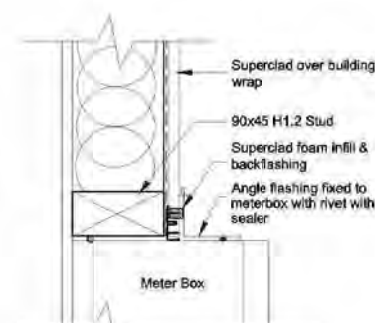
D9 Gable Cladding Detail
 Scale 1:5



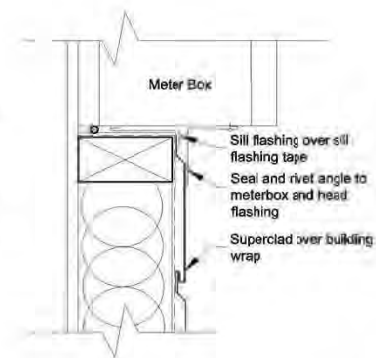
D10 Corner Cladding Detail
 Scale 1:5



D11 Meter Box Head Flashing
 Scale 1:5



D12 Meter Box Side Flashing
 Scale 1:5



D13 Meter Box Sill Flashing
 Scale 1:5

VERSATILE

PROJECT TITLE

University of Canterbury

DRAWING TITLE

Details Building C

Note: Construction to comply with NZS 3604 (1999)
 and the New Zealand Building Code 2004

SCALE: 1:5
 DRAWN: DM

DATE: Mar11
 FILE:

SHEET: 9
 OF:

From: [Corey Krygsman](#)
To: [Matt Weir](#)
Subject: FW: Russley School
Date: Thursday, 19 September 2019 2:43:44 p.m.
Attachments: [image001.jpg](#)

FYI

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Jared Lane [mailto:Jared@apdesign.co.nz]
Sent: Thursday, 19 September 2019 2:38 p.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Russley School

Hi Corey,

Thanks for the call re: Russley Road.

I've spoken to Julie Hand - who I've known for ages - at the CCC. She has advised that:

- An exemption should be fine for Building Consent etc considering the 'emergency' nature of things. The CCC learnt a lot post quake in housing people temporarily and I think we can certainly work with them to make things easy (touch wood).
- We will still need a Fire and Access report for the relocated buildings, and some sort of assurance regarding their foundations to ensure they are safe etc. We might also need some sort of input from an electrical engineer regarding the temporary power supply and how the school infrastructure will handle the loading. I'll speak to Powell Fenwick about a speedy report for Fire and see what they say about electrical as well.
- There is no strict rule regarding what constitutes the time frame permitted for a temporary building - but it is certainly something we can discuss with Council. They are open to considering these as temporary if it speeds things up on site.
- **s 9(2)(g)(i) OIA**
- I have the contact details for the Council team leader who will be best to deal with here. Initially they are after a site plan and proposed classroom layout for us to start the conversation which I've indicated we can send next week.

Kind regards

--

Jared Lane
 Director
 AP Design Ltd
 T 03 942 1977
 C 021 2777960
 E jared@apdesign.co.nz



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Revised and cleared for the Office with the following information: A00147982

Era Yuan

From: Yvone Caetano <yvone.caetano@schoolsupport.co.nz>
Sent: Thursday, 19 September 2019 3:13 p.m.
To: Greg Lewis
Cc: core.krygsman@education.govt.nz; Gill Maher
Subject: Site update & progress report

Hi Greg,

I met with the contractors on-site to discuss what was required to get the site ready for you to Occupy on Tuesday.

The phones are working. Tom from Teltrac has got the system going.

Fire & Security: the cables have been severely damaged and both systems are compromised. We recommend switching the systems off. This may not be ideal, but its the most practical option until more concrete decisions have been made. Once the school is back on site we will need to look at implementing a new fire evacuation plan due to the limited fire alarm system. The school bell is not working and will not be available next week. A more traditional option (i.e ringing the bell may need to be considered).

In regards to the IT, this one will be a little bit more complicated as the loop around the school went through the burnt down block. Brent from Kiwi communications is on-site as we speak erecting areal cables which will then link the blocks. This is not the most attractive option but again until more concrete decisions have been made by you and the MoE this is the best we can offer. This option will allow you to have data next week and into the foreseeable future until more permanent options are available.

I would like to make it noted that we can not confirm the quality of the above infrastructure and how they will go next week. It will be a trial situation and as things arise we will fix them or get them sorted over the school holiday period if more practical.

Speaking of the school holidays, I believe you have an after school programme on-site (in the hall). I would recommend that this been cancelled for these holidays, as we will need that time to complete any demo/reinstatement work and repair/ make good any infrastructure needed for you to operate effectively in Term 4.

I will be going back to site shortly to check on things and will be their first thing tomorrow. Will keep you update

If you have any question please don't hesitate to call

Regards,

Yvone Caetano B DES, PMP,

Senior Project Manager

SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686| **M:** 027 229 9237| **E:** yvone.caetano@schoolsupport.co.nz

From: [Adel Isaac](#)
To: [Sharon Wong](#); [David Hobern](#)
Cc: [Corey Krygsman](#); [Matt Weir](#)
Subject: Russley Access
Date: Thursday, 19 September 2019 3:18:59 p.m.
Attachments: [image001.png](#)

Hi Sharon,

Matt and myself met with Harry Roelofs from the City Council to facilitate the access to Russley school through Pinehurst Reserve.

The Lease agreement has changed to start on 20/09/19.

Harry has arranged for Treetech to trim all the obstructing trees to allow access to the relocs.

The work should be completed by Tuesday next week.

Matt will be arranging for the contractor who will be working on the relocs to removing part of the children sliders playground to facilitate the entry of those trucks.

Regards

Adel Isaac | Delivery Manager

DDI +6433787501 | Mobile **s 9(2)(a) OIA**

48 Hereford Street, Christchurch

education.govt.nz

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He mea tarai e matou te matauranga kia rangatira ai, kia mana taurite ai ona huanga



From: [Corey Krygsman](#)
To: [Matt Weir](#)
Subject: FW: Space at University of Canterbury
Date: Friday, 20 September 2019 6:52:56 a.m.

FYI

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Greg Lewis
Sent: Friday, 20 September 2019 5:28 a.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Fwd: Space at University of Canterbury

Morena Corey

This offer from UC may be of some use to consider for next term student location. My first thoughts about the Portacom space for classrooms is way too narrow.

Nga mihi

Greg Lewis
Tumuaki/Principal
 DDI.(03) 342 7783 **s 9(2)(a) OIA**
 e. principal@russley.school.nz



----- Forwarded message -----

From: **Alex Hanlon** <alex.hanlon@canterbury.ac.nz>
Date: Thu, Sep 19, 2019 at 2:53 PM
Subject: Space at University of Canterbury
To: principal@russley.school.nz <principal@russley.school.nz>

Kia ora Greg

Further to a letter you have received from our Vice Chancellor, I'm getting in touch to see if you have space needs that we might be able to help you with. I'm very sorry that you are having to deal with the impacts of a fire, and I hope that your staff and the students are all okay. These kinds of events can be very discombobulating to everyone concerned!

It turns out that we have a number of classrooms on our Dovedale campus that might be of use to you, should you need them.

Please let me know if you would like to come and take a look, or if there is anything else we can do to help.

Nga mihi,

Alex Hanlon

Executive Director | Kaihautu Matua

Learning Resources | Te Ratonga Rauemi Ako

University of Canterbury | Te Whare Wananga o Waitaha

Private Bag 4800, Christchurch 8020 | **Purangi Motuhake 4800, Otautahi 8020**

Phone: +64 3 369 4245 | **Waea: +64 3 369 4245**

Revised and cleared with the official information Act 1992

From: [Corey Krygsman](#)
To: [Adel Isaac](#); [Matt Weir](#)
Cc: [Sharon Wong](#); [Gill Maher](#)
Subject: RE: Russley Access for Relocs
Date: Friday, 20 September 2019 6:59:55 a.m.
Attachments: [image001.png](#)

Thanks Adel.

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Adel Isaac
Sent: Thursday, 19 September 2019 3:26 p.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>; Matt Weir <Matt.Weir@education.govt.nz>
Cc: Sharon Wong <Sharon.Wong@education.govt.nz>; Gill Maher <Gill.Maher@education.govt.nz>
Subject: FW: Russley Access for Relocs

Hi Corey,

Please find attached a file of toilet Portacoms that can be temporarily used at Russley school relocs until the toilets inside the Relocs get built

Regards

Adel Isaac | Delivery Manager
 DDI +6433787501 | Mobile **s 9(2)(a) OIA**

From: Adel Isaac
Sent: Thursday, 19 September 2019 3:19 PM
To: Sharon Wong <Sharon.Wong@education.govt.nz>; David Hobern <David.Hobern@education.govt.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>; Matt Weir <Matt.Weir@education.govt.nz>
Subject: Russley Access

Hi Sharon,

Matt and myself met with Harry Roelofs from the City Council to facilitate the access to Russley school through Pinehurst Reserve.

The Lease agreement has changed to start on 20/09/19.

Harry has arranged for Treotech to trim all the obstructing trees to allow access to the relocs.

The work should be completed by Tuesday next week.

Matt will be arranging for the contractor who will be working on the relocs to removing part of the children sliders playground to facilitate the entry of those trucks.

Regards

Adel Isaac | Delivery Manager
 DDI +6433787501 | Mobile **s 9(2)(a)**
 48 Hereford Street, Christchurch

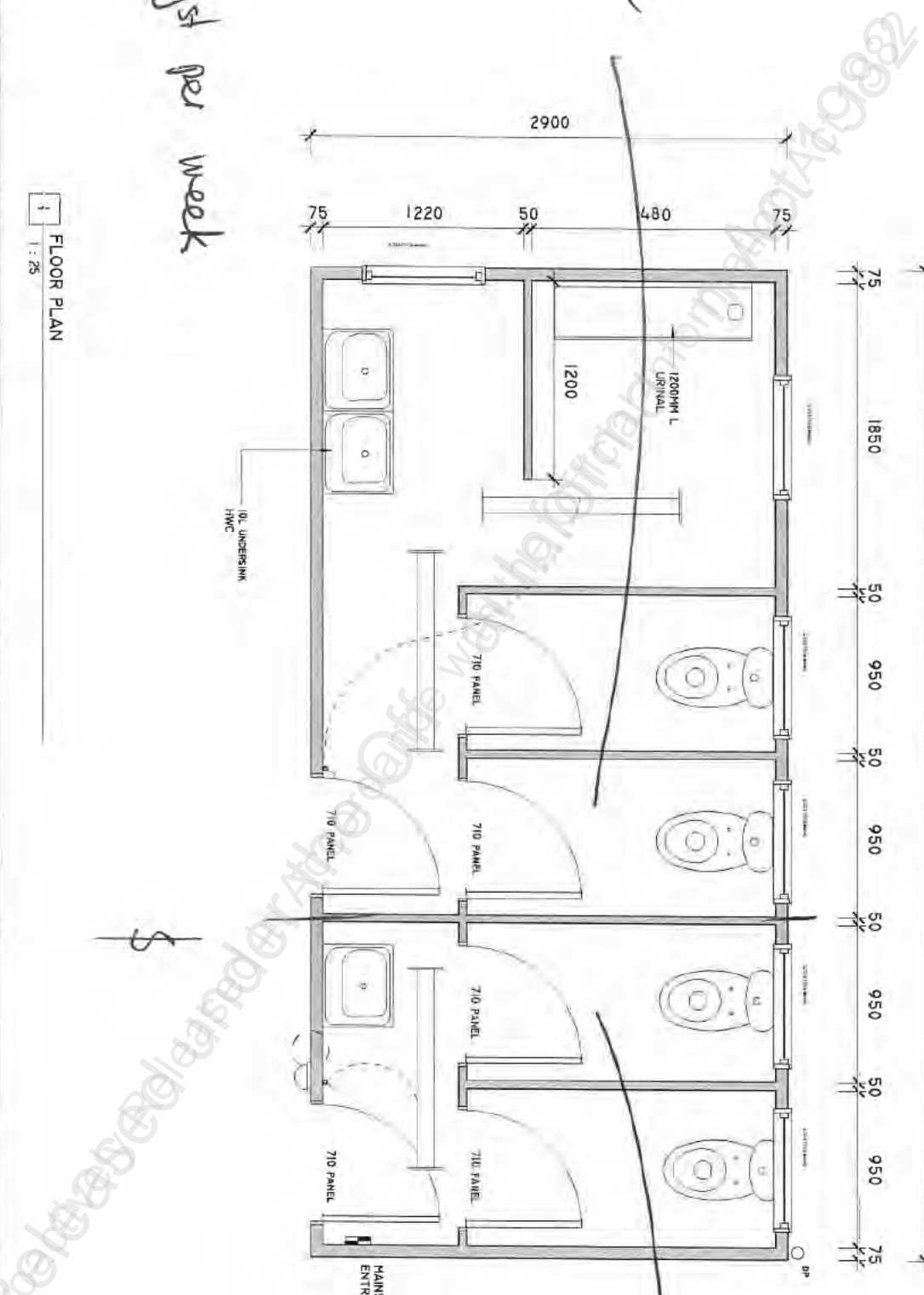
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5



1:25 FLOOR

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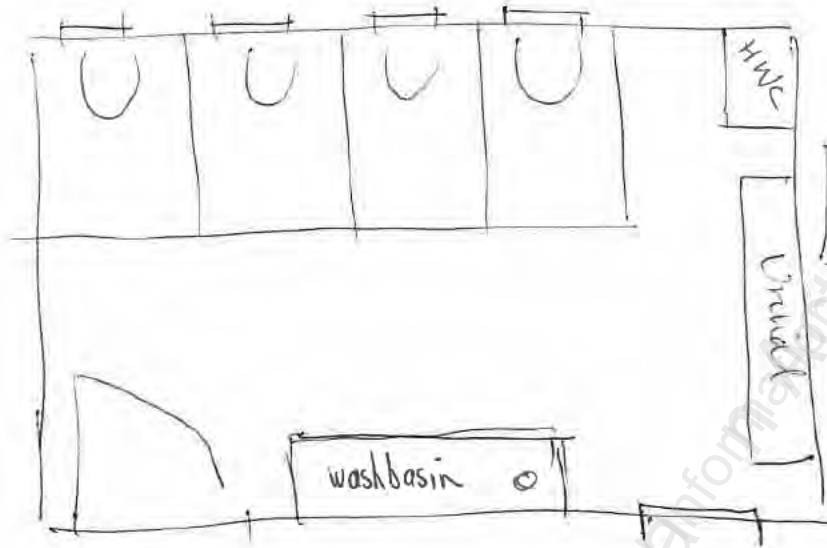
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4.8x2.9

- Male Toilet

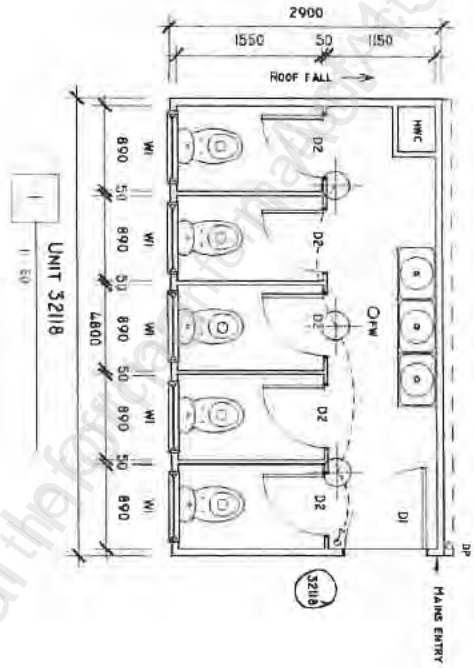
Document 12

\$165 + gst per week

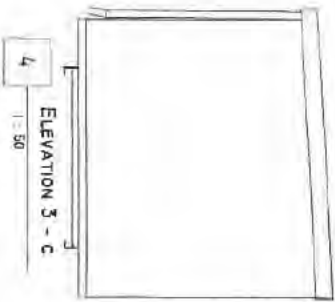
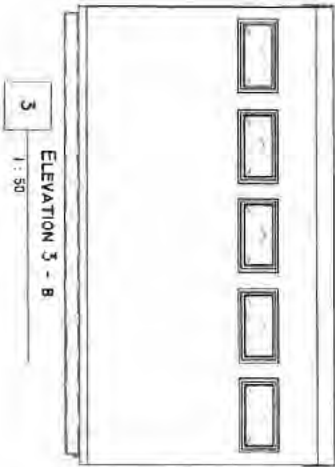


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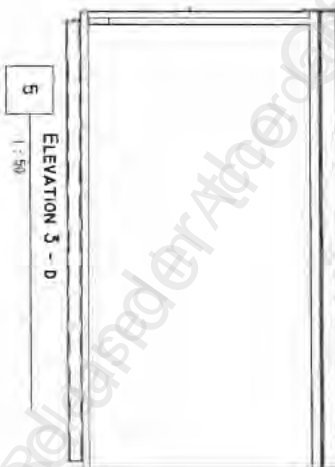
all female?



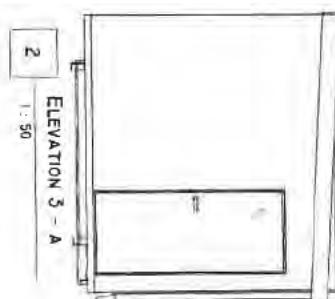
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ELEVATION 3 - C
| = 50

ELEVATION 3 - B
1 : 50

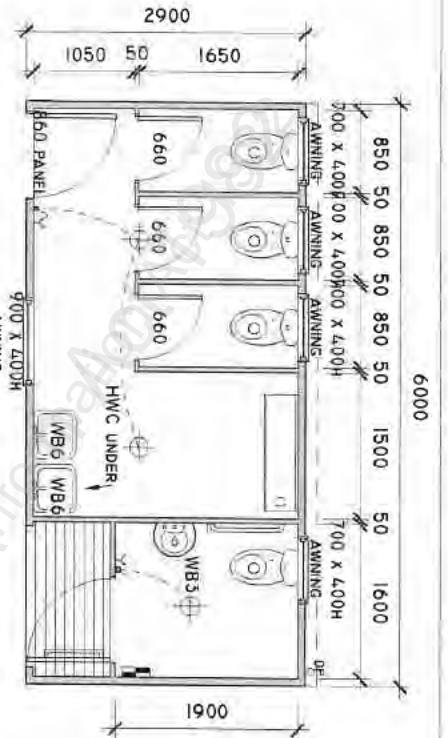


5	ELEVATION 5 - D 1 : 50
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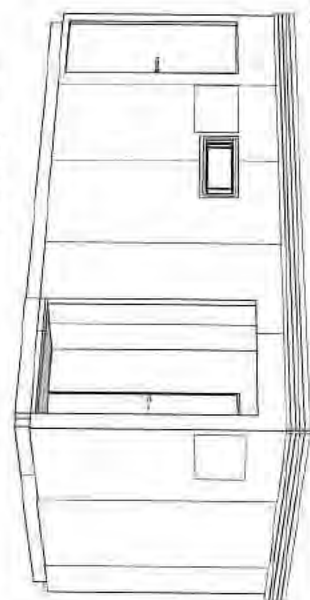


ELEVATION C - A

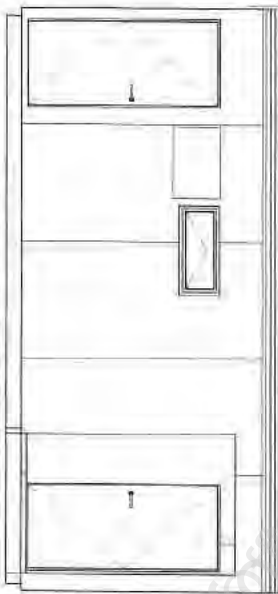
Revision Schedule		SCALE: 1 : 50	
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SI0811-12	003	SI0811-12	003



1 FLOOR PLAN
1 : 50



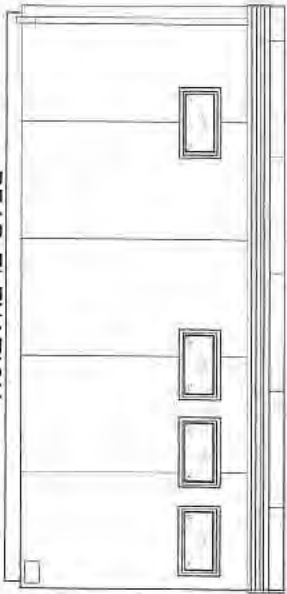
6 3D VIEW 1



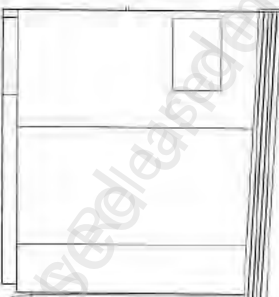
2 FRONT ELEVATION
1 : 50



4 LEFT SIDE ELEVATION
1 : 50



3 REAR ELEVATION
1 : 50



5 RIGHT SIDE ELEVATION
1 : 50

Revision Schedule

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PO Box 1153
Hornby, Christchurch 8042

Building Solutions

HIKE UNIT # 33046-48

6 x 2.9m Male/Female/ Accessible Unit

FLOOR PLAN

SCALE: 1 : 50

By: Date: 04.03.13

Project No: SI-HIRE-13 001

Sheet No: Rev: Nil

\$180/yr per week

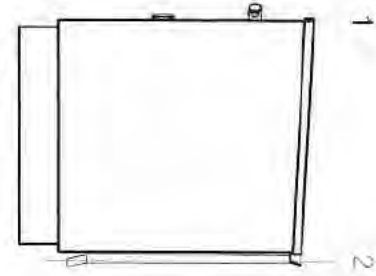
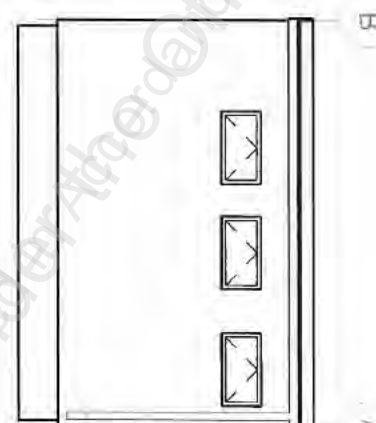
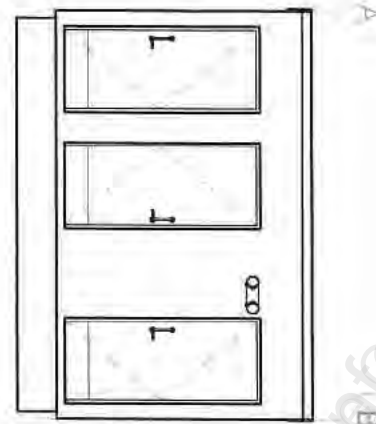
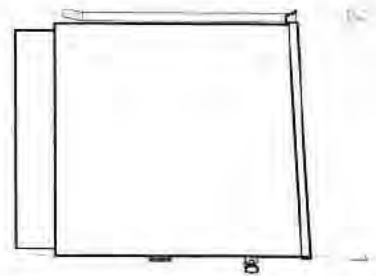
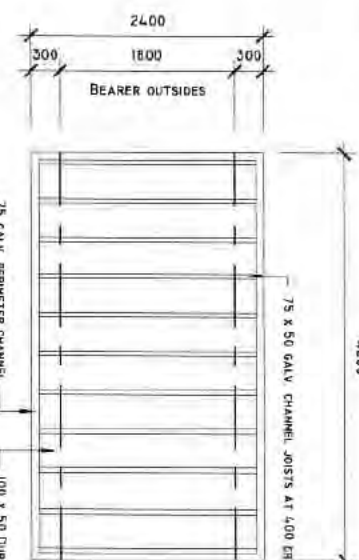
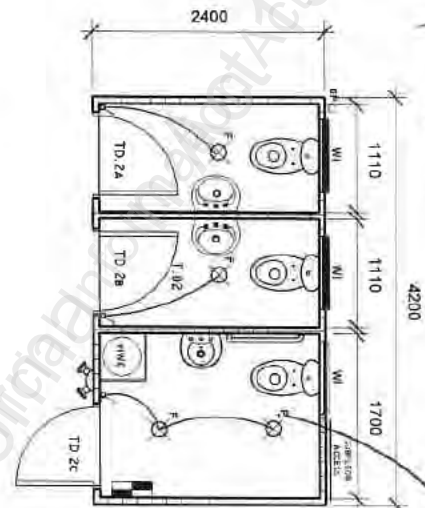
4

fits + 1st per week

accessible

5

WT: 750 X 400+ OBSCLURE AWNING
VINYL FLOORING
NOTE: ALL DOORS TO PROVIDE
750MM MINIMUM CLEAR OPENING



Revision Schedule

SCALE: 1 : 50

By	Date
Designed	
Drawn	13.08.12

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Hornby, Christchurch 8042

Building Solutions

Auckland 09 525 4800 Hamilton 07 848 3448 Wellington 04 568 3960 Christchurch 03 342 3715

HIKE UNIT #32088

4.2 x 2.4m Ablution Unit

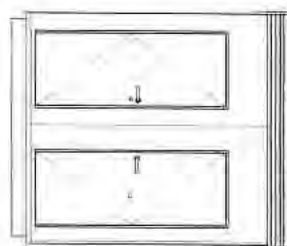
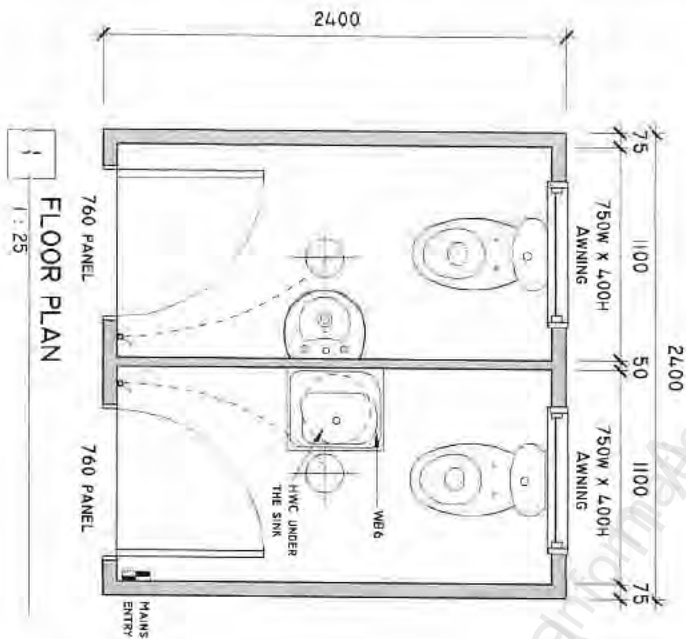
Toilet Block

Construction

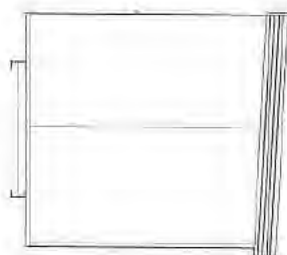
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Rev No	Description	Date	Initials	Project No	Sheet No	Total No
					001	

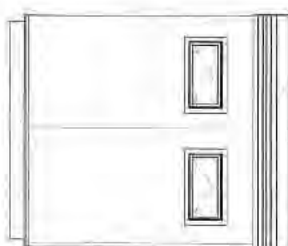
2 per either male and or female
 \$140 + GST per week



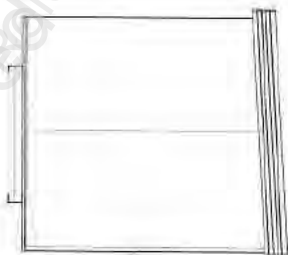
2 FRONT ELEVATION
 1 : 50



5 RIGHT SIDE ELEVATION
 1 : 50



3 REAR ELEVATION
 1 : 50



4 LEFT SIDE ELEVATION
 1 : 50

Revision Schedule

SCALE: As indicated

Rev. No.	Description	Date	Initials
1	Update Drawings	12/11/16	JB

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Auckland 09 523 4800 Hamilton 07 649 3446 Wellington 04 588 3960 Christchurch 03 342 3715

HIRE UNIT #95716

2.4 x 2.4m - Ablution Unit

FLOOR PLAN AND ELEVATIONS

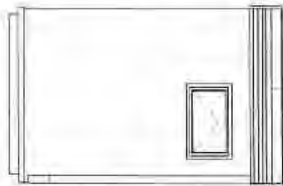
Project No.	Sheet No.	Rev.
	001	1

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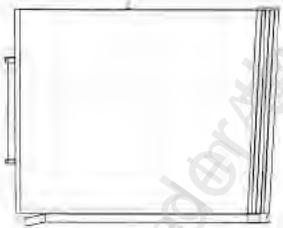
accessible

1800

CHANGING
TABLE

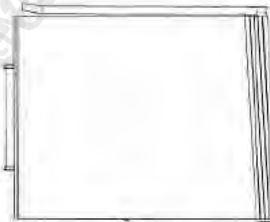
REAR ELEVATION
1 : 50

1:50



5	LEFT SIDE ELEVATION
	1 : 50

1 : 50



5	LEFT SIDE ELEVATION
	1 : 50

1 : 50

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2 O'Horne Road
PO Box 12756
Panmure, Auckland 1642



Portacom Building Solutions
41 Shands Road
PO Box 11193
Hornby, Christchurch 8042

2.1x1.8 Accessible

SCALE: As indicated	
By:	Date:
Designed:	
Drawn: JANSIA	04/10/201
Project No:	Sheet No Rev No

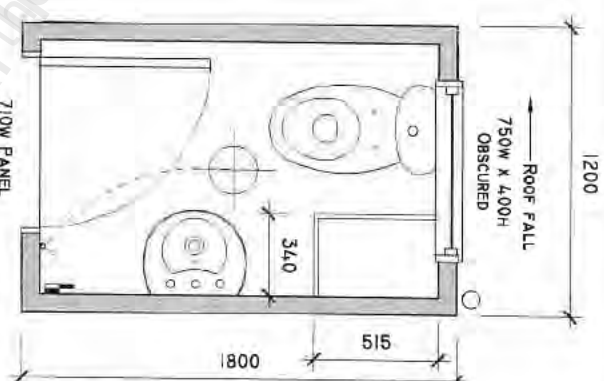
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04/02/01

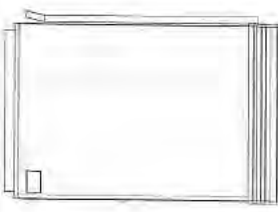
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\$90+GST per week

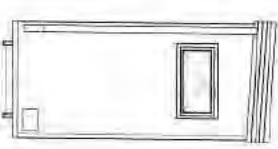
Single Pan.



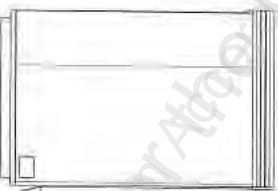
1 FLOOR PLAN
1 : 20



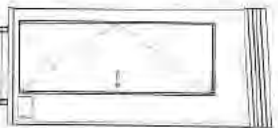
3 FRONT ELEVATION
1 : 50



4 LEFT SIDE ELEVATION
1 : 50



5 REAR ELEVATION
1 : 50



6 RIGHT SIDE ELEVATION
1 : 50

Revision Schedule

Rev. No.	Description	Date	Initials
1	Basic frame and details added	6/5/19	JB

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Auckland 09 525 4800 Hamilton 07 849 3448 Wellington 04 568 3860 Christchurch 03 342 3715

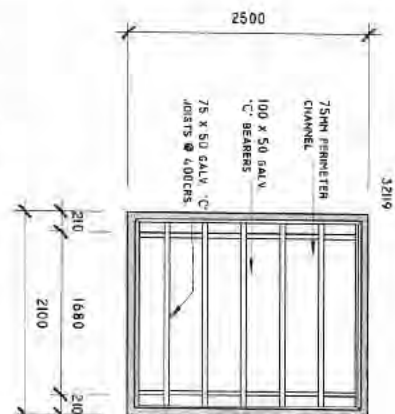
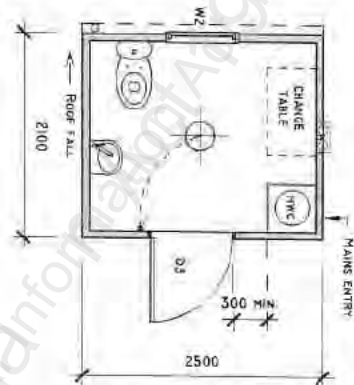
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FLOOR PLAN AND ELEVATIONS

SCALE: As indicated

By:	Date:
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Project No.	Sheet No.
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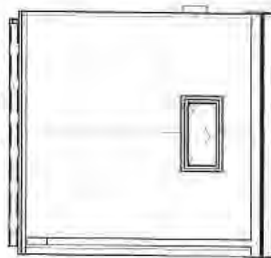
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UNIT 32119

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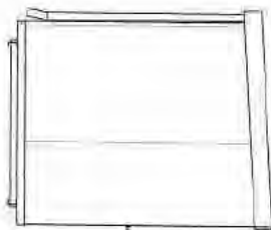
BASE FRAME PLAN

ne: I



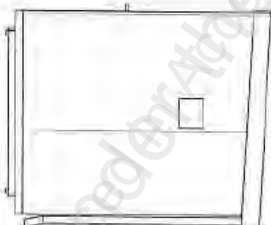
ELEVATION 2 - B

1:50



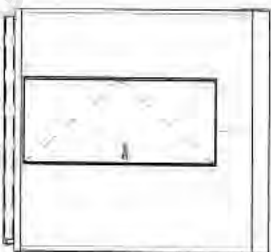
ELEVATION 2 - A

1 : 50



ELEVATION 2 - D

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ELEVATION 2 - C

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SCALE: 1 : 50

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PO Box 11193
Hornby, Christchurch 8042

HIRED UNIT - #32119

2.5 x 2.1m - Accessible Ablution

FLOOR PLAN AND ELEVATIONS

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Project No.	Sheet No	Rev
S10811-12	002	

75. KATHARINE, "SUNDAY VALL MAGE".
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100. "SUNDAY VALL MAGE".

From: [David Hobern](#)
To: [Sharon Wong](#); [Adel Isaac](#)
Cc: [Simon Cruickshank](#); [Gill Maher](#)
Subject: Fwd: Russley school
Date: Friday, 20 September 2019 7:48:54 a.m.
Attachments: [image001.png](#)

Sharon

Can we please pull together a BC summary similar to the RG documentation, for russley school.

We obviously have the current CSR funding and an anticipated insurance proceeds as current funding the balance would be redevelopment budget. (Adel this is very similar to the quick calculations we did already)

The below give s more information to support the case for a complete rebuild (excluding the hall).

We should target the next IB which means we don't have much time. Is this something Neha could help Adel with?

I will catch up with you all on Monday to discuss further

Cheers David

Begin forwarded message:

From: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Date: 20 September 2019 at 7:33:47 AM NZST
To: Simon Cruickshank <Simon.Cruickshank@education.govt.nz>, David Hobern <David.Hobern@education.govt.nz>, Gill Maher <Gill.Maher@education.govt.nz>
Subject: Russley school

Hi Team ,

Please see latest update below in regards to progress with the above mentioned school. We are working closely with the school to ensure there is minimal disruption , will update as soon as we have some agreed times /dates and a plan the school has agreed on regarding the students placement for the short term . the school are happy currently.

Hi Greg,

I met with the contractors on-site to discuss what was required to get the site ready for you to Occupy on Tuesday.

The phones are working. Tom from Teltrac has got the system going.

Fire & Security: the cables have been severely damaged and both systems are

compromised. We recommend switching the systems off. This may not be ideal, but it's the most practical option until more concrete decisions have been made. Once the school is back on site we will need to look at implementing a new fire evacuation plan due to the limited fire alarm system. The school bell is not working and will not be available next week. A more traditional option (i.e. ringing the bell may need to be considered).

In regards to the IT, this one will be a little bit more complicated as the loop around the school went through the burnt down block. Brent from Kiwi communications is on-site as we speak erecting aerial cables which will then link the blocks. This is not the most attractive option but again until more concrete decisions have been made by you and the MoE this is the best we can offer. This option will allow you to have data next week and into the foreseeable future until more permanent options are available.

I would like to make it noted that we cannot confirm the quality of the above infrastructure and how they will go next week. It will be a trial situation and as things arise we will fix them or get them sorted over the school holiday period if more practical.

Speaking of the school holidays, I believe you have an after school programme on-site (in the hall). I would recommend that this been cancelled for these holidays, as we will need that time to complete any demo/reinstatement work and repair/ make good any infrastructure needed for you to operate effectively in Term 4.

I will be going back to site shortly to check on things and will be their first thing tomorrow. Will keep you updated

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile s 9(2)(a) OIA
48 Hereford Street, Christchurch

education.govt.nz

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From: [Adel Isaac](#)
To: [Corey Krygsman](#); [Matt Weir](#)
Cc: [Sharon Wong](#); [Sharon Coulbeck](#)
Subject: FW: Tree work Pinehurst Reserve
Date: Friday, 20 September 2019 8:27:57 a.m.

Hi Corey,
 Appreciate if you send a PO (Purchase order) to Treotech so they can start the work.
 I have checked with Sharon Coulbeck at Finance, and you can give them the Project No of the Relocs Project as a start, so they can start.
 Once their invoice comes in, you can create an Order No.
 Regards

Adel Isaac | Delivery Manager
 DDI +6433787501 | Mobile **s 9(2)(a) OIA**

From: Steinegg, Dieter **s 9(2)(a) OIA**
Sent: Thursday, 19 September 2019 3:54 PM
To: Adel Isaac <Adel.Isaac@education.govt.nz>
Cc: **s 9(2)(a) OIA** @treotech.co.nz>; Roelofs, Harry **s 9(2)(a) OIA** ;
 Gibbings, Bridie **s 9(2)(a) OIA** ; Armstrong, Tony
s 9(2)(a) OIA ; Henderson, Margaret **s 9(2)(a) OIA**
Subject: Tree work Pinehurst Reserve

Hello Adel

Nice meeting you and Matt in Pinehurst Reserve today.

I will see **s 9(2)(a)** from Treotech tomorrow morning to discuss the pruning of various trees (1 removal) and shrubs, to allow access for the prefabs.

We also identified two street trees at # 6&14 Pinehurst Crescent that require some low hanging branches to be removed above the carriageway.

Treotech has booked the work for Monday 23 September.

The removal of the small Rowan tree on the boundary to the school, requires 2 replacement trees to be planted in April 2020 (species to be confirmed).

A PO# for Treotech's services is appreciated.

Hope this helps.

Kind regards

Dieter

Dieter Steinegg
Arborist

Parks Sector North
Parks Unit
Level 5 HSBC Tower
62 Worcester Boulevard
Christchurch 8145
PO Box 73054

Ph: s 9(2)(a)

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Christchurch City Council

<http://www.ccc.govt.nz>

Era Yuan

From: Yvone Caetano <yvone.caetano@schoolsupport.co.nz>
Sent: Friday, 20 September 2019 9:23 a.m.
To: Raj Singh; Dore, Ross; Corey Krygsman; Sharon Wong; Adel Isaac; Gill Maher; brent@kiwicoms.co.nz; Tony Smith; s 9(2)(a) OIA ; @teltrac.co.nz
Subject: Russley School General Housekeeping

Morning All,

Thanks for meeting with me yesterday on such short notice.

In general, I would like that each trade is made aware that the site has asbestos, and that the asbestos removal company is on-site removing the asbestos. The air has and will be monitored throughout the removal process and any concerns raised regarding levels will be passed on immediately. Please ensure you and your staff are working on site have the appropriate PPE gear and that any concerns raised by the asbestos removal company are actioned.

I also appreciate the speed in which everyone is working on their respective areas, but can we please ensure that all Health & Safety requirements are being met, such as working from heights. If each trade is able to provide me with a TA and / Safe Work Method it would be much appreciated.

In regards to site Access, please use the driveway on Cutts road, and please close the site fence once you have entered the site. We have secured all access into the school include the reserve entrance, ensuring no public access.

If you require access to any buildings that are not open please contact me immediately. I will be your point of contact. If you have any IT design/scope of work queries please contact Raj. Please CC me into all correspondence.

A second email will follow regarding the scope of work.

Thanks

Yvone Caetano B.DES, PMP,

Senior Project Manager

SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686| **M:** 027 229 9237| **E:** yvone.caetano@schoolsupport.co.nz

Era Yuan

From: Corey Krygsman
Sent: Friday, 20 September 2019 10:16 a.m.
To: Minor Works CS; Matt Weir
Subject: RE: MW2240 - 217019 - Russley School

Your good ☺

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile s 9(2)(a) OIA

From: Minor Works CS
Sent: Friday, 20 September 2019 10:16 a.m.
To: Matt Weir <Matt.Weir@education.govt.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: MW2240 - 217019 - Russley School

Here you go ☺

217019 MW2240: Emergency relocs fire decanting

Summary Project Editor

Required Actions: Add Project Item Add Project Budget Add Project Forecast

Project Number 217019 Programme... 3496: 3 Russley School: 2

Project Name MW2240: Emergency relocs fire decanting

Project Type 1. Ministry of Education

Project Status 1. Proposed

Project Completion 0.00 %

Initiation Date 20/09/2019

Financial Year 2019/20 Assigned To Corey Krygsman

Description

Nga mihi

Marisa Marais | Project Coordinator - Contractor | Minor Works
DDI +6433787388
48 Hereford Street, Christchurch

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Era Yuan

From: Yvone Caetano <yvone.caetano@schoolsupport.co.nz>
Sent: Friday, 20 September 2019 10:24 a.m.
To: Adel Isaac; Corey Krygsman; Sharon Wong; Gill Maher; Dore, Ross; Raj Singh; Tony Smith; brent@kiwicoms.co.nz; s 9(2)(a) OIA [REDACTED]@teltrac.co.nz
Subject: Russely School - Scope of Work & Timeframes
Attachments: Russley School - Site Services Plan and Enabling Scope of Work Post Fire 19-9-19 (1).pdf

Hi All,

Please find attached the scope of work Torque IP has provided to assist us in getting the site operational for Tuesday.

As discussed on-site, Kiwi Communication will be on-site today and work will commence ASAP on getting the connections up between the blocks. The blocks may not all be up by Tuesday but there should be enough there for the school to operate. The connection of the blocks will continue next week until all blocks are connected.

S [REDACTED] from RevIT will be on-site on Monday working with the school to get their IT up and running.

S [REDACTED] from Teltrac has got the phone system to working and will be on-site on Monday to confirm the system is as required by the staff.

Tony from Rhino has looked into the fire & security, systems. Some areas such as the New Hall are operational as it has its own fire panel, unfortunately, the Main Fire Alarm System is basically non-operational due to all main circuits going through the damage classroom block - the Fire Panel is currently sitting in defect and will require major rewiring to rectify. The school is aware of the situation and will implement a new fire evacuation plan. The school is also aware that the school bell system is not and will not be operational and another option needs to be investigated.

I have passed on to the school everyone's concerns that they can not confirm the quality of the infrastructure until people start using it, but that everyone was happy to work with the school to try and resolve any concern as they arise. If they can not be resolved immediately, we would look at repairs during the holiday period or alternative solutions that do not impact any future site redevelopment work.

As mentioned I will be your point of contact and Raj will assist with any scope of work / IT concerns.

In regards to invoices and approvals please send these to me.

Thanks

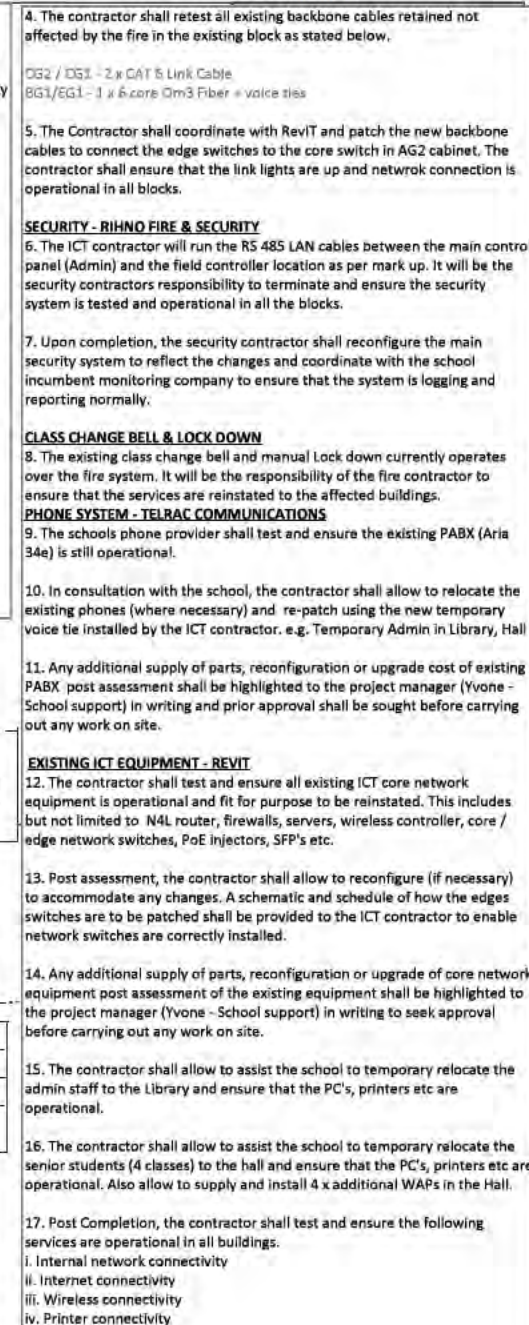
Yvone Caetano B DES PMP,

Senior Project Manager

SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686| **M:** 027 229 9237| **E:** yvone.caetano@schoolsupport.co.nz



From: [Corey Krygsman](#)
To: [Matt Weir](#)
Subject: FW: Russely School - Scope of Work & Timeframes
Date: Friday, 20 September 2019 10:26:31 a.m.
Attachments: [Russley School - Site Services Plan and Enabling Scope of Work Post Fire 19-9-19 \(1\).pdf](#)

FYI

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Yvone Caetano [mailto:yvone.caetano@schoolsupport.co.nz]
Sent: Friday, 20 September 2019 10:24 a.m.
To: Adel Isaac <Adel.Isaac@education.govt.nz>; Corey Krygsman <Corey.Krygsman@education.govt.nz>; Sharon Wong <Sharon.Wong@education.govt.nz>; Gill Maher <Gill.Maher@education.govt.nz>; Dore, Ross <ross.dore@torqueip.co.nz>; Raj Singh <raj.singh@torqueip.co.nz>; Tony Smith <tony@rhinofiresecurity.co.nz>; brent@kiwicoms.co.nz; **s 9(2)(a) OIA**; **s** @teltrac.co.nz
Subject: Russely School - Scope of Work & Timeframes

Hi All,

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As mentioned I will be your point of contact and Raj will assist with any scope of work / IT concerns.

In regards to invoices and approvals please send these to me.

Thanks

Yvone Caetano B.DES, PMP,

Senior Project Manager

SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686| **M:** 027 229 9237| **E:** yvone.caetano@schoolsupport.co.nz

From: [Corey Krygsman](#)
To: [Greg Lewis](#)
Cc: [Yvone Caetano](#); [Matt Weir](#)
Subject: Russley school
Date: Friday, 20 September 2019 10:41:48 a.m.
Attachments: [Portacoms.pdf](#)
[image001.png](#)

Hi Greg,

As promised , please see our temporary toilet solution until the relocs are completed . let me know if this might be an option ?

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile **s 9(2)(a) OIA**
48 Hereford Street, Christchurch

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From: Steinegg, Dieter
To: Matt Weir; Roelofs, Harry; s 9(2) @treetech.co.nz"
Cc: Gibbings, Bridie; Armstrong, Tony; Henderson, Margaret; Corey Krygsman; Adel Isaac; Sharon Wong; Hansen, Jonathan
Subject: RE: Tree work Pinehurst Reserve
Date: Friday, 20 September 2019 12:31:34 p.m.
Attachments: image001.png

Hello Matt

Thank you for your prompt action, highly appreciated.

Just to let you know that I discussed the work in detail with Jak Harris (Treetech) on site today, (including street trees).

Confirming that the work will commence on Monday 23 Sep.

Please contact us should you feel that more work is required.

Kind regards

Dieter

Dieter Steinegg
 Arborist

Parks Sector North
 Parks Unit
 Level 5 HSBC Tower
 62 Worcester Boulevard
 Christchurch 8145
 PO Box 73054

Ph: s 9(2)(a)

From: Matt Weir [mailto:Matt.Weir@education.govt.nz]

Sent: Friday, 20 September 2019 10:59 a.m.

To: Roelofs, Harry; s 9(2)(a) OIA; Steinegg, Dieter

s 9(2)(a) OIA; s 9(2)(a) @treetech.co.nz; s 9(2)(a) @treetech.co.nz>

Cc: Gibbings, Bridie; s 9(2)(a) OIA; Armstrong, Tony

s 9(2)(a) OIA; Henderson, Margaret; s 9(2)(a) OIA

Corey Krygsman <Corey.Krygsman@education.govt.nz>; Adel Isaac

<Adel.Isaac@education.govt.nz>; Sharon Wong <Sharon.Wong@education.govt.nz>

Subject RE: Tree work Pinehurst Reserve

Good morning Dieter, Harry and s 9(2)(a)

Regarding the emergency work required to gain access to Russley School through Pinehurst reserve, Please proceed with P/O number **MW2240 - 217019**

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **s 9(2)(a) OIA**
48 Hereford St, Christchurch

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<http://www.ccc.govt.nz>

From: [Matt Weir](#)
To: s 9(2)(a)
Cc: [Corey Krygsman](#); [Minor Works CS](#)
Subject: MW2240-217019 Russley School | Confirmation of Reloc numbers
Date: Friday, 20 September 2019 1:34:08 p.m.
Attachments: [image001.png](#)

Hi s 9(2)(a)
OIA

The UC relocs coming from the Uni direct to Russley School are:

KH08

KH07

KF08

KH05

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile s 9(2)(a) OIA
48 Hereford St, Christchurch

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Era Yuan

From: Jared Lane <Jared@apdesign.co.nz>
Sent: Friday, 20 September 2019 2:01 p.m.
To: Matt Weir
Subject: Re: MW2240-217019 Russley scschool | UC Reloc site meeting

Hi Matt,

Yep lets look at site on Monday. I like your ideas! We will need to feed these through the prism of the Fire Code however. I spoke to the Fire Engineer we use and there are certainly ways we can make it work. I think to keep it cheap we need to be mindful of that.

Have a great weekend though and see you on Monday!

Kind regards

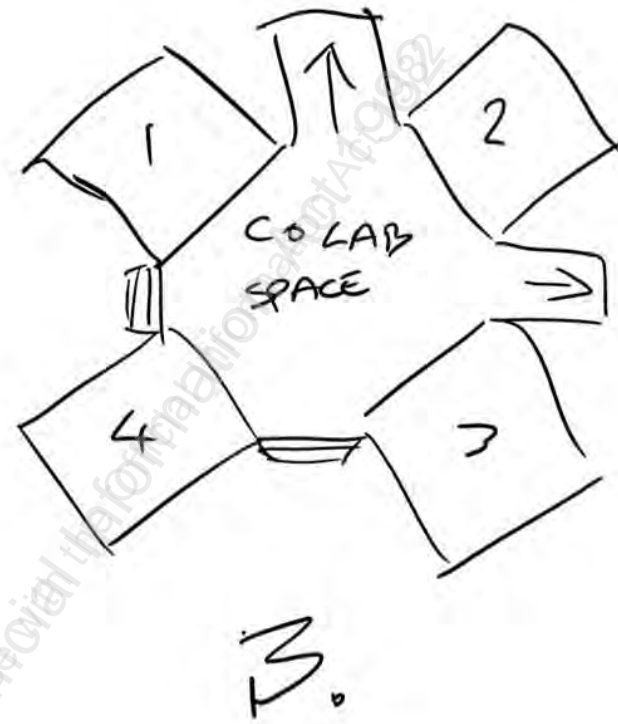
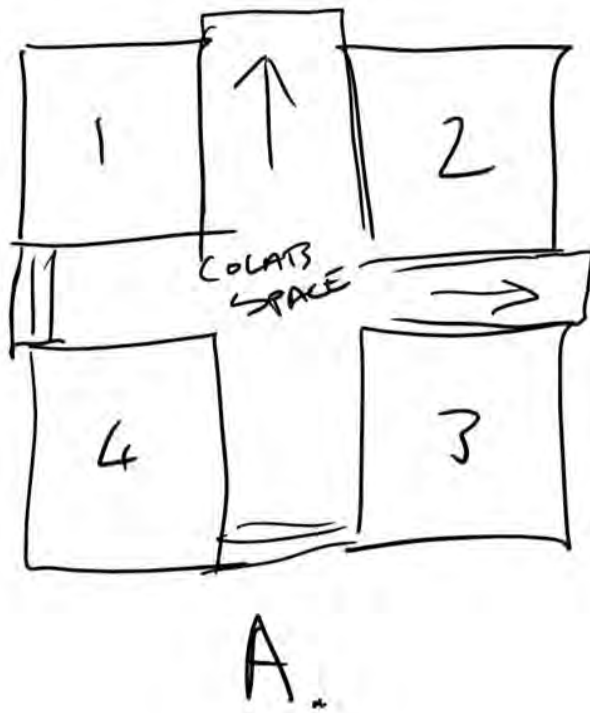
Jared Lane
Director
AP Design Ltd
T 03 942 1977
C 021 2777960
E jared@apdesign.co.nz

On 20-Sep-19 12:34 PM, Matt Weir wrote:

Hi Jared

Just wanting to get the “design gears” turning in your head before our site meeting on Monday ☺ (forewarned is forearmed??)

We have already discussed the use of the UC units with the Principal and that they would be stand-alone buildings connected with a walkway/deck. He is more than happy with this but was quite concerned with the loss of a collaborative workspace. This got me thinking if we arranged the buildings in a 2 x 2 layout we could then make the covered deck a better co-lab space (see my chook scratchings below)



Maybe one of these layouts with a clearlite covered deck connecting them??? We could also install the marine carpet to this space and some PVC roller blinds at the stairs/ramps to close off draft/rain etc. (bit like below)



If this idea Doesn't fly due to being more costly and time-consuming than your design form our lessons learned then we will just revert back to that. Below is a rough indication of where we could locate the units.



I hope that gives you an idea of what we are leaning to, (I'm sure you will have improvements to it) if you have any questions we can discuss on-site on Monday

Ngā mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **s 9(2)(a) OIA**
48 Hereford St, Christchurch

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From: [Peter Fenwick](#)
To: [Gill Maher](#)
Subject: Russley School: Classroom furniture
Date: Monday, 30 September 2019 2:55:55 p.m.
Attachments: [Outlook-az20nxbj.png](#)

fyi

Peter Fenwick | Regional Property Advisor | Education Infrastructure Service
DDI +64 3 378 7783 | Mobile **s 9(2)(a) OIA**

From: Craig Dunnett [mailto:DunnettC@staff.cbhs.school.nz]
Sent: Wednesday, 25 September 2019 8:41 AM
To: Craig Morrison <Craig.Morrison@education.govt.nz>; Peter Fenwick <Peter.Fenwick@education.govt.nz>
Subject: Classroom furniture

Craig / Peter,

I have a couple of classroom sets of furniture if needed for Russley School that lost classrooms in the fire last week.

Let me know if I can be of assistance.

Craig



Christchurch Boys' High School

phone: +64 3 348 5003

address: 71 Straven Road, Riccarton, Christchurch 8014

postal: PO Box 8157, Riccarton, Christchurch 8440

web: www.cbhs.school.nz



From: braam.kruger@nz.sedgwick.com
To: [Ian Goodger](#); [Sarah Edgar](#)
Subject: School Name: Russley School, Your ref: 3496, Our ref: 2171696
Date: Friday, 20 September 2019 3:29:54 p.m.
Attachments: [20190920091733209.pdf](#)
[MOE First Report - 2171696 17-09-19 12-17.pdf](#)

Good afternoon Ian and Sarah

I trust you're doing well.

Attached are the following documents for your review and records, on the above school's fire claim:

1. First report
2. Site plan

Please note that Ben Marsh will progress the claim from here onwards.

Thanks and regards




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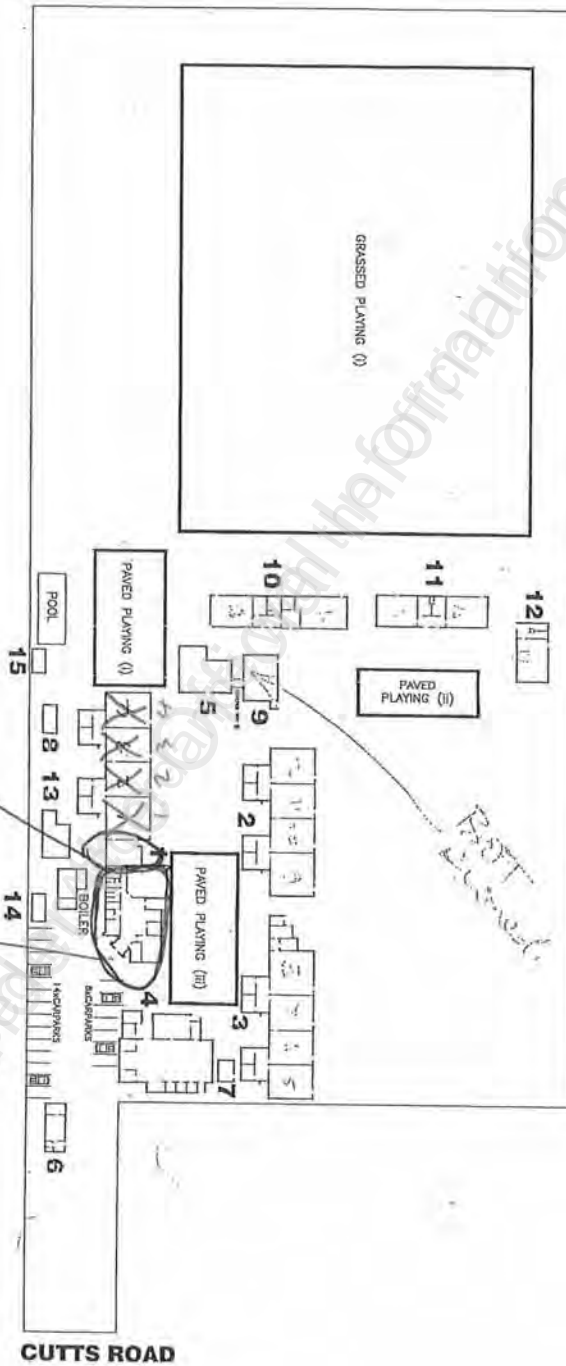
(See attached file: 20190920091733209.pdf)

(See attached file: MOE First Report - 2171696 17-09-19 12-17.pdf)

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 RUSSELY SCHOOL		Profile No. 3496	
 MINISTRY OF EDUCATION		ASSET PLAN REGISTER	
		SITE PLAN	
Date (y) 2000	Address 1/2	Date (y) 2011/08	3496-001
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3496-001		C	

*very much covered
admission block*



20 September 2019

Ministry of Education
Property Management Group
by e-mail only

Attention Ian Goodger
CC Sarah Edgar

FIRST REPORT - Commercial Fire Claim

CLAIM DETAILS

Client reference	3496
Our reference	2171696
Insured name	Russley School
Policy type	Material Damage and Business Interruption Policy - Ministry of Education Agreed Wording
Situation of Loss	75 Cutts Road, Russley, Christchurch 8042
Date of loss	17 September 2019
Cause	Under investigation, possibly electrical
Summary	A large fire has occurred in the school's "Te Moana" block (Block 1), with four classrooms having been severely burned and others suffering smoke and water damage. In this report we detail the circumstances of the loss, provide comment in respect of policy response and an indicative loss estimate. <i>Unless otherwise stated, all monetary values referred to within this report are exclusive of GST and prior to application of the policy excess.</i>
Recovery	Pending the outcome of the origin and cause investigation.

Estimate of Loss	Gross Estimate	Payments to Date	This Report	Balance
Material Damage	\$2,050,000	\$0	\$0	\$2,050,000
Business Interruption	\$500,000	\$0	\$0	\$500,000
Total	\$2,550,000	\$0	\$0	\$2,550,000
Adjusting Fee	\$60,000	\$0	\$0	\$60,000

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1.0 The School

Russley School is a local co-ed primary school that was established circa 1963 and consists of approximately eight school blocks providing some 20 teaching spaces, two halls, a library and robotics studio.

The school caters to children from years 0 to 8 with a total roll of between 420 and 480 students currently.



Image 1. Google Maps photo of the school property with affected building circled in red

Upon notification of the fire we immediately went to site and liaised with two representatives of School Support Limited ("SSL"), Tracy Saunders and Yvone Caetano. We were not able to meet with the principal, Mr Greg Lewis, as he was otherwise occupied and being interviewed by other parties at the time. Preliminary information was therefore gathered from the SSL representatives and further discussion will be held with the principal in the near future.

2.0 The Property

The building subject to this claim, the "Te Moana" block, is a single storey timber framed building of circa 1963 vintage. It provides for four classrooms, with two attached ablution areas at the rear of the classrooms, a link area (consisting of the resource and server room) and the administration area.

The building is generally clad in a combination of brick veneer and timber weatherboard, with long run steel roofing and timber window and door joinery. It has a gross floor area of approximately 850m² of which the affected four classrooms, ablution areas and link, is approximately 480 m².

The fire has only affected the western four class room wing of the building and link.

3.0 Circumstances and cause

The Ministry has engaged specialist origin and cause investigators, Corporate Risks Ltd, and they are progressing their investigations into the loss with Police and Fire and Emergency New Zealand. We note that Corporate Risks Ltd will provide their report directly to the Ministry to address the circumstances and cause of the loss, and that our involvement will be limited to the quantum of the claim and matters of policy response.

4.0 Action Taken

We attended site immediately to discuss the requirements of the school and progress of the emergency response with SSL.

SSL attended site shortly prior to our arrival and have arranged the following on behalf of The Ministry and with which, in principle, we are in agreement with:

1. Fencing off of the affected building with the addition of wrap to obscure viewing of the classrooms as well as to prevent wind blown ashes/debris from spreading across the grounds. Fahey Fencing is the appointed contractor for this work.
2. Completion of asbestos checking due to the age of the building. Harcourts Insulation will complete this work. It is assumed at this stage that the soffits of the building may contain an asbestos containing material ("ACM").
3. Establishing a cost estimate for the demolishing of the building, which we discuss in more detail within the Damage section of this report. We were introduced to Mr Paul Robertson, the representative of Civil & Land Construction Ltd, who was appointed to establish this.
4. Appointment of Fire & Flood Restoration Services to attend to cleaning of the link building. The ceiling space is to be inspected for contamination and removal of insulation material due to smoke contamination where required.

In addition to the above, the following consultants have been engaged to assist in the claim:

1. Corporate Risks Ltd. has been engaged to establish the origin and cause of the fire.
2. Barnes Beagly Doherr ("BBD") has been engaged to establish the estimated reinstatement value for the loss, review costs incurred and assist us in the adjustment for insured and uninsured costs.

5.0 Damage

5.1 Classrooms

s 9(2)(a) OIA

The fire appears to have started within classroom 1, which is severely damaged.

The flames have spread upwards and burned through the ceiling of this classroom and into the roof cavity before spreading across the timber roof framing of the adjoining classrooms. Severe damage has also occurred within the two adjacent classrooms (numbered 1 and 3), with roof sheeting across the majority of this part of the building having warped and discolored from the heat.

Wall and roof framing throughout classrooms 1, 2 and 3 are charred, cladding is heat and smoke affected, and all other elements within these three classrooms are burnt.

Classroom 4 (situated on the far right end of the building) is not severely heat and smoke damaged, but has been subjected to the application of water in the extinguishment of the fire and all wall and ceiling linings, framing, floor coverings and the like are saturated. From what could be observed on site, it would appear that sections of the roof framing above this room have been fire damaged, however the full extent of this is yet to be established.

There is evidence of smoke bleed around the cladding of the fire affected sections of the building, with the glazing shattering due to the heat exposure within the three class rooms and the fire suppression efforts.

We expect that due to a high level of burning to the structure, the smoke and water damage from the fire, and its extinguishment, will warrant substantial remedial works to this section of the building.

5.2 Ablution areas

The two ablution areas have suffered heat, smoke and water damage to varying extents, with the area attached to classrooms 1 and 2 more adversely affected than the other; which is mostly water and smoke affected.

There is evidence of smoke bleed around the cladding of the two areas as well as heat damage to fascia boards.

5.3 Link

The resource and server room link, located between the four classrooms and the administration wing, has suffered smoke and water damage. Water has flowed from the adjacent classroom 1, underneath the interconnecting door and dividing wall, and saturated approximately 50% of the carpet in this area. The interconnecting door is severely burnt on the classroom 1 side.

The wall lining on the wall between the link and classroom 1 is burnt, although there is no breach of this wall, from the link side.

Smoke bleed is evident through the weather board cladding that spans from classroom 1 to the link and this is indicative of possible heat damage to the roof framing and insulation materials within the ceiling space of this area.

5.4 Administration area

The administration area has not been visibly damaged other than the presence of a strong smoke smell and possible soot deposits on surfaces; due to its proximity to the fire damaged areas of the building. This could also be indicative of smoke and soot contamination in the ceiling cavity that is still to be inspected. Further enquiry will be required to determine the extent of damage in this area. We show some images of the damaged building hereunder, with additional images available for viewing:



Image 2. The damaged building with four classrooms, linked on the left hand side to the resource room and administration wing



Image 3. View of the Western elevation. Classroom 4 is in this end of the building



Image 4. The rear of the building, with two ablution areas protruding from the left side



Image 5. Interior view of the extent of damage to one of the classrooms



5.5 Summary

From our brief review of the damage to the building, the section of the building containing the four classrooms and two ablution areas is unlikely to be repaired, and will, in all likelihood, have to be demolished. Although classroom number 4, and the ablution area attached to this classroom, are not as adversely damaged as the other three classrooms, it is our opinion that these areas will be damaged during demolition, and would be too costly to isolate and retain following the demolition process. This similarly may be the case with elements of the resource and server room link. The remainder of the building is thought to be repairable.

Further investigation on the extent and nature of the damage, and demolition works required, will be completed in due course, with advice on the financial ramifications provided by BBD.

6.0 Specification

6.1 Classrooms and link

We are advised that this school is included in the Ministry's Capital Works scheme for redevelopment and that the block to which this loss relates was going to be modernised within the next year or two. If this is correct, it is unlikely that the school will proceed with a like-for-like reinstatement of the damaged building, electing instead to demolish the classrooms (and possibly the link) and reinstate in a different manner in the future. This will require us to quantify the claim independently and it is unlikely that a specification for its like-for-like reinstatement will be developed.

For the purpose of a quantification exercise, we will obtain the original construction information for the building, complete an initial review of the building's fitout or improvements since constructed (annotated to the original documents), and use this to establish an estimated loss value through BBD.

If a more detailed valuation was required, or the building progressed to a like-for-like reinstatement, then a further element of work to detail the scope and specification for the works, including drawings, would be required.

6.2 Administration area

We understand that it is likely that this area of the building will be retained and will require further enquiry as to the extent of damage relating to smoke and soot contamination in the ceiling space that could have affected the roof framing and insulation material. Ceiling, wall linings and surface finishes, including carpeting, will require cleaning and decontamination. This will be completed by Fire & Flood Restoration Services on instruction of SSL.

7.0 Business Interruption

The four classrooms cannot be occupied and alternative temporary classroom facilities will have to be sourced and established on site once demolition is complete. Similarly, two ablution facilities will be required. In order to use these supplementary facilities, there will be a level of redevelopment required such as the establishment of plumbing, electrical and data services.

The cost of this is yet to be investigated and confirmed by the school and will be reported on in greater detail as this information comes to hand.

8.0 Procurement

8.1 Emergency response

Given the urgency to have the school re-opened, the Ministry has determined that any ACM removal and the building demolition will be undertaken on a cost reimbursement basis. The contractors, being those familiar to our company, will invoice their works with suitable supporting information to allow our review of the costs incurred against the scope of work, and allocation between insured and uninsured work. We are comfortable with this procurement method, and have agreed with the Ministry to engage a quantity surveyor to provide a professional review of costs incurred, which will aid in the quick turnaround and review of payment claims and allocation by us between insured and uninsured costs. BBD has been engaged to assist in this element of the claims process.

8.2 Reinstatement – Repair to damaged elements of the building

As the badly damaged classrooms may not be reinstated in a like-for-like manner, and given that the remedial works to other areas will be undertaken with some urgency, it is likely that this work will also be undertaken on a cost reimbursement basis. We support that this is a reasonable course of action, however note that the quantity surveyor will complete the review of these costs and the procurement process.

9.0 Policy Response

It would appear that the damage caused by this event is to a Ministry owned building, and that the loss is sudden and unforeseen in nature, pending confirmation of the origin and cause by the appointed investigator. We consider that the policy will respond however there will be two issues in the adjustment of the claim, which are:

1. The policy exclusion in respect to asbestos, for testing and removal costs being established currently.
2. The extent of demolition required, to be established by BBD.

9.1 Asbestos

9.1.1 Material Damage

The policy has an absolute exclusion for asbestos in respect to fire and will not respond to any costs that are incurred as a result of this. From our review of the loss this exclusion will impact upon the value of the demolition works that can be considered under the policy, should asbestos be present and potentially, depending upon contamination testing, the make good to the remaining areas of the building.

Although the costs to reinstate direct fire damage is insured, any additional costs incurred for working with asbestos, including increased professional fees, would be excluded from the adjustment.

9.1.2 Business Interruption

In our view the Operative Clause of the business interruption policy provides cover for interruption following damage that would be covered under the Material Damage policy. Given our comments above on the Material Damage policy asbestos exclusion, we take the view that business interruption losses arising from the presence of asbestos are excluded from the Business Interruption policy. This could result in a significant impact upon the adjustment if the school incurs costs for temporary facilities that have to be placed elsewhere than on the site where the fire occurred as a result of a protracted demolition process being undertaken due to asbestos.

9.2 Reinstatement – Damaged versus destroyed buildings

The insurance policy makes a distinction under the reinstatement memorandum (Section 1.2.2) in respect of Damaged and Destroyed buildings. We note these sections below (emphasis added):

(a) Buildings

- (i) *Where destroyed, the rebuilding of the property, including the use of currently equivalent building materials and techniques and such additional costs necessary to comply with any Act of Parliament or any Regulations under or framed in the pursuance of any Act or with By-Laws of any Municipal or Local Authority, rules, orders in council, municipal or government directives or Ad-Hoc Bodies or conditions of consent under any of them.*
- (ii) *Where damaged but not destroyed, the restoration of the damaged portion of the property to a condition substantially the same as but not better or more extensive than its condition when new but including such additional costs necessary to comply with any Act or with By-Laws of any Municipal or Local Authority, rules, orders in council, municipal or government directives or Ad-Hoc Bodies or conditions of consent under any of them.*

In order for the building to be considered as Destroyed, the requirement is that it is so damaged by a contingency covered by the policy that the property can not, by reason of only the extent of that damage, be repaired.

In this case, only a part of the building has been damaged and so it does not, in our opinion, meet the provisions for consideration of Destroyed. As such section (a (ii)) of the Reinstatement Memorandum is applicable and the policy would only respond to the costs of repair of the property on a like-for-like basis. The provision of alternative facilities elsewhere on the campus as an alternative to repair, despite being a sensible and perhaps a more cost effective option, might not be covered under the Reinstatement Memorandum.

The Ministry may wish to take advice from its broker or insurer on this, however from our review of the policy, the cover for this loss might be limited to only:

- the demolition costs (excluding asbestos) of the unrepairable sections of the building,
- reasonable professional fees (project manager and engineer – excluding asbestos works),
- make good to the remaining link and administration areas of the building
- plus the indemnity value of any sections of the building that are not reinstated in accordance with the Reinstatement Memorandum.

We welcome the Ministry's communication in respect of this.

10.0 Estimate of Loss

10.1 Building

Pending a more detailed response on the extent of damage and remedial works required, it is difficult to provide a detailed estimate of loss for this claim, however we provide the following as a preliminary estimate for your reference:

10.1.1 Emergency response

Initial attendance for isolation of the site pending investigation	\$10,000
Demolition works including temporary fencing (excluding asbestos)	\$70,000
Reinstatement of damaged services, including re-routing	\$10,000
Cleaning and restoration works	\$20,000
Make safe for the link block	<u>\$15,000</u>
 Sub-total	 \$125,000
Professional fees	<u>\$10,000</u>
 Total emergency response	 <u>\$135,000</u>



For the purpose of this report, and allowing a reasonable contingency, we have rounded our calculated value to **\$150,000**.

10.1.2 Building reinstatement

Should the building be repaired, we propose the following indicative estimate for reinstatement of the damaged classrooms:

Damaged classrooms reinstatement (450m ² @ \$4,000 per m ²)	\$1,800,000
Make good to other classrooms (including link)	<u>\$20,000</u>
Total reinstatement estimate	<u>\$1,820,000</u>

For the purpose of this report, and allowing a reasonable contingency, we have rounded our calculated value to **\$1,900,000**.

10.2 Business interruption - Temporary classrooms

We are aware that temporary classrooms will be required to replace the services of those lost in the fire and that the Ministry are making arrangements for these temporary resources to be provided. Indications are that this will include, at least, four temporary classrooms and two ablution areas, which we estimate as follows:

• 4 x temporary classrooms (incl. establishment and services)	\$300,000
• 2 x temporary ablution areas (incl. establishment and services)	\$60,000
• Professional fees to facilitate the above	<u>\$55,000</u>
Total business interruption estimate	<u>\$415,000</u>

For the purpose of this report, and with reasonable contingency for unknown elements of work such as connection to services and the like, we have rounded this value to **\$500,000**.

10.3 Estimate summary

The above are estimates associated with the loss overall (excluding asbestos) and are subject to review on submission of more specific information both in respect of damage and temporary facilities that are required by the school. We summarise our preliminary estimates as follows:

Material Damage

Emergency response	\$150,000
Building reinstatement	<u>\$1,900,000</u>
Total Material Damage estimate	\$2,050,000
Business Interruption estimate	\$500,000



A more detailed review of our loss estimate will be completed in our future reporting, noting that in the event that the buildings are not reinstated, the Material Damage value will reduce substantially.

11.0 Recovery

Our comments are reserved pending the outcome of the origin and cause investigation.

12.0 Fire Security and Risk Management

We have not yet been able to establish the fire security details and will provide further details in our future reporting. Our comments on risk management are reserved pending the outcome of the origin and cause investigation.

13.0 Conclusion

We submit this report for your reference and will continue to work with the Ministry and its consultants as it progresses enquiries into this loss. Once we receive feedback from the appointed specialists we will provide further reports.

Sedgwick

Ben Marsh
Loss Adjuster

Mobile: 027 585 6814
Email: ben.marsh@nz.sedgwick.com

Braam Kruger
Loss Adjuster

Mobile: 021 773 989
Email: braam.kruger@nz.sedgwick.com

Peer review by Leon Briggs: National Chief Adjuster

From: s 9(2)(a)
To: Matt Weir
Cc: Corey Krygsman; Ryan Thomson
Subject: Russley School
Date: Monday, 23 September 2019 10:08:33 a.m.
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[SSSP - Russley School.pdf](#)

Hi Matt,

Please find attached SSSP for works at Russley School.

Will see you at the meeting later.

Cheers



s 9(2)(a) OIA
124 Mt Thomas Road, Rangiora 7471
PO Box 755, Rangiora 7440
P (03) 313 5790 / 0800 66 55 10
M s 9(2)
www.scopegroup.co.nz





SCOPE GROUP

Contracting | Construction | Environmental

SITE SPECIFIC SAFETY PLAN

Russley School

Relocatable Classroom Works

Prepared By: s 9(2)(a) OIA |
HS:D:2018:002:006
Date: 20/09/19
Job No

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APPENDICES

APPENDIX A: Competency Schedule

APPENDIX B: Insurances

SITE SPECIFIC SAFETY PLAN

Project: Russley School- Relocatable Classrooms	Job Number: J000388
Description of Work Removal of playground, preparation of site for relocatable classrooms, cartage and placement of relocatable classrooms.	

PRINCIPAL

Address: Ministry of Education	Contacts: Corey Kygrsman: s 9(2)(a) OIA Matt Weir: [REDACTED]
--	---

CONTRACTOR

Scope Group Limited P.O.Box 755 Rangiora Ph 03 313 5790	Contacts: s 9(2)(a) OIA [REDACTED]
--	---------------------------------------

NOMINATED SITE SAFETY REPRESENTATIVE:

s 9(2)(a) OIA [REDACTED]

NOTIFIABLE WORKS

<p>We do not have notifiable works associated with this project.</p> <p>If "Yes" please complete the form notification form and send one copy to the nearest MBIE Office, one to the project site office, and retain a copy within this Site Specific Safety Plan.</p>
--

METHODOLOGY

Site Plan



1.0 Enabling Works

- 1.1 Order services disconnections if required
- 1.2 Prepare and submit traffic management plans.
- 1.3 Notify neighbors of works with mail drop or door knock.

2.0 Site Establishment

On site prestart meeting with PM / Client and Scope management and staff.

- 2.1 Establish site management and health and safety systems.
- 2.2 Establish site inc site fencing, signage and facilities.
- 2.3 Establish traffic management in accordance with the approved plan.
- 2.4 Check and confirm all services are disconnected.
- 2.5 Establish machinery on site.

3.0 Create Access Into Site

- 3.1 Deconstruct playground and store within site for re-use.
- 3.2 Arborists to remove trees to enable truck access through reserve.
- 3.3 Lay protective pads for truck movements.

4.0 Prepare Site for Relocatable Classrooms

- 4.1 Scrape and remove turf from building area.
- 4.2 Install pile foundations.

5.0 Transport and place Relocatable Classrooms

- 5.1 Prestart meeting to brief personnel of methodology and prepare specific TA's for work to be undertaken.
- 5.2 Separate and jack classroom blocks ready for transportation at Kirkwood University site.
- 5.3 Load separated blocks onto trucks and secure, ready for transportation to Russley School.
- 5.4 Transport classroom blocks to Russley School, place onto pile foundations and fix subfloor framing to pile foundations.
- 5.5 Re-connect classroom blocks and make weathertight.

6.0 Construct Decks, access ramps, stairs and shelters

- 6.1 Construct decking structures, ramps, stairs in accordance with proposed design (TBC).

7.0 Environmental Controls

The following controls will be implemented throughout the project.

- 7.1 Dust will be suppressed using a sprayed water mist as required.
- 7.2 Civil construction noise will be limited to normal working hours and machinery will operate within allowable limits, transportation of classrooms will be undertaken at night.
- 7.3 Sediment and erosion controls will be used to protect drainage systems and flow of sediment during inclement weather. Given the location of the site and surrounding sports field, we believe the risk to the environment will be pretty low.
- 7.4 Traffic management will be robust and coordinated with peak traffic times.

- 7.5 Install clear warning and directive signage.
- 7.6 The site will be clean and tidy at all times ensuring all waste is removed progressively and prior to moving onto the next activity.

8.0 Traffic Management

- 8.1 Set up trucks crossing signage.
- 8.2 Cone off carparks to enable access into reserve.

9.0 Proposed Plant

- 9.1 5t Excavator.
- 9.2 6 & 8 Wheeler trucks.
- 9.3 House removal transport truck and trailers.

10.0 Hazardous Substances

It is proposed that no hazardous substances will be stored on site. A Mini Tanker will deliver Diesel to the excavators. Safety Data Sheets are contained in a folder on site. Spill Kits are provided in work vehicles and a larger kit is available in the Site Office. A Hazardous Substance Register is included in the Site Safety Folder that is required to be completed by the Site Supervisor once on site.

EMERGENCY

1.0 Emergency Plan and Procedure

Potential Emergency Situations	Emergency Plan Procedure	Key Responsibilities
Refer to site folder		

All staff and site visitors must sign in and out every time the visit or leave the site.

2.0 Emergency Contacts

Subcontractor	Contact	Contact Number
Power: Orion		0800363989 0508607080
Water / Sewer / Stormwater		
Gas: Bottles: Tanks: Gas Fitters Gas Craft Gas Engineering services Reticulated: Rockgas	Bottle Supplier: s 9(2)(a) OIA	0800 300 400 s 9(2)(a) OIA lpgasbuiltrequest@contactenergy.co.nz 03 373 6460
Telecoms: Chorus (Telecom) Spark (Telecom) Telstra Enable Works (fibre optics)		03 353 3768 s 9(2)(a) OIA 09 912 4105 s 9(2)(a) OIA

3.0 Personnel Protective Equipment (PPE)

All Staff are required to wear the following PPE at all times

- Hard Hats
- Steel Cap Safety Boots
- Hi Viz vests / Jackets

For noisy, dusty, grinding, cutting or similar works the following PPE must be used as required

- Ear Muffs
- Dust Masks
- Protective safety glasses/goggles

4.0 Traffic Management Plan

A specific Traffic Management (TMP) plan is required, refer Appendix B.

5.0 Contaminated Waste Plan

A specific Contaminated Waste Plan is not required

Revised and cleared for release by the Office of the Information Commissioner
A00147932

EMERGENCY EVACUATION PLAN

In the case of emergency requiring evacuation the property address is:
Russley School- Cutts Rd, Russley.

FIRE, EARTHQUAKE, HAZARDOUS SPILL OR PRACTICE EVACUATION.

The following warning: 3 long blasts on a horn

When this warning sounds, SHUT DOWN all plant and equipment. All personnel on the project are to proceed IMMEDIATELY by the SAFEST IDENTIFIABLE ROUTE to the Assembly Point

And **REMAIN** there, so **ALL** personnel can be **ACCOUNTED FOR**.
DO NOT RETURN to the project until the project manager has given the **OFFICIAL CLEARANCE**.
MEDICAL FACILITIES LOCATED AT:

Moorehouse Medical Centre,
1 Pilgrim Place,
Sydenham

When calling 111, advise the following:
We have an emergency at:
We need help from Ambulance/Fire/Police:

Our phone number is:

The medical problem seems to be:
Then the Site Manager is to send someone outside to meet the emergency services.

EMERGENCY TELEPHONE NUMBERS:

DIAL 111 FOR FIRE, AMBULANCE, POLICE, OR GAS AND CHEMICAL SPILLS

CHRISTCHURCH PUBLIC HOSPITAL (03) 364 0640

WORKSAFE NZ 0800 030 040

POISON CENTRE 0800 764 766

POWER (CUSTOMER SERVICES) 24 HR FAULTS 0800 363 9898

Your Health and Safety Manager is: Mary France (022 657 2680)

Your Site Emergency Warden is: Hamish Sherwood

Your Deputy Warden is: Craig Walsby

Your Trained First Aider is: Hamish Sherwood


First Aid Kit and Fire Extinguisher are located: In excavator and in company vehicles

RISK REGISTER

This Risk Register details all hazards that are:

- Typical to the type of work being conducted.
- Hazards that have been identified during a risk assessments on site (TA).
- Hazards that have been identified during an incident investigations.
- Risk that has been communicated by other parties i.e. industry, media, NZIM.

This list is to be updated whenever a new hazard is identified and reviewed six monthly at a minimum. All new hazards and controls are to be communicated to work crews by site supervisor and during toolbox/safety meetings. To successfully complete this register, you must also use the Risk Assessment

Site Safe Risk Assessment Matrix – Catastrophic/Critical Risk Major Risk Moderate Risk Minor Risk Superficial						
Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	ABUSIVE THREATENING BEHAVIOUR	Moderate	<ul style="list-style-type: none"> • Remain calm at all times • Support fellow workers who have been victims of violence • Do not provoke violence, intimidate or harass anyone • Report all incidents to your manager 	2	Low	
	ALCOHOL & DRUGS Various Harm	Critical	<ul style="list-style-type: none"> • Prohibited on all work sites as per company policy • If someone suspected, remove from site, call manager who will call TDDA for a test • If non-negative result - stand down 	1	Low	
	ALLERGENS – TOXIC PLANTS AND TREES Various – including NZ National Poisons Centre <ul style="list-style-type: none"> ▪ Silky Oak Tree (All parts poisonous) Severe allergic reaction – severe skin itching, skin blisters 	Moderate	<ul style="list-style-type: none"> • Suits and masks to be worn when working in close proximity to the tree. • Emergency Plan put in place 	3	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	ASBESTOS <ul style="list-style-type: none"> Respiratory disease – including Asbestosis Death 	Critical	<ul style="list-style-type: none"> Make sure testing is carried out before work commences If work has already began and asbestos is suspected, shut down site and contact HAZMAT Manager or Asbestos Team Leader. Isolate the area Inform manager, clients/ appropriate authorities Ensure correct PPE Annual health monitoring is in place 	3, 5, 6	Low	
	BIOHAZARDS <ul style="list-style-type: none"> Infected cuts/lacerations can include blood-borne viruses: <ul style="list-style-type: none"> Tetanus Hepatitis A Hepatitis B Hepatitis C HIV / Aids Legionnaires Lyme Disease TB Common Cold Influenza Needle stick and sharps injury Indoor Air Quality Moulds & Fungi 	Critical	<ul style="list-style-type: none"> Ensure tetanus vaccinations are up-to-date Ensure Hepatize B & C vaccinations Good Hygiene practices Water resistant PPE should be worn to prevent contamination Avoid exposure to sharps Breathing apparatus to be used as required Wear gloves when handling any demo waste <p>This does not eliminate the potential harm but is isolates the employee from the risk or at worst minimizes the risk</p>	1, 2, 6	Low	
	BIRD DROPPINGS Histoplasmosis A fungus that is transmitted to humans by airborne spores from soil contaminated by pigeon droppings, other birds and bats Cryptococcus's A Fungus from Pigeon droppings	Critical	<ul style="list-style-type: none"> During the cleanup, seal heating and cooling air ducts or shut the system down. Only authorized cleanup personnel should be present. The cleanup should be done by healthy individuals Wear a respirator that can filter particles as small as 0.3 microns Wear disposable protective gloves, hat, coveralls and shoe coverings. Moisten the droppings with a light mist of water to keep spores from becoming airborne and keep them wet. Put droppings into sealed plastic bags. The outside of the bags should be rinsed off before they are placed in a disposal container. When finished and while still wearing the respirator, remove protective clothing and place it in a plastic bag. Wash or shower. (See SOP for Bird Droppings) 	1, 6	Very Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	BITUMEN Bitumen burns due to skin exposure to product	Moderate	<ul style="list-style-type: none"> • Ensure use of correct PPE • Remove any bitumen from skin with solvents and then wash thoroughly 	6	Low	
	COMBUSTIBLES – RUBBISH & MATERIALS ON SITE <ul style="list-style-type: none"> • Fire due to sparks from tools or hot exhausts • Damage to property and equipment • Environmental damage 	Critical	<ul style="list-style-type: none"> • Remove all rubbish and keep good housekeeping • Do not perform hot works around combustible materials • Have fire Fighting equipment readily available • Permit required for all Hot Works • No smoking • Be aware of dry vegetation in area 	1, 2	Very Low	
	COMPRESSED AIR <ul style="list-style-type: none"> • Explosion • Eye injuries • Hearing damage • Flesh penetration 	High	<ul style="list-style-type: none"> • Check hoses for damage, maintain to as safe condition & relieve pressure before disconnecting hoses • Competent persons • Avoid contact between the nozzle and the item being cleaned • (See SOPs for Compressed Gas and Compressors) 	4	Low	
	CONCRETE – SILICA DUST <ul style="list-style-type: none"> • Chemical Reaction • Pumps • Cement burns • Dermatitis • Crushing • Hit by falling concrete • Inhalation • Skin exposure • Eye irritation • Hearing Damage • Strains and Sprains 	High	<ul style="list-style-type: none"> • PPE or RPE to be worn • Respirator or dust to be worn • Where possible use wet-cut method • Mix dry cement in well ventilated areas • Ensure work upwind from dust sources • Use mechanical aids to handle heavier items • Use team lifts where required 	1, 5, 6	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	CONFINED SPACE ENTRY <ul style="list-style-type: none"> Gas - Respiratory Engulfment 	Critical	<ul style="list-style-type: none"> Ensure correct procedures used – TA prior to commencement Emergency Plan in place Test air quality Extraction fan/ harnesses/tripod Training required, competent personnel Competent persons Do the job outside the confined space if possible Always use the "buddy" system (See SOP for Confined Spaces) 	1, 4, 5, 6	Low	
	CRANES / HIABS <ul style="list-style-type: none"> Crushing Falling Loads Crane tipping over Working at heights – climbing on the truck to sling a load Electrocution 	High	<ul style="list-style-type: none"> Barricading or enclosing the fall risk area with edge protection. Isolating the hazard from people involved in the work Warning signs must be in place Limit exposure time Ensure if the electricity on site is not shut down that not just the immediate area is isolated Ensure even terrain Contamination from burst hydraulic hose 	3, 4	Low	
	DEMOLITION WORK <ul style="list-style-type: none"> Electricity and other services Hazardous substances Biohazards Dust Adverse weather conditions Live Ammunition Electric shock Crushing Amputation Infection Fire Falling objects Hearing injury Slips/trips/falls Cuts/Laceration Death 	High	<ul style="list-style-type: none"> All demolition that is notifiable and must be notified to Work Safe NZ at least 24 hours before work commences All demolition work to be done in accordance with ACOP (Work Safe publication) Appropriate training View containment clearance certification where appropriate Wear all required PPE Contact Police if suspected live ammunition is found (See SOPs for Demolition Planning and Operations) 	5, 6	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	DOG BITES (While on a work site) Can lead to infection resulting in hospitalisation	Moderate	<ul style="list-style-type: none"> Check with the client before going to site whether there are any dogs and to ensure that they are tied up. Under the Dog Control Act 1996, dog owners must ensure that dogs do not: <ul style="list-style-type: none"> Cause a nuisance to any person Injure, endanger, or cause distress to any person Injure stock, poultry, domestic animals or protected wildlife. All bites that break the skin are serious. You should always see a doctor after being bitten, as bites can easily become seriously infected. Cat scratches can be as serious as cat bites. For minor wounds, wash the area with running water for at least five minutes. Don't apply ointments or begin treatment with any kind of medicine. Report the dog attack to your local council's animal control officer if serious. Contact the police to report an assault on a human. 	1	Low	
	DRILLING • Exposure to Rotating or Moving Parts Entanglement and Entrapment Striking Crushing and Pinching Cutting, Stabbing and Puncturing Slips, Trips, Falls Abrasions	High	<ul style="list-style-type: none"> Where possible, potentially hazardous portable power tools, including all power drills (240v) are substituted or replaced with less hazardous alternatives All necessary guards and safety devices are in place Operators should remove all jewelry, tuck in loose clothing and tie back long hair Regular checks are made for unsafe wear and damage and ensure electrical tagging is current. Good lighting (See SOP for Electric Drills) 	1, 4	Low	
	DUST Respiratory problems	Moderate	<ul style="list-style-type: none"> Use correct PPE or RPE (including masks / respirators) Ventilate or leave area until safe Wet area regularly Ensure adequate ventilation 	1, 6	Very Low	
	EARTHQUAKE Crushing Falls	High	<ul style="list-style-type: none"> Move away from windows and brick walls Shelter under a doorway or solid furniture If safe vacate a building If outdoors move away from overhead power lines and poles 	5	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	ELECTRICITY & EXPOSED WIRES Electrocution Sparking, burns, fire Death	Critical	<ul style="list-style-type: none"> • Ensure leads & equipment is in good condition • Ensure all connections to power points are made by correct plugs. • Ensure a supply isolated from earth with a voltage between conductors not exceeding 230 volts. • Registered electrician to conduct work as required • Treat all wires as live • All electrical tools and equipment should be inspected prior to their first use by a qualified person and thereafter at three monthly intervals. • All tools and equipment should have an identification tab stating date of last inspection and when next inspection is due. • Lock Out / Tag Out equipment. Report faulty equipment immediately, tag and remove from service. • Do not put electrical cords in places where they can cause trip hazards or be cut through. • Extension cords should not exceed 50m in length. • Extension cords should be not used while wound around storage reels or on retractable reels. This increases the electrical resistance in the cord that can lead to overheating and subsequent fire. The cord should always be fully extended. • Only use a CO2 fire extinguisher on electrical equipment. 	1, 3, 4	Low	
	ENVIRONMENTAL Dust Spillage Rubbish Sediment control Debris on road (slips) Water ways Flora and fauna Weather Unidentified risks (e.g. a buried tank on a site) Automated equipment starting up on a timer. Fatigue	High	<ul style="list-style-type: none"> • Water to be used where dust is a problem • Cover drains to stop contaminated water entering • Seal openings where necessary • Any spillage of fuels etc. must be cleaned and removed to designated site any other contaminates treated the same way (Spill kit on site) • Install sediment controls such as silt fence, bio socks, drain wardens • Truck wheels to be washed before leaving site if mud present. • Review work if there are extreme weather changes • Care to preserve the flora and fauna on site • When working on an old site where there are no records recorded with the Land Registry a search or penetration services should be done to ensure there are no buried hazards. • Never assume equipment is switched off – check if on a timer at pre-start. 	1, 2, 3	Low	
	ENVIRONMENTAL EXPOSURE Adverse environmental conditions Hypothermia Frostbite Dehydration Sunburn Windburn Heatstroke Skin cancer	Moderate	<ul style="list-style-type: none"> • Wear appropriate clothing – warm in winter, cool in summer • Consider summer clothes with sleeves • Drink plenty of water • Reapply sun block every 2 hours & wear wide brim hats • Perform physical work in early morning or late afternoon & stay in the shade as much as possible 	1, 2	Very Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	EXCAVATIONS Falls Inundation	High	<ul style="list-style-type: none"> • Use approved barriers. • Cover excavations where appropriate • Use trench shields • Bench excavations where appropriate • Follow the "Approved Code of Practice for Safety in Excavation and Shafts for Foundations" • (See SOP for Trenches and Open Excavations) 	3, 4, 5	Low	
	EXCAVATORS Hitting persons Tipping Hitting Objects Tracking across site Loading Overhead services Underground services	High	<ul style="list-style-type: none"> • Ensure correct operating procedures & operators licensed • Use spotter • Daily inspection prior to use • Implement an exclusion zone – no one within swing radius • Signage informing all other personnel • Bucket and attachments to be lowered to ground before any approach to operator • Do not work below the excavator • Follow best practice guidelines regarding underground and overhead services • (See SOP for Mobile Plant and Earthmoving) 	3, 4	Low	
	FATIGUE, STRESS AND TRAUMA (Mistakes and accidents could occur causing injury, decline in morale)	High	<ul style="list-style-type: none"> • Discuss with Manager or the HSEQ Manager • Control of working hours, including driving hours monitored • Use of annual leave to encourage suitable rest breaks within the year • Sufficient break times between shifts • All staff to contribute towards creating a stress-free environment • Keep fluid and hydration levels up while working • Workplace bullying will not be tolerated • Everyone is responsible for caring for other employees and contractors and encouraging a friendly, stress free working environment. 	2	Low	
	FIRE Burns Smoke inhalation Fumes Property or equipment damage Explosion	High	<ul style="list-style-type: none"> • Ensure emergency procedure in place. • Fire extinguisher in vehicle • Try to keep fire contained, if unable to contact Fire Service • Keep fuel sources off site • Check for nesting birds in equipment and exhausts • When using angle grinders, welding ensure a fire extinguisher is close at hand. 	3, 4	Low	
	FUEL Explosion Fire Pollution Flammable vapors	High	Refueling plant and equipment – <ul style="list-style-type: none"> - The operator/laborer must shut off the engine of the vehicle/plant or equipment prior to refueling. - Refueling must take place in a well ventilated area. - Wear appropriate PPE including gloves and eye protection. - A fire extinguisher must be at hand. - No smoking - Wipe any spillages - Always move away from the fuel source before starting engine - Ensure the cap is securely placed on the fuel source and the engine - Have spill kit on site 	1, 3, 4	Low	

Please Tick Risk at Site	Identified Risks	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	FUMES Respiratory	Moderate	<ul style="list-style-type: none"> • Ensure adequate local exhaust ventilation, respiratory protection particularly in automotive workshop. • Reduce work in confined spaces • Test & monitor air/atmosphere • (See SOP for Solvents) 	2, 4, 6	Low	
	GAS CUTTING Fire Burns	High	<ul style="list-style-type: none"> • Clear area of all combustible materials before cutting • Ensure there is a Hot Works Permit. • Have water supply available • Fire extinguisher compulsory • Secure gas and oxygen bottles • Wear appropriate PPE – fire retardant 	3, 4	Low	
	GAS LEAK ▪ LPG Respiratory Explosion Fire	High	<ul style="list-style-type: none"> • If a cylinder or appliance is leaking and there is a possibility of being engulfed by fire, evacuate adjacent areas. • Call the Fire Service • Keep the cylinder cool with a water hose, sprayed from maximum possible distance • Remove or extinguish sources of ignition • Remove from heat source 	1, 5	Low	
	GENERAL PUBLIC <ul style="list-style-type: none"> • Subcontractors • Home owners • Site visitors • Other persons in the work area Incidents through unplanned interactions	High	<ul style="list-style-type: none"> • Induction on to site to raise awareness of the site hazards • Restrict access during high risk periods • Plan work with other persons onsite • Ensure access to site is limited & fencing & signage is up to date • If members of the public are unhappy or angry, contact the Project Manager and remain civil • Delineate 'no go' zones clearly. • (See SOP for People) 	1,3, 5	Low	
	HAZARDOUS MATERIALS ONSITE <ul style="list-style-type: none"> • Combustibles • Diesel • Petrol • Oils • Resins Fire/Burns/Explosion Damage to property & equipment Environmental damage Skin irritants Burns Absorption Dermatitis Eye irritation Ingestion/ Inhalation	Critical	<ul style="list-style-type: none"> • Remove all rubbish, keep site clean & limit stock • Do not perform hot works around combustibles • Have firefighting equipment in current working condition readily available • Ensure chemicals are stored correctly, PPE & SDS available. HSN0 regulations followed. Use gloves & respiratory protection. • Flammable signs, restricted area • Adequate water supply • Local exhaust ventilation • (See SOP for Filling, Transporting and Dispensing) 	1, 4	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	Power Tools (Motorized) <ul style="list-style-type: none"> Chain saws Cut off Saws Outdoor equipment Cuts / Lacerations Noise Amputation Fumes	Critical	<ul style="list-style-type: none"> Only trained personnel to use Tools to be maintained to manufacturers specs PPE to be worn by all personnel on site Do not use motorized tools in confined spaces without adequate ventilation 	4, 6	Low	
	HIGH PRESSURE FLUID Skin penetration	High	<ul style="list-style-type: none"> Relieve pressure before disconnecting hoses 	1	Low	
	HOUSEKEEPING <ul style="list-style-type: none"> Slips, trips, falls on one level 	Moderate	<ul style="list-style-type: none"> Notify obstacles which cannot be moved Pick up tools & clean as you work. Use waste bin Sturdy planks over ditches & barricade trenches or hazard (See SOP for Housekeeping) 	1, 5	Low	
	IMPACT INJURIES <ul style="list-style-type: none"> Windy conditions blowing objects Falling objects Hitting body with tools or materials Projectile objects Cuts Fractures Internal injuries Head injuries Bruising Fatality	Moderate	<ul style="list-style-type: none"> Keep site clean & tidy. Keep access ways clear Secure loose objects Remove trip hazards Dampen dust with water & use PPE gear Forbid horseplay 	1, 6	Low	
	INSECT BITES Infection Anaphylaxis Swelling Redness Stabbing pain Severe itching Difficulty Breathing Heart Palpitations Vomiting Fainting	Moderate	<ul style="list-style-type: none"> Wear appropriate work attire. Wear work gloves and helmet at all times on site. Insects less attracted to people who wear headwear. Wrap tape around trousers and boots. Be aware of areas where stinging insects are likely to be encountered – flower beds, rubbish bins, woodpiles, open containers of sweet liquids Loud noises, vibrations and sudden movements may agitate stinging insects. Avoid wearing aftershave, deodorant or other scented products as they attack insects. Maintain ready access to communication to summon help in the event of an emergency If allergic to insect bites – pre-plan an emergency response including epi-pen, etc. 	1, 3, 6	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	LIFTING EQUIPMENT Crushing Impact	High	<ul style="list-style-type: none"> Access to the workshop is strictly restricted to automotive personnel only. No one may operate workshop equipment without receiving training and supervision. Guards must be used. 	4	Low	
	LONE WORKER <ul style="list-style-type: none"> First Aid Injury Medical Injury Emergency Injury 	High	<p>In the rare event of a staff member working alone the Operator/Site Manager/Foreman should have the following control measures in place.</p> <ul style="list-style-type: none"> The Operator/Site Manager/Foreman is competent to work unsupervised and will call for assistance if needed. The Operator/Site Manager/Foreman must have his cellphone to hand at all times in the event of an emergency. Navman is attached to the Operator/Site Manager/Foreman's vehicle to check when he arrives and leaves site by his line manager. Be aware of the closest team working in close proximity to the site and can be called upon in the event of an emergency The lone worker will call his line manager two hourly during the day to check in. The line manager will contact the lone worker if he hasn't called in. (See SOP for Lone Worker) 	1	Low	
	MANUAL HANDLING <ul style="list-style-type: none"> Lifting materials Removing rubbish Using tools Strains & sprains Tendon injury Back injuries Tripping/falling/ getting caught on obstructions when lifting awkward loads Lifting heavy loads Twisting Bending Repetitive movement 	High	<ul style="list-style-type: none"> Do you have to pick it up to move it or can it be moved another way? Get help & share the workload Exercise and warm up Use manual handling aids Control loads Rest breaks – do not work to exhaustion No rapid, twisting, bending or repetitive movements Good housekeeping – keep a clean site Plan work to share the workload. Keep back & wrists straight, bend knees & keep body close to the load. Get a secure grip on the load. Follow Code of Practice on manual handling Use of wheel barrow and/or sack barrow (See SOP for Manual Handling) 	1, 2, 5	Low	
	NEEDLE STICK INJURIES Infection – HIV, Hepatitis B, Hepatitis C, Tetanus	Critical	<ul style="list-style-type: none"> If you cannot see what you are going to touch, wear appropriate protective cut proof gloves Cover any cuts or abrasions with waterproof plasters. Under no circumstances should any worker be expected to touch a discarded needle with their bare hands. Where needles are found there must be a procedure for safe disposal 	1, 3, 5	Low	
	NOISE <ul style="list-style-type: none"> Hearing Loss Tinnitus 	High	<ul style="list-style-type: none"> Wearing hearing protection Manage by isolating or insulating the source Provide hearing tests for workers 	1, 3, 6	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	OVERHEAD HAZARDS <ul style="list-style-type: none"> • Objects falling from above • Lifting materials over worker • Dislodged tools & materials from overhead • Poor weather conditions • Electrocution 	High	<ul style="list-style-type: none"> • Remove workers from lift area • Include toe boards & scaffold/edge protection • Hard hats compulsory when working below people or objects that could fall • Only work if weather permits • Safety nettings/screens • Have power decommissioned • Carry out pre-start risk assessment • A lift plan is in place 	1, 3, 6	Low	
	PCB's (Polychlorinated Biphenyls) <ul style="list-style-type: none"> • Eye and skin irritation • Long term health problems • Inhalation 	Critical	<ul style="list-style-type: none"> • Can be exposed to PCB's when dismantling electrical capacitors and transformers or when cleaning up spills and leaks. • PPE gear should include: <ul style="list-style-type: none"> - Chemically impervious disposal overalls - Mid-arm nitrile rubber gloves - Safety glasses - Rubber boots 	1, 6	Low	
	PNEUMATIC TOOLS Various – cuts/lacerations	High	<ul style="list-style-type: none"> • Ensure correct operating procedure has been read and understood • Only trained competent staff to use. • (See Vibrations) 	3, 6	Low	
	POWER TOOLS (Electrical) <ul style="list-style-type: none"> • Operator error • Tools not fit for use • Inexperience or incompetence • Shocks • Electrocution • Hand & wrist injuries • Dust & debris injuries • Cutting injuries 	High	<ul style="list-style-type: none"> • All power leads & power tools to be within the current 3 month test date & RCD's to within the 3 month test date • All guards are to be in place on tools as specified by the manufacturers details • All handles to be attached & in good condition • Users to be trained & competent, hot works permit & PPE to be worn & eye protection when required for task to be clean & scratch free • Check RCD's are industry compliant. • (See SOPs for Power Tools, Angle Grinders, Circular Saws) 	4, 6	Low	
	ROAD ACCIDENT (to/from work) <ul style="list-style-type: none"> • Hospitalization • Rehabilitation • Insurance Claim 	High	<ul style="list-style-type: none"> • Ensure current driver's license • Automatic call to the TDDA for an alcohol and drug test • Driving refresher • If you come across an accident – provide first aid, fire extinguisher if required. 	5	Moderate	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	SCAFFOLDING <ul style="list-style-type: none"> Falling from heights Scaffolding collapse Hit by falling object Electric Shock 	Moderate	<ul style="list-style-type: none"> Scaffold to meet NZ Safety standards Scaffold to be erected by licensed practitioners Check tags are in place. Do not work below scaffold (See SOP for Perimeter Protection and Fall Arrest) 	3, 4	Low	
	SEWERAGE <ul style="list-style-type: none"> Biological diseases 	High	<ul style="list-style-type: none"> Keep immunization current – Tetanus, Hep A & B Use correct PPE for the task Test/monitor atmosphere Work outside of trenches etc where possible Ensure strict hygiene protocol Ensure hand sanitizer in port-a-loo. 	5, 6	Low	
	SMOKING ON SITE Risk of fire, exposure to cigarette smokers and non smokers	High	<ul style="list-style-type: none"> A designated area for smoking off site, discussion at induction Never smoke on site while carrying out work or driving a vehicle 	1	Low	
	STACKING MATERIAL Fall hazards	Moderate	<ul style="list-style-type: none"> Keep stack low Install barriers to contain stack 	3, 5	Low	
	TRIP HAZARDS <ul style="list-style-type: none"> Stairs inside & outside of building. Site materials in walkways Unprotected excavation edges Steel fixings protruding from ground. Falls on same level. Falls to surfaces below. 	High	<ul style="list-style-type: none"> Take care, no running Be aware of others in the area Inspect work area for hazards before starting. Ensure points of access are clear. Take regular breaks Do warm up exercises and stretches Remove rubbish Erect caution tape and/or fencing. Ensure capping on all steel protrusions Good housekeeping 	1, 2, 3	Low	
	UNDERGROUND SERVICES <ul style="list-style-type: none"> Electrocution Damage to neighbor's power, water, foul water or telecommunication 	High	<ul style="list-style-type: none"> Review site before work commences. Ensure power, communications & water services are identified as per plans Ask site manager or view site plans Use electronic equipment/services to identify Use safe digging practices Use hand digging if possible Use pot-holing techniques to identify buried services 	1, 2, 3	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	VEHICLES (Trucks, Utes, Forklift, Rollers) <ul style="list-style-type: none"> • In/Out of site • Within site • Loading / unloading Collision with people or objects	Moderate	<ul style="list-style-type: none"> • Keep clear while trucks maneuver into site. • Spotter to slow down traffic while entering and exiting site • Keep clear while trucks loading and unloading • Use of guide-man when reversing • Do not walk along blind side of truck during loading (exclusion zone where possible) • Licensed operators, follow all road rules • Signage/inform all workers • (See SOP for Reversing and Spotters and Trailers) 	2, 3	Low	
	VIBRATION <ul style="list-style-type: none"> • Circulation problems 	Moderate	<ul style="list-style-type: none"> • Intercept pathway via insulated hand grips/gloves. Update machinery maintenance regularly • Organize work so that you can mix repetitive and non-repetitive activities • Exercise to reduce muscle tension • Follow manufacturer's instructions • (See SOP for Vibration – Hand, Arm and Whole Body) 	2, 4, 5	Low	
	WORKING AT HEIGHTS <ul style="list-style-type: none"> • Ladder & steps • Scaffolding • EWP's, cherry pickers, cranes • Falls • Being struck by falling objects • Fractures • Cuts/Bruises • Slips, trips, falls, collapse 	High	<ul style="list-style-type: none"> • Means provided to prevent fall • Refer to Fall Prevention Guidelines (published by Work Safe NZ) • Ensure ladder is of commercial grade and to standard:- AS/NZS 1892, 1:1996 Portable ladder – Metal • Consider use of mobile or fixed scaffolding, edge protection with safety netting, individual fall arrest • Only trained operators or those under direct supervision to operate (if machinery is involved) • Emergency rescue procedures established or practiced • Area below height work to cordoned • Ladders are for access and egress only. • (See SOPs for Perimeter Protection and Fall Arrest, EWP and Roofing) 	3, 4, 5, 6	Low	

Please Tick Risk at Site	Identified Risk	What is the initial risk assessment? (use risk assessment matrix)	Risk Controls	Level of Control	What is the residual risk assessment?	For discussion at a toolbox talk/ safety meeting?
	WORKING OUTDOORS UV Radiation – Skin Care Dehydration - Heat Stress, heat exhaustion and heat stroke Safe manual handling Wind Inclement Weather Conditions - Hypothermia - Trench Foot Bites by Mosquitos, Bees and Wasps Slips, Trips and Falls Allergens Powerlines	High	<ul style="list-style-type: none"> • Use sunscreen 30+ provided • Wear a broad brim and flap attachment provided for hard hats • Seek shade when possible • Cover up • Rehydrate regularly when hot • Reschedule work to a different time during extreme weather conditions. • Change clothing including socks when wet • Insect Repellent or removal of nests. • If prone to Hay fever or allergies – antihistamines should be at hand and an emergency plan in place. • Assess the lay of the land – check for uneven surfaces, wet grass, mud, holes in ground, • Identify overhead hazards such as powerlines especially while using mobile plant. • (See SOP for Working Outdoors) 	1, 4, 5, 6	Low	
	WELDING/CUTTING Fire Electric Shock Inhalation of fumes Eye damage Cuts/lacerations	High	<ul style="list-style-type: none"> • Clear potential fuel sources • Competent operators • PPE full face mask, heavy duty leather gloves to elbow. Full overalls • Hot works permit –fire extinguisher within 1m reach • Not to be done in confined spaces • Well ventilated area 	1, 5, 6	Low	

RISK REGISTER - CHANGE HISTORY REVIEW FORM

REVIEW DATE	REVIEWER/S	SIGNATURE OF REVIEWER/S	COMMENTS/CHANGES MADE?
9/9/14	s 9(2)(a) OIA		Added loading Vehicles, and alcohol and Drugs
5/10/14			Numerous changes – 1. Under Falling Material “Poor weather conditions” – “wind and rain” 2. Demolition Work added “electrocution and poisoning” 3. Loading Vehicles “added “machine operations”
7/10/14			Changed “Forklift” section under Identified Hazards to “Heavy Machinery – e.g. Forklifts, Trucks, Excavators
19/3/15			Addition of Needle Stick Injuries included in the Biohazard Section of Demolition Work

30/6/15	s 9(2)(a) OIA	Addition of refueling of vehicles on site.
12/08/15		Reviewed Risk Register – changed format and added a number of newly identified hazards. Alphabetized.
10/08/2016		Reviewed Risk Register – Inclusion of “Working Outdoors”
20/12/2016		Reformatted to include new Risk Assessment Matrix
20/01/2017		Addition of bird droppings on site
13/09/2017		Reviewed Risk Register – additions made to ‘Environmental’ including hidden/buried hazards on site. Also added to “Environmental” Waterways, Flora and fauna, Weather
23/01/2018		“Excavators” included underground and overhead services. “Gas Cutting” included Fire Retardant PPE
31/8/18		Added initial risks, level of control and residual risks
		<ul style="list-style-type: none"> - Bird Droppings – See SOP for Bird Droppings - Included Abusive Threatening Behaviour, Dog Bites - Compressed Air – See SOPs for Compressed Air and Compressor - Concrete – Silica Dust (See SOP for Cement) - Confined Spaces – (See SOP for Confined Spaces) - Demolition Work – See SOPs for Demolition Planning and Demolition Operations) - Dust – added ‘correct’ PPE and RPE. - Electricity – (See SOP for Electricity) - Environmental Exposure - Included automated machinery on a timer <p>Environmental Exposure – causing fatigue</p> <ul style="list-style-type: none"> - Excavations – (See SOP for Trenches and Open Excavations) - Excavators – (See SOP for Mobile Plant and Earthmoving) - General Public – Initial Risk – High and changed Level of Control to 1. <p>General Public – Change to High initial risk. Delineated “no go” zone. (See SOP for People)</p> <ul style="list-style-type: none"> - Hazardous Materials on Site – Remove ‘M’ from MSDS. - Lone Worker – Change to include “In the rare event” – Change Level of Control to 1. (See SOP for Lone Worker)

			<ul style="list-style-type: none">- Manual Handling – (See SOP for Manual Handling)- Pneumatic Tools – Added Vibrations and refer to SOP for the same.- Power Tools – included check RCD's are compliant. (See SOP for Power Tools)- Scaffolding – Added "Check for tags on scaffolding.- Sewerage – Add keep immunization current to include "Tetanus and Hep A & B"- Underground Services – Include "review site before work commences".- Vehicles – (Include See SOP Reversing and Spotters)- Working at Heights – (Include see SOP Perimeter Protection and Fall Arrest, EWP and Roofing)- Working Outdoors – (Includes see SOP Working Outdoors)
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HAZARDOUS SUBSTANCE/SDS REGISTER

PROJECT/SITE:

DATE:

"SDS" records concise health, safety and technical information held for all Products used and stored by the Company

This register lists the Hazardous Substances used and/or stored on Scope Group sites. An annual review of the register ensures the information contained herein is correct. All full set of SDS's are kept in the SOPS/SDS Folder by the Site Supervisor, also located on Sharepoint/HSEQ/Site Documents/Site Safety Folder. The blue text denotes NON-HAZARDOUS substances.

Substance	Capacity	Storage	Site Plan Ref	Risk	Haz/UN	Manufacturer	Supplier	Expiry Date
Adhesive - ABC Asbestos Binding Compound	Eg. 10 lt	Plastic Tubs – Asbestos Vehicles		Acute Toxicity. Harmful if inhaled. Skin & Eye Irritant		Fibrelock Technologies		
AdBlue						Total		
AdAir 1 Liquid								
Adhesive CRC Ados F2				Acute Toxicity – Oral Dermal and Inhalation	Class 3Z UN 3802	CRC		
Adhesive (water based)								
Dunlop Butynol								
Adhesive Kwik Grip								
Adhesive Protecto-Tak Aerosol								
Adhesive – AMS								
Antifreeze								
Diesel		Plastic Container – Vehicles	Mobile Plant	Flammable Liquid	Class 3/ UN1202			
Engine Oil			Mobile Plant					
Epoxy Resin								
Fog Fluid						Rave		
Grease			Mobile Plant			Morris Triad 46		
Hydraulic Oil			Mobile Plant					
Kerosene								
LPG								
Paint – Dazzle Spot Marking Aerosol Paint		Box of 12 x 350g cans	Mobile Plant	Flammable Liquid	Class 2			
Petrol (Unleaded)		Plastic Container – Vehicles	Mobile Plant	Highly flammable liquid	Classes 3.6.9	Caltex		

TO BE COMPLETED ON SITE

For Hazardous Substance compliance information call EPA on 0800 376 234

NEW HAZARDOUS SUBSTANCES

Substance	Capacity	Storage	Site Plan Ref	Risk	Haz/UN	Manufacturer	Supplier	Expiry Date

SITE:

PPE REQUIRED: Hard Hats, Safety Footwear, HiVis Clothing, Safety Glasses, Hearing Protection, Disposable Overalls, Respirator, P2 Filter Mask, Cut Resistant Gloves, Gloves, Dust Masks

STANDARD ITEMS TO CONSIDER (SITE SPECIFIC CONSIDERATIONS MUST BE ADDED)					
Manual Handling	Falls & Trip	Electricity	Noise	Hazardous Substances	
Earthquake	Site Housekeeping	Employee Experience	Vibration	Fire	
Machine Guards	Incorrect Tools	Fatigue	PPE	Other Workers	
Site Access	Safety Data Sheet	Machinery /Plant	Read relevant SOPS and SIGN THEM		

[illegible]

Name	Signature	Name	Signature

TOOL BOX SAFETY MEETING AND ATTENDANCE REGISTER

Site:	Contractor: Scope Group
Safety Representative:	Date:
Topics for Discussion	
1. Hazard Control Plan & Task Analysis: <i>Record any comments and concerns</i>	
2. Current Site Activities & Observations: <i>Record discussions</i>	
3. Employees Issues: <i>Record any issues raised by Employees</i>	
4. Specific Training Topic: <i>Record if a specific topic was presented</i>	
5. Incident / Near Misses:	
Attendance: <i>The employees listed have signed to confirm that they have been actively involved in the topics above and were present at this toolbox/safety meeting:</i>	

INCIDENT / NEAR MISS REPORT FORM

This form must be completed with corrective actions and Manager's comments before returning it to the Health and Safety Manager within 48 hours.

In the case of **Serious Harm** or possible **Serious Harm**, please contact the Health & Safety Manager immediately

1. Person(s) Involved:

Name: _____

Contact No: _____

Employee: ☐ Student: ☐ Contractor: ☐ Other (Specify): _____

2. Details of Near Miss / Incident / Accident:

Location: _____

Date: _____ Time: _____ am / pm

3. Severity:

Fatal ☐ Serious Harm ☐ Minor Harm ☐ No Harm / Near Miss ☐

4. Treatment:

Nil ☐ First Aid ☐ Doctor ☐ Hospital ☐

What treatment was given? _____

By Whom _____

Time Out for First Aid Treatment: Minutes: Hours:

Time Out For Medical Centre/Hospital Visit: Minutes: Hours: Days

5. **Description of what happened:** _____

(Include Photos and Diagram)

Please complete the other side of this form

6. **Describe the cause of the near miss / incident / accident:** _____

Contributory Factors (refer to these when identifying the cause of the near miss / incident / accident)

Immediate Causes

- Guarding
- Defective tools or equipment
- Hazardous arrangements
- Unsafe conditions
- Unsafe design
- Housekeeping
- Environmental conditions

Substandard Acts

- Operating without authority
- Disabling safety devices
- Using unsafe equipment
- Non use of Personal Protective Equipment
- Non use of lock out / isolation systems
- Unsafe positioning
- Distraction / fooling about

7. **Has a significant hazard/risk been identified ? Y / N**

If yes, please investigate this hazard/risk and update the Risk Register accordingly

8. **Chance of the near miss, incident or accident recurring:**

One off ☐ Daily ☐ Weekly ☐ Monthly ☐ 6 Monthly + ☐

9. **Corrective Action:** (What will be done to *minimise the risk of this happening again*)

Action

By Whom

Completed

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"><div style="width: 45%;"></div><div style="width: 45%;"></div></div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 10px;"><div style="width: 45%;"></div><div style="width: 45%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Person in control of the workplace:</div><div style="width: 45%;">Name: _____</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Signed: _____</div><div style="width: 45%;">Position: _____</div></div>
<p>10. Manager's Comments:</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Signed: _____</div><div style="width: 45%;">Position: _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Date: _____</div><div style="width: 45%;"></div></div>
<p>11. Health and Safety Manager's Comments:</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Is post critical event testing required</div><div style="width: 10%;">Y / N</div><div style="width: 45%;">Date: _____</div></div>
<p>12. Near Miss / Incident / Accident recorded on Accident Register and all corrective actions completed:</p> <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;">Signed: _____</div><div style="width: 45%;">Date: _____</div></div>

INCIDENT INVESTIGATION TEMPLATE

SITE LOCATION:
No:
Issue Date: December 2016
Last Reviewed: N/A

OFFICE USE ONLY

Next Review Date: December 2017

 This form is to be completed with reference to the *Hazard/Incident Report and Investigation Procedure*

1. Incident

Date of Incident:
Time of Incident:
Incident Investigation Date:
Site:

2. Persons Involved in the Investigation

Position
Name

Name of person conducting investigation:

Health & Safety Manager

Line Manager:

Health and Safety Representative:

Other:

Name of person(s) who were injured – (Note: Due to privacy reasons students' names are not to be identified in this report)

3. Injury(s) Sustained

4. Incident Location - (please state exact location)	
Description of Incident – (Provide a brief description)	
Has a similar incident/near miss occurred previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were there procedures in place to minimise the risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Risk Assessment for the task been completed/reviewed (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Medical Treatment – (Please provide a brief explanation of the medical treatment or first aid that was applied)	
Was an ambulance called?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Key Contributing Factors – (Provide a brief description of the circumstances that led to the incident/injury occurring and the immediate cause – refer to	
Design of equipment/workplace (e.g. defective or unsuitable equipment, workplace layout) Environment (e.g. lighting, ventilation, noise, temperature) Human (e.g. fatigue, lack of understanding) Work methods and systems (e.g. training, unclear work procedures, flow of information)	

Other comments:

7. Documents Collected - (e.g. interviews, photos, Safe Work Procedures, and risk assessments).

Name of Document	Attached
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Corrective Actions - (Provide a detailed description of what actions are to be taken to reduce the risk of the incident/injury from occurring again – refer eduSafe Action Plan if applicable)

Actions	Completion Date	Person Responsible	Actions Completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Risk Management – Evaluate the likelihood, consequences and level of risk

Likelihood		
Descriptor	Level	Definition
Rare	1	May occur, some time ("once in a life time / once in a hundred years")
Unlikely	2	May occur somewhere within SCIOE over an extended period of time
Possible	3	May occur several times across SCOPE or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly is anticipated for each repetition of the activity

Consequence

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

Risk Level					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Key	
Extreme:	Notify H & S Manager and/or Manager immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify H & S Manager and/or Manager immediately. Corrective actions should be taken within 48 hours of notification
Medium:	Notify H & S Manager. H & S Representative / Committee is to follow up that corrective action is taken within 7 days.
Low:	Notify H & S Manager. H & S Representative / Committee is to follow up that corrective action is taken within 7 days. H & S Committee is to follow up that corrective action is taken within a reasonable time.

Risk Level:

Prohibited or Allowed for the following

NOTIFICATION OF A NOTIFIABLE INCIDENT

Use this form to notify WorkSafe New Zealand of a notifiable incident that exposes a person(s) to serious risk, as required by section 56 of the Health and Safety Act 2015.

Did you know you can save time by completing this form online, [click here](#)

WORKSAFE
NEW ZEALAND

Notifier details

Are you making this notification as a:
(See the last page of this form for descriptions of these terms)

☐ PCBU

☐ Other

Title: Last name:

First name:

Middle names:

Phone number:

Mobile number:

Postal address:

Town/city:

Postcode:

Email:

Details of incident

Date of incident:
(dd/mm/yyyy)

Time of incident:
(e.g. 2:20pm)

Incident address:

Town/city:

Postcode:

What happened?

☐ Escape, spillage or leakage of a substance

☐ Implosion, explosion or fire

☐ Escape of gas or steam

☐ Escape of a pressurised substance

☐ Electric shock

☐ Fall or release from a height of any plant, substance or thing

☐ Collapse, overturning, failure or malfunction of, or damage to any plant that must be authorised for use

☐ Collapse or partial collapse of a structure

☐ Collapse or failure of an excavation or shoring supporting an excavation

☐ Inrush of water, mud, or gas in workings in an underground excavation or tunnel

☐ Interruption of the main system of ventilation in an underground excavation or tunnel

☐ Collision between 2 vessels, a vessel capsizes or the inrush of water into a vessel

☐ Asbestos: Emergency procedures – Residential

☐ Asbestos: Emergency procedures – Commercial

☐ Respirable asbestos meets or exceeds 0.02 fibres per ml of air

NOTIFICATION OF A NOTIFIABLE INCIDENT

What was the principal cause of the incident?

- | | |
|--|---|
| <input type="radio"/> Machinery or (mainly) fixed plant | <input type="radio"/> Mobile plant or transport |
| <input type="radio"/> Powered equipment, tool or appliance | <input type="radio"/> Non-powered handtool |
| <input type="radio"/> Appliance, or equipment | <input type="radio"/> Chemical or chemical product |
| <input type="radio"/> Material or substance | <input type="radio"/> Environmental |
| <input type="radio"/> Exposure (e.g. dust, gas) | <input type="radio"/> Animal, human or biological agency (other than bacteria or virus) |

Provide a description of what happened:

Provide details about the people involved in the incident:

- ☐ I have attached any supporting information (photographs or diagrams).
(supporting information is not mandatory, but should be supplied when helpful in explaining the incident).

The incident occurred:

- ☐
- Indoors
- ☐
- Outdoors

Weather conditions at time of incident:

Was a significant hazard involved?

- ☐ Yes ☐ No

Confirm that the site has been preserved, as required by section 55 of the Act:

- 14

Have you notified any other agency?

- ☐
- Yes
- ☐
- No

Notified agency name:

Notified agency phone number:

NOTIFICATION OF A NOTIFIABLE INCIDENT

PCBU details

Legal entity name:

(the name that is used on official legal documents)

Trading name:

(if different to legal name)

New Zealand Business Number (NZBN):

(if applicable)

Industry:

☐ Accommodation and Food Services☐ Administrative and Support Services☐ Agriculture☐ Arts and Recreation Services☐ Construction☐ Education and Training☐ Electricity, Gas, Water and Waste Services☐ Financial and Insurance Services☐ Fishing☐ Forestry☐ Health Care and Social Assistance☐ Information Media and Telecommunications☐ Manufacturing☐ Mining - Minerals☐ Mining - Petroleum☐ Mining - Other Services☐ Not Elsewhere Included☐ Other services (specify below)☐ Professional, Scientific and Technical Services☐ Public Administration and Safety☐ Rental, Hiring and Real Estate Services☐ Retail Trade☐ Transport, Postal and Warehousing☐ Wholesale Trade

Specify other:

Physical address:

Town/city:

Postcode:

Postal address

☐ Same as above

Postal address:

Town/city:

Postcode:

PCBU phone number:

PCBU mobile number:

PCBU contact:

(first name, last name)

Email:

Is the PCBU investigating?

☐ Yes☐ No

Health and Safety Representative (HSR) details

There is an HSR working for this organisation ☐They are NZQA qualified to use their powers ☐

NOTIFICATION OF A NOTIFIABLE INCIDENT

Declaration

☐ I declare that to the best of my knowledge, the information provided in this notification is true and correct.

Full name:
(first name, last name)

Date:

Designation:

(Note: the above declaration is considered to be an electronic signature that is reliable as appropriate for the purpose of this notification)

Where to send your completed form

Print, complete and scan this form, or fill in the PDF version. Once completed, email it to WorkSafe:
healthsafety.notification@worksafe.govt.nz

If emailing this form is not practical, you may post it to:

The Registrar
WorkSafe New Zealand
PO Box 105-146
Auckland 1143

Terms

PCBU — A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. It does not include workers or officers of PCBUs, volunteer associations with no employees, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

Worker — A worker is an individual who carries out work in any capacity for a PCBU. It includes an employee, a contractor or sub-contractor, an apprentice or trainee, a person on work experience or a work trial, or a volunteer worker. Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

[illegible]

PRE-START SITE ASSESSMENT

PROJECT/SITE	ASSESSOR	SIGNED
		DATE

Hazards	√	Controls
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Height/Overhead Work:

Falling material		
Ladders		
Scaffolds		
Roofs		
Cranes		
Elevated work platforms		

Trenches/Confined Spaces:

Pits and trenches		
Tanks		
Shafts		
Confined spaces		

Plant:

WoF/current test tag		
Machine guards		
RCDs		
Leads		
Vibration		

General Environment:

Public access/protection		
Signage/barriers		
Organisation/housekeeping		
Wet/slippery environment		
Hazardous materials		
Chemicals		
Services (gas/water/power)		
Exposure to weather		
Extreme temperatures		
Traffic		
Noise		
Dust and debris		
Explosion/fire		
Machinery		
Mobile plant		

Personal Protective Equipment:

Safety boots		
Hearing protection		
Eye protection		
Hi viz clothing		
Safety helmet		
Respiratory protection		

SAFETY INSPECTION CHECKLIST

PROJECT/SITE				EMPLOYER		
Safety representative:				Inspection by:		
				Date:		
Remedial complete (sign/date):						
1	Site Control		✓/x	9	Welding/Gas Cutting	
1.1	Hazard board and signage up-to-date			9.1	Hot work permits being issued	
1.2	Environmental plan – issues			9.2	Fire extinguishers on hand	
1.3	Toolbox Talk last date / /			9.3	Operators using PPE	
1.4	Safety inductions for all on site			10	Electrical Equipment	
1.5	Safety notice board current			10.1	Main board lockable/weatherproof	
2	Site Facilities			10.2	Current tagged and damage-free leads	
2.1	Offices – clean, adequate and good lighting			10.3	Current tagged plant	
2.2	Smoko sheds – clean, potable water			10.4	Current tagged lifeguards	
2.3	Toilets – clean, washing water			10.5	Leads safely placed	
2.4	Tool/equipment sheds adequate			10.6	Equipment in good condition	
3	General Site Tidiness and Accessways			10.7	Appropriate guards on equipment	
3.1	Clear, safe access to work areas			10.8	Adequate temporary lighting	
3.2	Stairways and accessways clear			11	Chemicals	
3.3	Hoardings/fence and gates secure			11.1	Correctly stored	
3.4	Loose materials secure from wind			11.2	Safety Data Sheet (SDS) available	
4	Personal Safety Equipment			11.3	Operators using PPE	
4.1	Signage displayed and legible			12	Tools	
4.2	Hardhats being worn			12.1	PAT tool WoF current and secure	
4.3	Correct footwear being worn			12.2	Staff trained in tool use (SWPS)	
4.4	Glasses/ear muffs/vests/masks used			12.3	PAT signage on site	
5	First Aid/Fire Prevention			13	Scaffolding	
5.1	First Aid box	Available	Current	13.1	Notifiable weekly Scaffold/current	
5.2	Accident Register			13.2	Handrails/mid-rails	
5.3	Fire extinguishers	Available		13.3	Toe boards	
5.4		Current (12 mth)		13.4	Platforms	
5.5		Sufficient number		13.5	Ladders/stairs	
5.6	Evacuation	Procedure current		13.6	Base sound	
5.7		All emergencies incl		13.7	Work platforms clear	
6	Cranes/Hoist/Lifting Equipment			13.8	Platforms trip free	
6.1	Proper lift assessment plan done			13.9	Planks tied down	
6.2	Crane certification current			13.10	Headroom clear	
6.3	Slings/chains certified			13.11	Ties/bracing adequate	
6.4	Operator procedures in place			14	Ladders	
6.5	Inspections being done			14.1	Good condition	
6.6	Man cage available			14.2	Secured top and bottom	
6.7	Emergency plan in place			14.3	Stays to step ladders	
7	Compressed Air Equipment			14.4	Working 2 steps down	
7.1	In good condition			15	Fall Hazards	
7.2	Appropriate guards fitted			15.1	Floor edges	Floor openings
7.3	Trained user			15.2	Lift shafts	Stairs
8	Excavations correctly shored				Excavations	

[illegible]

HOT WORKS PERMIT

HOT WORK PERMIT

Applicable to all operations involving welding and cutting equipment, other than work done in maintenance workshops.

Date:	Job No:
Permission given to (Name)	
To Use: (Type of Equipment)	
At: (Location of Site)	
Between:	am/ pm
Details of Works to be Performed:	
Description of Work:	

FIRE PREVENTION RULES

Fire Equipment to be provided as follows:

Fire Hose

☐

Fire Extinguisher/s

☐

Mandatory Fire Spotter

☐

WITHIN TEN METRES OF THE WORK



Ensure there are no combustible liquids, vapours, gases or dust



All combustible material has either been removed or suitably protected



Combustibles have been moved away from other side of wall (if applicable)



Ensure covers have been suspended beneath the work to catch sparks or hot fragments

WORK ON ENCLOSED EQUIPMENT

(Including Tanks, Containers, Ducts, Dust Collectors etc)

1. Equipment must be cleaned of all combustibles
2. Containers must be purged of all flammable vapours

Signature of person issuing permit:

(only sign this permit if you have inspected the work area and it complies with the above)

The work area and all adjacent areas to which sparks and heat might have spread were thoroughly inspected on completion of the operation and again 30 minutes later. No smouldering fires were discovered.

Signature of person responsible for the work:

(after signing return this to the person issuing the permit)

SITE INDUCTION CHECKLIST

	Description	Tick when Completed
	Safety Plan: Familiarise employee, visitor, contractor with the contents and duties in the Site Safety Folder ie. General Rules, Site Requirements, Moving Machinery, Traffic Management, electrical services, electrical tagging, Manual Handling, Public protection, asbestos removal, height works etc.	
	Site Safe Passport: Verify that the employee, visitor or contractor holds a current Site Safe Passport. Record the ID No. and expiry date on the Induction Register.	
	Safety Performance Review – Evaluation: Ensure employee, visitor or contractor is familiar with Scope Demolition South Ltd general safety rules and procedures as detailed in the employee handbook. <i>Refer General Site Rules listed below.</i>	
	Site Specific Emergency Procedures, Equipment and Location: Explain the site emergency procedures and identify the location of first-aid kit and trained first aid personnel and the assembly point.	
	Task Analysis/Risk Assessment: Ensure all new employees, visitors and contractors are familiar with task analysis/risk assessment preparation and have an understanding of Safe Work Procedures.	
	Significant Site Hazards: Review significant site hazards that could affect employees, visitors or the general public. i.e. Moving Machinery, scaffold, machinery, dust, noise, electrical hazards, trip hazards etc.	
	Personal Protection Equipment Review PPE requirements: ie footwear, hi viz clothing, safety boots, hard hats. Long trousers, gloves etc.	
	Accident – Incident / Near Miss Reporting: Discuss the importance of immediately reporting all accidents, incidents or near misses, no matter how minor. Advise on Incident/Near Miss Register requirements and reporting to main contractor.	
	Toolbox Talks: Review site toolbox talk requirements.	
	Site Amenities: Show location of toilets, wash areas. The site is designated non-smoking.	
	Environmental Issues: Discuss requirements for sedimentation control, noise pollution and dust mitigation measures.	
	Personal Protective Equipment (PPE): The following PPE is required on this site (tick). Gloves <input type="checkbox"/> Long Sleeves / Pants <input type="checkbox"/> Hard Hat <input type="checkbox"/> Safety Earmuffs Grade 5 <input type="checkbox"/> Safety Footwear <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Hi Viz Vest <input type="checkbox"/> Dust Mask (P3 Min) <input type="checkbox"/>	
	Contractor To explain all hazards/risks and their associated controls, they are bringing onto site.	

I acknowledge that I have read and understood all the above induction topics and site rules and I am aware of my responsibilities to act as directed. I confirm that I have been trained in the use of the PPE required and that I will wear such items as required.

Name:	Signature:	Date:
Inducted By:	Location:	Employee Visitor Contractor (Please Circle)

GENERAL SITE RULES

1. Attend and participate in toolbox talks.
2. Immediately notify your manager or supervisor of all accidents, incidents and near misses.
3. Involve yourself in safety issues on your site – notify your supervisor or manager immediately if you think hazards are not adequately controlled.
- 4.
5. Watch out for your mates.
6. Prevent accidents to yourself and others by eliminating hazards from your job.
7. Clean up the rubbish and debris you create.
8. Keep facilities clean and tidy.
9. Observe proper hygiene.
10. Wear the required PPE – hard hats, footwear, hearing protection, gloves and eyewear.
11. Avoid horseplay or practical jokes.
12. Drugs and alcohol are not permitted.
13. No Smoking inside offices, site buildings – observe all site smoking rules.
14. No radios or pets.
15. Observe and obey site and warning signs.
16. Comply with lockout – tagout procedures.
17. Use and obey scaffold register tags.
18. Use signs to warn others of your hazardous activities such as using powder actuated tools, welding and working at height

SITE INDUCTION REGISTER

Project: _____

Site Address: _____

[illegible]

CONTRACTOR SSSP EVALUATION

This form is used to evaluate the SSSP received from a contractor to ensure it has all the information correctly completed and all attachments included. Acceptance of the SSSP in no way diminishes the contractor's obligation under the Health and Safety at Work Act 2015.

Project Name:				SSSP received from: (Contractor PCBU)			
Evaluation completed by:				Date received: (from contractor PCBU)			
Document name and version assessed by this report:		Site Specific Safety Plan					
Item	SSSP Element Description	Yes	No	N/a	Requirements		
1	Has the contractor signed and dated the site specific safety plan provided?						
2	Has the Supervisor/Representative in control of the workplace been identified?						
3	Has the contractor provided details of the site layout, considered boundary, shed placement, vehicle movements, lay-down areas? (Generally applicable to main contractor only)						
4	Have any planned site works been identified as notifiable (or potentially notifiable) to WorkSafe?						
	If YES, has a copy of the notification receipt from WorkSafe been provided or, is the party responsible for notifying WorkSafe identified?						
5	Has the contractor described how hazards will be identified and risk assessed during						

	the project, or, provided a Hazard/Risk Register , including control methods?				
6	Task Analysis (TA)/SWMS – Has the use of a TA or equivalent been identified for critical risk activities?				
	If example supplied, does the TA or equivalent explain the task sequence and have sufficient controls?				
7	Has the contractor indicated how they plan to manage Hazardous Products and Substances on the project (if used)?				
	Has a compliant inventory/register been provided?				
	Have SDS (Safety Data Sheets) been provided?				
	Where on site are the products intended to be stored?				
Item	SSSP Element Description	Yes	No	N/a	Requirements
8	Communication/Employee Participation – Have the methods and frequency of communicating safety been identified for the duration of the project? e.g. subcontractor start-up meetings, client coordination/reporting, daily pre-start briefings, toolbox talks, subcontractor coordination meetings, quick-report cards.				
9	Safety Inspections/Reviews – Does the company have a process for documenting daily and weekly safety inspections for their work area/s?				
10	Contractor Incident Reporting procedures outlined?				
11	Will the contractors have any 2 nd /3 rd Tier subcontractors working on this project?				
12	Where applicable, has the contractor provided an Emergency Response Plan ?				
13	Emergency equipment provisions outlined -Onsite Fire Extinguisher				
	Medical Assistance provisions outlined – Onsite First Aider, First Aid Kits				
14	Task specific emergency procedures provided (where applicable) e.g. fall arrest				

	recovery, excavator service strike, confined space retrieval				
15	Has an up-to-date training and competency register (Site Safe/other qualifications) been provided?				
16	Risk assessment completed with specific hazard/risk register identifying controls?				
17	Equipment maintenance inspection records/register?				

Additional Comments:

Signed by:

(Representative)

Date:

Appendix A: Competency Schedule

Note: Appendix B of Document 25 is withheld under section 9(2)(ba)(i) of the Act to protect the future supply of information similar to that which was supplied in confidence and it is in the public interest that such information continues to be supplied.

Released under the Official Information Act 1982

From: Gill Maher
To: Yvone Caetano
Cc: Corey Krygsman; Greg Lewis; Jill Forgie; Sharon Wong; Adel Isaac; David Hobern
Subject: FW: Russley School - alarm system query
Date: Monday, 23 September 2019 10:16:00 a.m.

Hi Yvone

Further to our discussion this morning, could you please engage a fire engineer to look at options for a working alarm system across the site? Could you please liaise with Corey as the temporary buildings will need to be included in the coverage?

Please give me a call if you have any queries or you wish to discuss.

Cheers

Gill

Gill Maher | Infrastructure Manager | Education Infrastructure Services
 DDI +64 3 378 7794 | Mobile **s 9(2)(a) OIA**

From: Simon Cruickshank
Sent: Monday, 23 September 2019 9:32 AM
To: Gill Maher <Gill.Maher@education.govt.nz>; David Hobern <David.Hobern@education.govt.nz>; Sharon Wong <Sharon.Wong@education.govt.nz>; Adel Isaac <Adel.Isaac@education.govt.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Re: Russley School - alarm system query

Yes

Get the fire engineer on board

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Gill Maher <Gill.Maher@education.govt.nz>
Date: 23/09/19 9:20 AM (GMT+12:00)
To: David Hobern <David.Hobern@education.govt.nz>, Sharon Wong <Sharon.Wong@education.govt.nz>, Adel Isaac <Adel.Isaac@education.govt.nz>, Simon Cruickshank <Simon.Cruickshank@education.govt.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Russley School - alarm system query

Good morning all

The alarm system was destroyed in the fire. Unfortunately the system went via the admin block and the Canterbury block to the rest of the school.

Understandably, the school is very nervous about not having a working system. What is the

appetite for installing a new system? I know this is a large expense considering the upcoming rebuild, but we need some way to reassure the school. Should we engage a fire engineer to look at options?

I am reluctant to go back to the school with no options to consider.

Your advice would be appreciated.

Cheers

Gill

Gill Maher | Infrastructure Manager | Education Infrastructure Services

DDI +64 3 378 7794 | Mobile **s 9(2)(a) OIA**

From: Yvone Caetano [<mailto:yvone.caetano@schoolsupport.co.nz>]

Sent: Monday, 23 September 2019 6:23 AM

To: Greg Lewis <principal@russley.school.nz>; Gill Maher <Gill.Maher@education.govt.nz>

Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>

Subject: Re: Russley School update

Morning Greg,

Please see my response below. I am sure Gill & Corey will add there comments as needed

Yvone Caetano B.DES, PMP,

Senior Project Manager

SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686| **M:** 027 229 9237| **E:** yvone.caetano@schoolsupport.co.nz

On Mon, 23 Sep 2019 at 06:02, Greg Lewis <principal@russley.school.nz> wrote:

Morena

A few things are a priority for us from the work that has gone on over the weekend. Also looking for an update on where the asbestos work got to over the weekend. I'll list mains items here but would appreciate a call this morning asap to update specifically.

Asbestos

What progress was made across the weekend with what was discussed on Friday? Plywood? Gluing? Are we still on track to have a 'sign-off' this afternoon? **The contaminated debris has been removed on the outside of the Building. 50% of the soffits (which are not contaminated but have asbestos) have been removed from site on Sunday and the rest will be removed today. The builders will be on site this morning to place the plywood over the windows. The interior contents of the classrooms that have been contaminated with asbestos dust will be covered with the glue spray today. We are still on track to received clearance today. Nothing has**

changed since our meeting in Friday afternoon

Other matters

Health & Safety

There has been significant discussion at BOT level over the weekend to bring everyone up to date and clarifying expectations from an H/S perspective. One of our BOT members works in the fire engineering field. No alarms, contravene the Building Code. How will this be mitigated to give confidence to staff and students on-site? What is the plan for re-installation of the alarms system? Going to happen asap, likely, unlikely because it's difficult or not going to happen.

Apart from us creating an internal system to notify breaks in place of a bell system, what procedures will support fire safety? Manual alarms in each space? What's the MOE's position on liability for this? **Gill / Corey Can you assist with this question.**

By having the Cutts Rd entrance blocked off, we are funneling twice the number of pedestrians and traffic into an area not designed for. How can we be supported to ensure H/S regarding this? **Can you be more specific with this question...is this fire exit concern? an overcrowding concern? How is the design currently not adequate?**

Arrangements for Year 7/8s next term?

What is the thinking for this currently? The Portacom option presented is not appropriate for classroom space as advised and the current planning for internal coverage this week is not sustainable long term. We need to have a firm plan before the end of this week.

Portacom for admin

This could be an option as presented, but I would like the opportunity for the admin staff to have discussion/input into this. Can this happen?

Update on ChCh Electrical scope

ChCh Electrical went around the rest of the school scoping electrical provision, specifically relating to multi-power provision. What is the update for this? **As mentioned on Friday they have replaced all faulty multiboxes with new. The old multiboxes are in the admin. Please do not use, these are for your/ insurance reference only.**

I'd like to extend an invitation to you both for the community meeting at 7pm tonight in the new hall (assuming we get clearance). Fire, Police and asbestos will all be represented. Given the timeframe and significance of the event so far, I'm sure the community would appreciate your specialist perspective tonight. **Will confirm later today but will like to be there**

Nga mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz



From: [Corey Krygsman](#)
To: [Gill Maher](#)
Cc: [Matt Weir](#)
Subject: FW: Space at University of Canterbury
Date: Monday, 23 September 2019 2:20:58 p.m.

Hi Gill ,

As promised please find below the details for the arch deacon of UoC .

regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Greg Lewis
Sent: Friday, 20 September 2019 5:28 a.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Fwd: Space at University of Canterbury

Morena Corey

This offer from UC may be of some use to consider for next term student location. My first thoughts about the Portacom space for classrooms is way too narrow.

Nga mihi

Greg Lewis
Tumuaki/Principal
 DDI.(03) 342 7783 **s 9(2)(a) OIA**
 e. principal@russley.school.nz



----- Forwarded message -----

From: **Alex Hanlon** <alex.hanlon@canterbury.ac.nz>
Date: Thu, Sep 19, 2019 at 2:53 PM
Subject: Space at University of Canterbury
To: principal@russley.school.nz <principal@russley.school.nz>

Kia ora Greg

Further to a letter you have received from our Vice Chancellor, I'm getting in touch to see if you have space needs that we might be able to help you with. I'm very sorry that you are having to deal with the impacts of a fire, and I hope that your staff and the students are all okay. These kinds of events can be very discombobulating to everyone concerned!

It turns out that we have a number of classrooms on our Dovedale campus that might be of use to you, should you need them.

Please let me know if you would like to come and take a look, or if there is anything else we can do to help.

Nga mihi,

Alex Hanlon

Executive Director | Kaihautu Matua

Learning Resources | Te Ratonga Rauemi Ako

University of Canterbury | Te Whare Wananga o Waitaha

Private Bag 4800, Christchurch 8020 | **Purangi Motuhake 4800, Otautahi 8020**

Phone: +64 3 369 4245 | **Waea: +64 3 369 4245**

From: [Corey Krygsman](#)
To: [Ross Thomson](#)
Cc: [Matt Weir](#)
Subject: Russley school
Date: Monday, 23 September 2019 3:30:21 p.m.
Attachments: [Portacoms.pdf](#)
[4534_001.pdf](#)
[image001.png](#)

Hi Ross,

Can we possibly get option 3 toilets delivered \$165.00 per week and the big open space (please find attached) delivered to Russley school over the school break , preferably ready to use before they return to school. I will send location and the can be delivered through the park on Pinehurst reserve (we have got council permission for this) . Matt will send through a location of where they are to be located .

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile **s 9(2)(a) OIA**
48 Hereford Street, Christchurch

education.govt.nz

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From: s 9(2)(a)
To: Matt Weir; Corey Krygsman
Subject: Russley School
Date: Monday, 23 September 2019 4:21:42 p.m.
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Hi guys,

We have looked on the Ecan LLUR site and Russley school is listed as being contaminated with pesticides etc.

Do you want some testing done?

Shall we leave all excavated material onsite and build the school some bike jumps etc like what is going in at South Hornby?

Cheers



s 9(2)(a) OIA
124 Mt Thomas Road, Rangiora 7471
PO Box 755, Rangiora 7440
P (03) 313 5790 / 0800 66 55 10
M s 9(2)
www.scopegroup.co.nz



From: Allison Abby
To: Corey Krygsman
Cc: Matt Weir
Subject: Russley School
Date: Tuesday, 24 September 2019 9:15:16 a.m.
Attachments: image001.png

Hi Corey,

I was just wondering if you had any info for me about Russely School?

Kind regards

Abby Allison
Graduate Project Manager



T: +64 3 379 2884
M: +64 27 589 4467
Abby.Allison@wsp.com

WSP Opus
12 Moorhouse Avenue
Christchurch 8011
New Zealand

wsp-opus.co.nz

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Era Yuan

From: Matt Weir
Sent: Tuesday, 24 September 2019 10:28 a.m.
To: 'Ross Thomson'
Cc: Corey Krygsman; Minor Works CS
Subject: RE: MW2240-217019 Russley school | Portacom units

Categories: Marisa

Hi Ross

The intention is for these units to be a short term solution while we work on the temporary classrooms/admin I have checked with the school and they are happy with unit 3 as it will be a staff toilet block. We have Scope Group engaged on site already and they will handle the drain laying and sub the plumbing/sparkie work, You may wish to discuss the plumber/sparkie situation further with them. Regarding the foundations, we expect that we will only need these units for around 5 – 7 weeks, are they suitable to be landed on some dunnage? Our initial thoughts were to land the front of the units on the concrete pad and level up the rear of the units, let me know if you see a problem with this.

Hope that has things sorted, if you need anything else, just let us know.

Many thanks

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
 DDI +6433787576 | Mobile **s 9(2)(a) OIA**

From: Ross Thomson [mailto:Ross.Thomson@portacom.co.nz]
Sent: Tuesday, 24 September 2019 8:56 AM
To: Matt Weir <Matt.Weir@education.govt.nz>
Subject: RE: MW2240-217019 Russley school | Portacom units

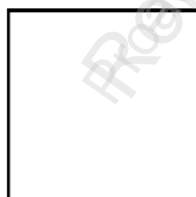
Good morning Matt

Questions:

You only require 1 toilet (see attached floorplan) and 1 @ 12 x 3 open plan Admin office ? as per your site plan
 Have you arranged for drainalyer, plumber, Electrician etc to connect to services
 Foundations. What has been agreed with Council ? – steps handrails etc etc

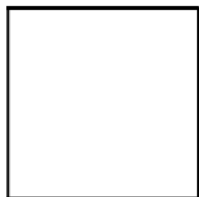
Let me know soonest please. We can organise our contractors to connect to services if required

Ross



Ross Thomson
 Sales & Hire Consultant

Portacom New Zealand Limited
 E ross.thomson@portacom.co.nz | W www.portacom.co.nz
 D +6433447893 | M +64274730696 | F +6433443438
 A 1-3 Lakes Way, Harewood, Christchurch, 8042



From: Ross Thomson
Sent: Monday, 23 September 2019 5:00 PM
To: Matt Weir <Matt.Weir@education.govt.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: RE: MW2240-217019 Russley school | Portacom units

Thanks Matt
I will make a time next week to meet on site with either you or Corey
Will ring Corey tomorrow to clarify a few points

Ross

From: Matt Weir <Matt.Weir@education.govt.nz>
Sent: Monday, 23 September 2019 4:04 PM
To: Ross Thomson <Ross.Thomson@portacom.co.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>; Minor Works CS <Minorworks.CS@education.govt.nz>
Subject: MW2240-217019 Russley school | Portacom units

Warning - External email.

Hi Ross

Please see the below locations of the portacom units at Russley School

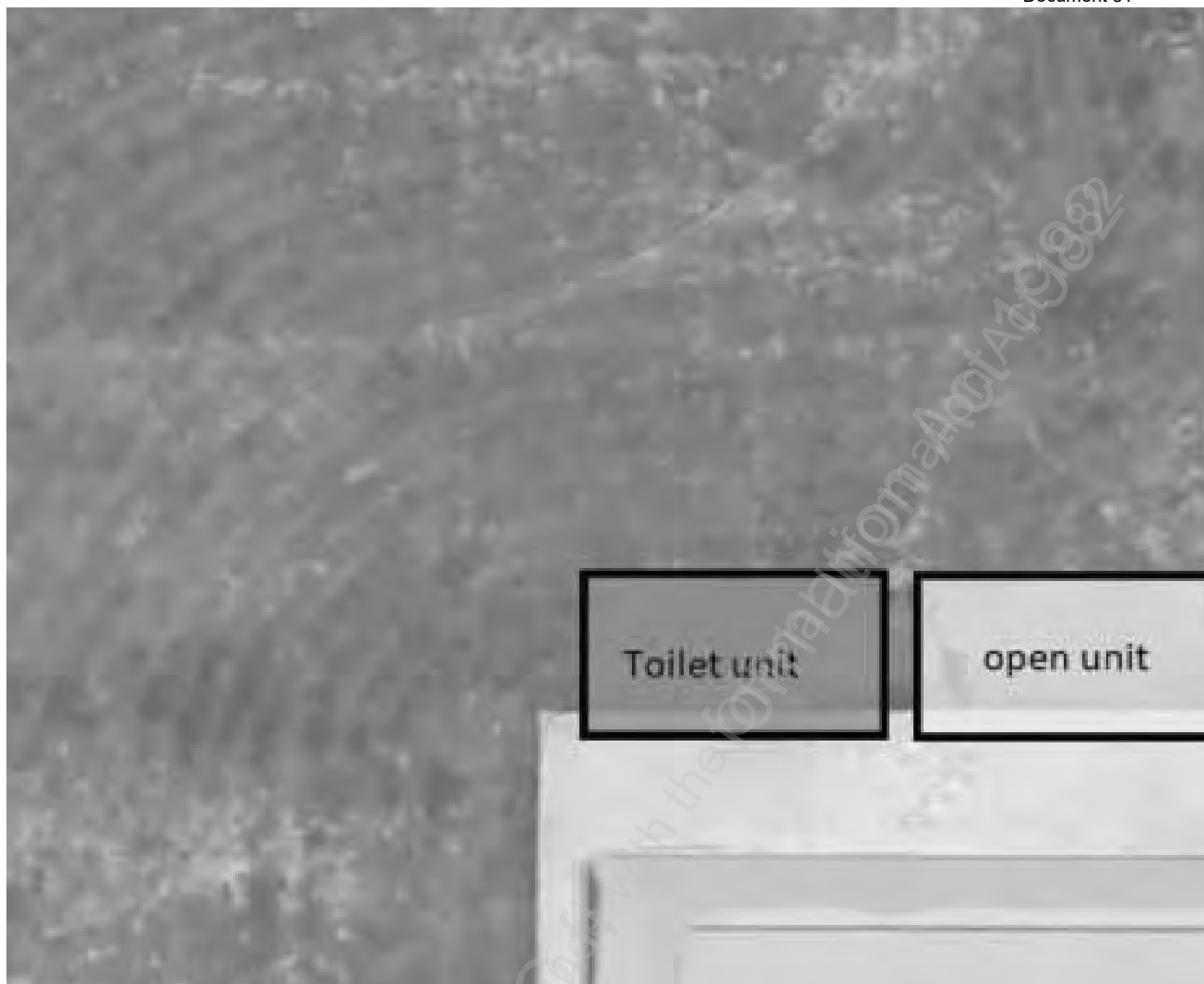
I know for certain the open space unit (yellow) is to be located as noted and it was discussed the toilet block was to be placed beside it. It seems logical that it is placed to the west of the yellow unit so drainage can be run around the back of the hall.

I'm sure if there are any issues with this layout they can be addressed on-site.

Many thanks

Matt





Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **s 9(2)(a) OIA**

From: Corey Krygsman
Sent: Monday, 23 September 2019 3:30 PM
To: Ross Thomson <Ross.Thomson@portacom.co.nz>
Cc: Matt Weir <Matt.Weir@education.govt.nz>
Subject: Russley school

Hi Ross,

Can we possibly get option 3 toilets delivered \$165.00 per week and the big open space (please find attached) delivered to Russley school over the school break , preferably ready to use before they return to school. I will send location and the can be delivered through the park on Pinehurst reserve (we have got council permission for this) . Matt will send through a location of where they are to be located .

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile **s 9(2)(a) OIA**

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From: Matt Weir
To: s 9(2)(a) OIA; "jared@apdesign.co.nz"
Cc: Minor Works CS; Corey Krygsman
Subject: MW2240-217019 Russley School | topographical and drainage plans
Date: Tuesday, 24 September 2019 11:06:15 a.m.
Attachments: 3330737-407-GS-001.pdf
image001.png
Waste Water Plan.pdf
Storm Water Plan.pdf

Good morning Gents

Please find attached the plans we have on file for the drainage and I thought the topo may be useful as well.

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile s 9(2)(a) OIA
48 Hereford St, Christchurch

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- COORDINATES ARE IN TERMS OF NZGD2000 MOUNT PLEASANT CIRCUIT. ORIGIN OF COORDINATES
BDVL (LINZ Geodetic Database 7/11/2015)
805 604.489mN
392 864.749mE
- LEVELS ARE IN TERMS OF CDD. ORIGIN OF LEVELS
EHCN (LINZ geodetic database 1/4/2016 - converted to CDD)
RL 22.244m
- THE ACCURACY OF TOPOGRAPHICAL DATA AND LEVELS FOR THIS SURVEY IS ESTIMATED AT ± 30 mm RELATIVE TO THE ORIGIN OF COORDINATES AND ORIGIN OF LEVELS.
- BOUNDARIES SHOWN ARE BASED ON THE CADASTRAL SURVEY MARKS FOUND. BOUNDARY ACCURACY IS ESTIMATED TO ± 40 mm
- THIS PLAN DOES NOT DEPICT INFORMATION RELATING TO ANY ENCUMBRANCES ASSOCIATED WITH THE PROPERTY. PLEASE REFER TO THE TITLE PLAN AND CERTIFICATE OF TITLE. AN INVESTIGATION OF THE MOST CURRENT RECORDS SHOULD BE UNDERTAKEN PRIOR TO DESIGN AND CONSTRUCTION COMMENCING.
- INFORMATION DEPICTED ON THIS PLAN IS INSUFFICIENT FOR PRODUCING A BUILDING LOCATION CERTIFICATE OR HEIGHT TO BOUNDARY CALCULATIONS.

LEGEND

- BOUNDARY
- CADASTRAL OTHER
- FEATURE FENCE
- ROAD BACK OF KERB
- VED DRAIN LINE
- BUILDING CANOPY
- BUILDING DECK
- OUTLET FLOW
- BUILDING EAVE
- BUILDING FOOTPRINT
- FEATURE RETAIN WALL BOTTOM
- TOPO BREAKLINE
- ROAD TOP OF KERB
- GROUND CONTOURS MAJOR
- GROUND CONTOURS MINOR

- SURVEY BRANCH MARK
- GRV MANHOLE
- WV MANHOLE
- SW INSPECT ON CHAMBER
- WV INSPECTION CHAMBER
- TREE TRUNK
- FEATURE POST
- FEATURE SIGN
- TOPO SPOT HEIGHT
- BUILDING FLOOR LEVEL
- WASTEWATER GULLY TRAP
- DISCREPIT SINGLE

ORIGINAL DRAWING
IN COLOUR
FOR INFORMATION
NOT FOR CONSTRUCTION

No.	Rev	Description	By	CHK	Date
1	A	INITIAL RELEASE	AP	GOL	3.05.16



Original	Current	AP	DD	AP	DD	AP	DD
Scale 1:500	Scale 1:500	AP	23.05.16	AP	23.05.16	AP	23.05.16
Revised	Revised	MAJ	23.05.16	MAJ	23.05.16	MAJ	23.05.16
Scale 1:1000	Scale 1:1000	MAJ	23.05.16	MAJ	23.05.16	MAJ	23.05.16

MINISTRY OF EDUCATION

RUSSELY SCHOOL

TOPOGRAPHICAL SURVEY

Disc No	Disc Title	Disc Date	Disc Rev
3330737-407-GS-001	SURVEY	23.05.16	A

Russley School

Waste Water: 320m

Storm Water: 455m

SWSP-03

SWSP-02

End Cap

SWSP-01

SWMH-02


DP.RM.14


Junction


SWMH-04


SWCH-01

Key

Sump: 

Down Pipe: 

Manhole: 

Chamber: 

50m
100m

New Zealand Government

Christchurch City Council

Russley School- Storm water

SCIRT
Rebuilding Infrastructure

DISCLAIMER: This map is for informational purposes and has not been prepared for, nor is it suitable for legal, surveying, or engineering purposes.

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New Zealand Government

Christchurch
City Council



Russley School – Wastewater

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SCIRT
Rebuilding Infrastructure

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From: [Ross Thomson](#)
To: [Matt Weir](#)
Subject: FW: Attached Document
Date: Tuesday, 24 September 2019 11:20:57 a.m.
Attachments: [4561_001.pdf](#)

Matt

As discussed 2 drawings on this PDF

Toilet should work

12 x 3 all open plan

I will get a Hire Contract through to you this afternoon to be signed off

Ross



Ross Thomson
 Sales & Hire Consultant

Portacom New Zealand Limited
 E ross.thomson@portacom.co.nz | W www.portacom.co.nz
 D +6433447893 | M +64274730696 | F +6433443438
 A 1-3 Lakes Way, Harewood, Christchurch, 8042



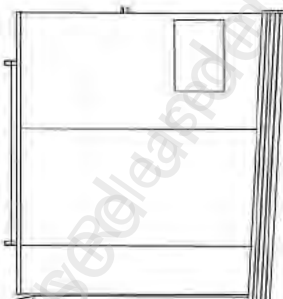
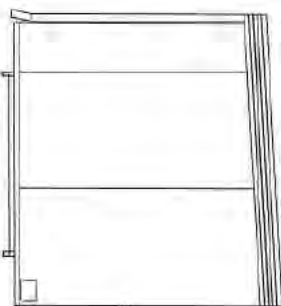
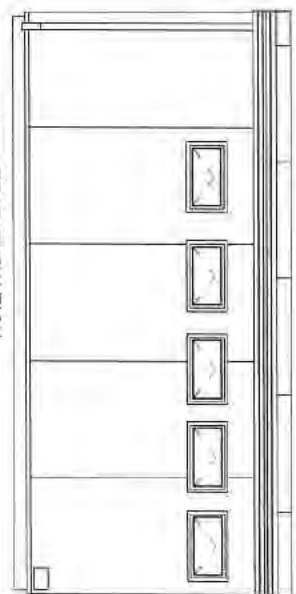
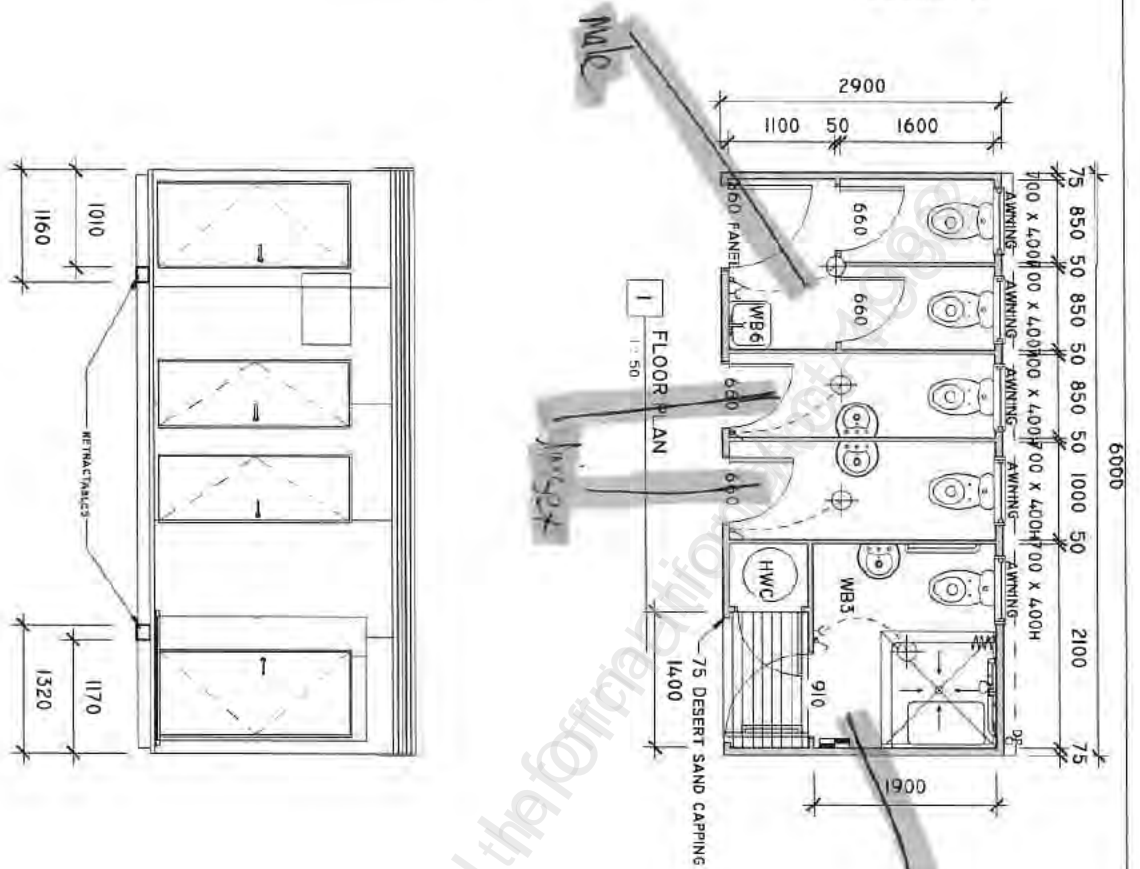
From: chrgen@portacom.co.nz <chrgen@portacom.co.nz>

Sent: Tuesday, 24 September 2019 11:11 AM

To: Ross Thomson <Ross.Thomson@portacom.co.nz>

Subject: Attached Document

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Revision Schedule

Rev No	Description	Date	By	Check
1	For Approval	22/1/13	MM	
2	Revision 2	5/2/13	AB	

SCALE: 1 : 50

Portacom Building Solutions
2 O'Rourke Road
PO Box 12756
Penrose, Auckland 1942



Portacom Building Solutions
1-3 Lakes Way, Harwood
PO Box 11183
Hornby, Christchurch 8042

Auckland 09 525 4800 Hamilton 07 848 3448 Wellington 04 568 2960 Christchurch 03 343 2433

HIRE UNIT # 33143

6 x 2.9m Male / Accessible Unit

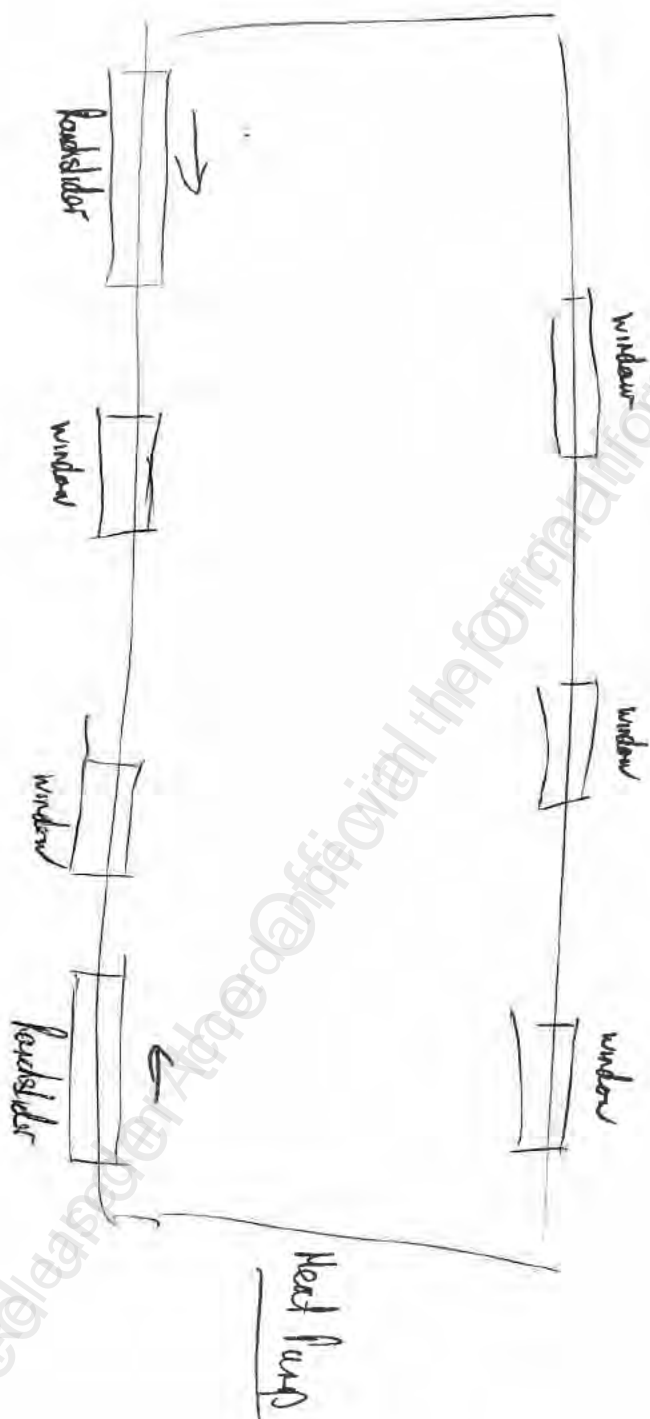
FLOOR PLAN

Copyright The copyright of this drawing is the property of Portacom New Zealand Limited. No part of it may be reproduced by photocopying or by any other means and must not be passed on to a third party without the written permission of the Manager of Portacom Building Solutions.	Project No	Sheet No	File
SI/HIRE-13	001	2	

33142

#31087

1243 Admin Office



From: [Matt Weir](#)
To: "Ross Thomson"
Cc: [Corey Krygsman](#); [Minor Works CS](#)
Subject: RE: MW2240-217019 Russley school | Portacom units
Date: Tuesday, 24 September 2019 11:39:45 a.m.
Attachments: [~WRD000.jpg](#)
[Waste Water Plan.pdf](#)

Hi Ross

Thanks for that, looks like a far better option.

We may need to swap the location of the two around as I have noted there is drainage available near the classrooms (as attached- noted at bend 1)

Thanks again

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
 DDI +6433787576 | Mobile **s 9(2)(a) OIA**

From: Ross Thomson [mailto:Ross.Thomson@portacom.co.nz]

Sent: Tuesday, 24 September 2019 11:21 AM

To: Matt Weir <Matt.Weir@education.govt.nz>

Subject: FW: Attached Document

Matt

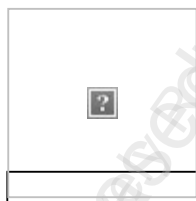
As discussed 2 drawings on this PDF

Toilet should work

12 x 3 all open plan

I will get a Hire Contract through to you this afternoon to be signed off

Ross



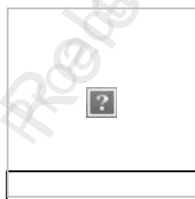
Ross Thomson
 Sales & Hire Consultant

Portacom New Zealand Limited

E ross.thomson@portacom.co.nz | W www.portacom.co.nz

D +6433447893 | M +64274730696 | F +6433443438

A 1-3 Lakes Way, Harewood, Christchurch, 8042



From: chrngen@portacom.co.nz <chrngen@portacom.co.nz>

Sent: Tuesday, 24 September 2019 11:11 AM
To: Ross Thomson <Ross.Thomson@portacom.co.nz>
Subject: Attached Document

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From: [Alex Lee](#)
To: [Matt Weir](#)
Subject: Crossings
Date: Tuesday, 24 September 2019 12:30:59 p.m.

Matt

Thanks for the call.

Contacts at CCC, I prefer to email all three when looking at planning and compliance for schools:

Traffic issues

Gregory, Mark **s 9(2)(a) OIA**

Transport Network Planner

Christchurch City Council

s 9(2)(a) OIA

Parking and access

Gallot, Wayne **s 9(2)(a) OIA**

Senior Transportation Engineer

Traffic Operations

DDI **s 9(2)(a) OIA**

Mobile **s 9(2)(a) OIA**

Email **s 9(2)(a) OIA**

Web ccc.govt.nz

Buses, bus stops etc

Cooper, Sarah **s 9(2)(a) OIA**

Traffic engineers

Commute Traffic Consultants

There are others that the local team may know.

Traffic Safety Audits

ViaStrada Ltd

Level 1,

284 Kilmore Street

PO Box 22 458

Christchurch 8140

New Zealand

Phone: (03) 366-7605

Fax: (03) 366-7603

www.viastrada.co.nz

enquiries@viastrada.co.nz

Make sure the school can compile a list of all students home addresses (no names) for the traffic engineer to map walking address points.....if possible.

Alex Lee | National Initiatives

DDI +64 9 6329550 | Mobile **S 9(2)(a) OIA**

From: [Ross Thomson](#)
To: [Corey Krygsman](#)
Cc: [Matt Weir](#)
Subject: FW: Attached Document
Date: Tuesday, 24 September 2019 3:10:33 p.m.
Attachments: [4568_001.pdf](#)

Corey/Matt

Hire Contract for toilet and classroom for Russley

Could you please sign off on page 2 where I have marked x and email back soonset

This way I can have Portacom cleaned up and ready for next week

Any MoE paperwork / Contract can follow in due course

Ross



Ross Thomson
 Sales & Hire Consultant

Portacom New Zealand Limited
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 D +6433447893 | M +64274730696 | F +6433443438
 A 1-3 Lakes Way, Harewood, Christchurch, 8042



From: chrgen@portacom.co.nz <chrgen@portacom.co.nz>

Sent: Tuesday, 24 September 2019 3:08 PM

To: Ross Thomson <Ross.Thomson@portacom.co.nz>

Subject: Attached Document

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Building Solutions

Portacom New Zealand Ltd.
 Company No: 1723627
 GST No: 092833658
 0800476782 portacom.co.nz

PORTACOM HIRE QUOTATION

Portacom Building Solutions
 41 Shands Road,
 Hornby, Christchurch 8042

PHONE: 03 3443 433

PORTACOM CONTACT: Ross Thomson
 (+64 27 473 0696)

QUOTE NUMBER: 7372001847 **REVISION NO:**

CUSTOMER NO#: 1000949
TO: MINISTRY OF EDUCATION CHCH
 P O BOX 2522
 CHRISTCHURCH
 Christchurch
 8140

PHONE: 03 3635 400
FAX:

PROJECT REF:
CLIENT PO #: TBC
SITE ADDRESS: Russley Primary School
 75 Cutts Road
 Russley

SITE CONTACT: Matt Weir
SITE PHONE: 0272487817
SITE MOBILE:
EMAIL:

Quantity	Description	Weekly Rate
1	Ablution 6.0m x 3.0m	185.00
1	Multipurpose 12.0m x 3.0m	225.00

Weekly Hire Total **410.00**

GST Amount 61.50

Total Weekly Including GST **471.50**

All Buildings & Accessories are subject to availability
 Upon return, cleaning, damages & lost items will be levied at prevailing rates

OTHER CHARGES

Quantity	Description	Charge
1	Delivery To Site \$250 / 6m load \$550 / 12m load	800.00
1	Return Transport From Site \$250 / 6m load \$550 / 12m load	800.00

Other Charges Total **1,600.00**

GST Amount 240.00

Total Including GST **1,840.00**

PORTACOM HIRE QUOTATION

Portacom Building Solutions
41 Shands Road,
Hornby, Christchurch 8042

Document 36
PORTACOM
Building Solutions
Portacom New Zealand Ltd.
Company No: 1723627
GST No: 092833658
0800476782 portacom.co.nz

PHONE: 03 3443 433

PORTACOM CONTACT: Ross Thomson
(+64 27 473 0696)

QUOTE NUMBER: 7372001847 **REVISION NO:** 0

CUSTOMER NO#: 1000949
TO: MINISTRY OF EDUCATION CHCH
P O BOX 2522
CHRISTCHURCH
Christchurch
8140

PHONE: 03 3635 400
FAX:

PROJECT REF:
CLIENT PO #: TBC
SITE ADDRESS: Russley Primary School
75 Cutts Road
Russley

SITE CONTACT: Matt Weir
SITE PHONE: 0272487817
SITE MOBILE:
EMAIL:

This Quotation comprises the following documents:

- ☐ Annexure A: Description of Hired Goods/Accessories
☐ Annexure B: Site Works
☐ Trade Application

☐ Annexure C: Additional Notes
☐ Drawings

3	Guaranteed Hire Period (Months)
30-Sep-2019	Anticipated Works Date

STEP 1: COMPLETE THIS SECTION

This Quotation is signed by an officer of the Customer being a person authorised to do so.

Signed by Authorised Officer:

Name of Authorised Officer:

Date of Signature:

STEP 2: FAX QUOTE BACK 03 3443 433

This Quotation is signed by an officer of Portacom being a person authorised to do so.

Signed by Authorised Officer:

Name of Authorised Officer: **Ross Thomson**

Date of Request: **24-Sep-2019**

Date of Issue: **24-Sep-2019**

This Quote and the supply of all goods and services pursuant to it are subject to Portacom's Standard Conditions of Quotation and Hire (effective on the date of this Quote) (the **Hire Terms**), which are incorporated in full by this reference. By signing this Quote the Customer agrees to be bound to the Hire Terms. A copy of the Hire Terms are available at [www.portacom.co.nz/sites/default/files/images/Portacom Terms and Conditions.pdf](http://www.portacom.co.nz/sites/default/files/images/Portacom%20Terms%20and%20Conditions.pdf), however if required may also be sent by mail, email or fax to the Customer upon request.

From: Matt Weir
To: Gill Maher
Cc: Corey Krygsman
Subject: FW: Russley meeting minutes
Date: Tuesday, 24 September 2019 3:49:17 p.m.
Attachments: [alerts_1569296444.pdf](#)
[ATT00001.txt](#)

Hi Gill

FYI. See attached the minutes from the school/community meeting held last night at Russley School

Matt

-----Original Message-----

From: Matt Weir [s 9\(2\)\(a\) OIA](#)
Sent: Tuesday, 24 September 2019 3:47 PM
To: Matt Weir <Matt.Weir@education.govt.nz>
Subject: Russley meeting minutes

https://russleyschool.apps.school.nz/files/alerts_1569296444.pdf

24th September 2019

Dear Whānau

It was fantastic that so many people from our whānau could come along to our meeting last night with Wayne Hamilton (Fire Safety), Richard Steel (Scope - asbestos experts) and Grant Stewart from the NZ Police. This allowed an opportunity to be provided facts regarding the fire and an opportunity to ask any questions. Attached to this update are the minutes from the meeting for those who could not attend.

Traffic/Pedestrian Safety Management

As you will be aware, access to school for the remainder of this term will be through Pinehurst Reserve ONLY, off Penwood Street/Pinehurst Crescent. The Cutts Road entrance is closed for the foreseeable future to all vehicle and pedestrian access. This means that we have needed to create a new safety management plan around traffic and pedestrians in this area. The Cutts Road crossing will still have road patrollers and supervisors to ensure that our children can safely cross Cutts Road. It will be important to reiterate to children who usually walk or scooter and use the crossing to still do so. From there they will need to walk around to the reserve following the footpaths. Bentley Street will have adult supervisors at the 'S' bend opposite Pinehurst Crescent and Fovant Street to support with crossing. We will all need to remain vigilant with helping and supporting our children when crossing roads and following the guidance of adults.

Parking

Parking around Pinehurst Reserve will be at a premium, meaning that many people will want to park around there. Just be aware that it is a controlled parking area of either 60 or 120 minutes.

New Buildings

Over the coming weeks you will notice that new building will start appearing on the back field. As the new buildings arrive they will come through the reserve at night to limit potential health and safety worries and to ensure access. Fencing will go up surrounding these buildings as they arrive.

Wednesday 25th September (Students return to school)

Arrive at school at the usual time between **8.30 and 8.50am**. If you arrive early please use the basketball court area outside in front of Room 7 and 8 as the holding area.

Moana children are invited to the new hall where a staff member will be to meet them.

Awa Nui and **Roto** will go to their classes as usual.

Waka children - as advised in an email from your teachers.

Please feel free to look around, but respect the barriers put in place for safety purposes of all our children and Russley Community.

Greg Lewis, Pam Stretch, Jane Rush

Management Team

Minutes from the Post-Fire Information Meeting held Monday 23rd September

Present: Greg Lewis (Principal), Wayne Hamilton, Rhonda McNicol (Fire and Emergency), Grant Stewart (Police). Yvone Caetano (Project Manager - School Support), Richard Steel (Asbestos), Members of the Board of Trustees, Staff, Mana Ake representatives

Welcome - Greg Lewis

Greg Lewis thanked everyone for coming and outlined the purpose of the meeting;

- To help us understand the information we have.
- Listen to the different perspectives from the experts present.
- Give assurance.
- Provide a way to look forward.
- A chance to ask questions.

Greg Lewis acknowledged the BOT, staff and whānau. Introduced the guest speakers;

- Wayne Hamilton - has been here doing the fire investigation
- Grant Stewart - to help us look to future concerns
- Richard Steel - leading the asbestos team, to help us understand what has taken place
- Yvone Caetano - has been dealing with everything immediately on the site through to now and going forward

Greg Lewis acknowledged the Fire and Emergency New Zealand have been amazing - with particular reference to Wayne and Darren.

Wayne Hamilton - Fire

All present provided with a letter and a Fire Safety Booklet (Make your Home and Family Fire Safe)

Wayne thanked the school for allowing the fire service to present tonight. He thanked the leadership team and the Board of Trustees.

He informed everyone what the fire services role includes;

- Reassuring the children that they are safe at school
- Answering any questions from the community tonight
- To show the powerpoint - photos taken on the day of the fire

Actions by fire service on the day of the fire included;

- A very quick response time.
- Goal was to cut off the fire to stop it spreading into the administration building and Room 4

Wayne advised that even though the administration block was saved it was extensively damaged through the roof space. He demonstrated through photos how the door between Room 1 and the resource room had halted the spread of the fire into that area. Closed doors can help slow down the spread of fire. Wayne showed where the fire started from a 9(2)(a)

Wayne acknowledged:

- We are all hurting - families, children and teachers
- We have to lead the children through this by being strong.
- Allow the teachers to do their job

At home:

- Make sure your homes are safe. Provide reassurance for your children that our homes are safe.
- Make an escape plan - referred to the fire safety book.
- Discuss key safety messages with the children - (we are ready, we have an escape plan)
- Need to provide the staff with as much support as we can.
- If you have questions don't ask in front of your children - let the fire service or staff know if you have concerns.
- If a child isn't coping let school staff know.
- Fire alarms in the home - the fire service can come to your home and do a home fire safety visit.
- Fire alarms should be in the kitchen and in every bedroom (Sound level 85 decibels)

The Fire and Emergency Service will talk to the children on Wednesday morning to reassure them. He reiterated if you had concerns for the wellbeing of your child to make contact with the school or fire service to look into counselling.

The Fire and Emergency Service also run a Fire Awareness Intervention Programme. If you are concerned your child is developing a fascination with fire. The fire service can do the programme with them.

The Fire and Emergency Service is here for the long haul - recovery is part of their programme. They will remain linked to the school and support going forward.

Question for Wayne

Why do schools not have sprinkler systems?

- Fire and Emergency Service preference would be for sprinkler systems.
- A sprinkler system would stop the spread of a fire
- The questions was directed to Yvone (School Support)

Yvone Caetano

- All new builds have sprinkler systems
- Priority from MOE is always about saving children rather than saving a building
- Schools have procedures when there is a fire
- Buildings all comply with regulations

Question for Wayne

Should multi boxes be updated in our homes?

- If they rattle or get hot - replace
- Also discussed laptops in the home - charging and using should always be on a hard surface (not a bed etc). Make sure they don't overheat
- When charging a device - make sure the charger matches the device and they are charged in a safe location.

Question for Wayne

What about test and tag?

- It is like a warrant of fitness - done at a point in time.
- Yes the school fully tested and tagged in the usual cycle.
- Full electrical check has been done of the whole school - Electrical engineer.

Question for Wayne

Are they going to do thermal imaging?

- Referred onto Yvonne
- Look for hotspots

Further discussion about multi-boards included for on the home - do not overload them (e.g. a heater and an electric blanket)

Question for Wayne

Every time I cook the smoke alarm goes off, why?

Referred in to Rhonda for the need to have the fire safety check of the home to check on smoke alarm placement.

Wayne thanked everyone for attending.

Grant Stewart - Police (Community-based)

Stated it was evident we have a good culture within the school. We need to look forward;

- Not a suspicious fire
- Reassurance - it has been a difficult time for children, a confusing time
- If you have concerns about your child we will assist where we can

One of the things the police service can do is have a Community Day- they can come and talk with the children;

- Important to know that the police are here to help people
- The police want to turn up and make sure everyone is ok

As a community, keep an eye on your school grounds. After school hours be friendly - find out what people are doing here, take care of this place.

If you notice tagging or damage call the non-emergency number that was launched in May this year. The police want to know what is going on.

The detective investigating the fire said the school had done really well - good CCTV system

At home look after yourselves. If things aren't going well let someone know.

If children are coming up with questions with a common theme, let the community officer know

Question from Wayne

Can you explain the link between graffiti and arson?

There is a correlation between graffiti that it can lead to arson. We want to be preventative. Let someone know.

Question

Where do we get hold of the non-emergency number?

105 is the number. Also online.

Richard Steel - Asbestos

Background

- Asbestos is a naturally occurring superfine mineral (white, blue, brown)
- There are over 12 different types of asbestos
- Used in multitudes of products from the early 60's to the late 80's (including talcum powder, embossed wallpaper, paint)
- After the war any big building programmes contained asbestos
- The testing regime rocketed up after the Christchurch earthquakes
- When it is in high concentrations there is a risk to people's health
- External asbestos contamination is easier to clean up than internal as there can be higher concentrations
- It is safe when it is undamaged

At Russley School

- Asbestos (white, brown and blue) was in the soffits
- Some pipe lagging in the ceiling

Clean-up

- The soffits have been removed
- The gardens have been cleaned
- Lawns vacuumed
- Contamination inside the building has been contained with plastic sheeting, plywood and glue sealed
- Nothing will be removed until the school holidays
- Air has been constantly monitored around the building (the result was very low, and readings can be provided if you want to see them)
- The air will continue to be monitored going forward.
- The Rascals holiday programme has been cancelled

Greg - closing statements

- Greg thanked the leadership team and team leaders for their support
- Acknowledged the pressure and stress for families at home during this time
- Wanted to be certain that the school was a healthy and safe place to return to, hence the delayed start.
- We have lost the administration building and four classrooms.
- We lost power and fibre (This is now restored)
- The past week has been about re-establishing these services
- Tomorrow (Tuesday) is a moving day - we have to prepare the school well for the 3 days when the children return
- There are a number of activities going on for the children when they return to school as well
- We want to reinforce the key messages around student wellbeing. If your child is not coping please let us know. We have Mana Ake on site
- Tracey (In school mentor) is on site on Wednesday
- RTLB (Resource Teachers for Learning and Behaviour) service are providing extra staff for our school during the week for break times
- We have been and continue to be sorting out systems for the children and adults
- We will be practicing a fire drill on Wednesday morning using a new system, but same evacuation points
- Access point from Cutts Road is closed for service vehicles - not sure of the time frame for this remaining closed
- Entrance is through the back gate - we are planning for the organisation for traffic management and child safety (See email)
- New classroom spaces may arrive on site this week, in the evening through the reserve entrance
- Hope to be operational in these buildings by middle of next term
- We are looking at plan for housing our Year 7 and 8 students
- This construction site will be made safe with fencing
- The current admin, building is staying as a 'placeholder' for power and fibre (it cannot be used for anything else). It has been professionally cleaned in some parts.
- Administration will temporarily operate out of the library
- In the holidays a portacom will be placed on site for admin. and toilets

Return to school on Wednesday

- Welcome back with whānau time/buddies in the new hall
- Wayne Hamilton from the Fire Service will speak to the children
- Usual school programme to follow back in classes.

Board of Trustees chairperson Jonathan Fearn thanked Greg and the staff.

Meeting closed 8.15pm.

From: [Karyn Kearney](#)
To: [Margaret Pollitt](#); [Gill Maher](#); [Katelyn Hawinkels](#); [De Thomson](#)
Subject: K2 Project budgets authorised
Date: Tuesday, 24 September 2019 4:16:56 p.m.
Attachments: [image004.png](#)

Kia ora

The following K2 project budgets are authorised:

School Name	Project Number	SPA
Outside of Scope		
Russley School	216968	Gill Maher
Outside of Scope		

Please note that the amount of the approved budget may not be what was applied for in your submission.

This variance is usually related to the 1.65% capitalisation amount which is only applied to the capital part of your project. Loss adjuster fees and project management fees are always Opex budgets as are any capital costs under \$2,500 or the replacement of keys.

I always attach a "Finance approved sub" in the project that will explain the variance but if you have any questions feel free to give me a call or drop me a line.

Kind regards

Karyn Kearney | Contracts Coordinator
 DDI +6444637041
 22 The Terrace, Wellington

education.govt.nz

We shape an education system that delivers equitable and excellent outcomes
He mea tarai e matou te matauranga kia rangatira ai, kia mana taurite ai ona huanga



Era Yuan

From: Greg Lewis
Sent: Tuesday, 24 September 2019 6:24 p.m.
To: Matt Weir
Cc: Corey Krygsman; Minor Works CS
Subject: Re: MW2240-217019 Russley School | Portacom and crossing Update

Thanks for your work on this Matt. I appreciate the feedback and also your work on providing us the best outcome.

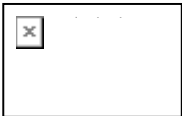
Ngā mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz

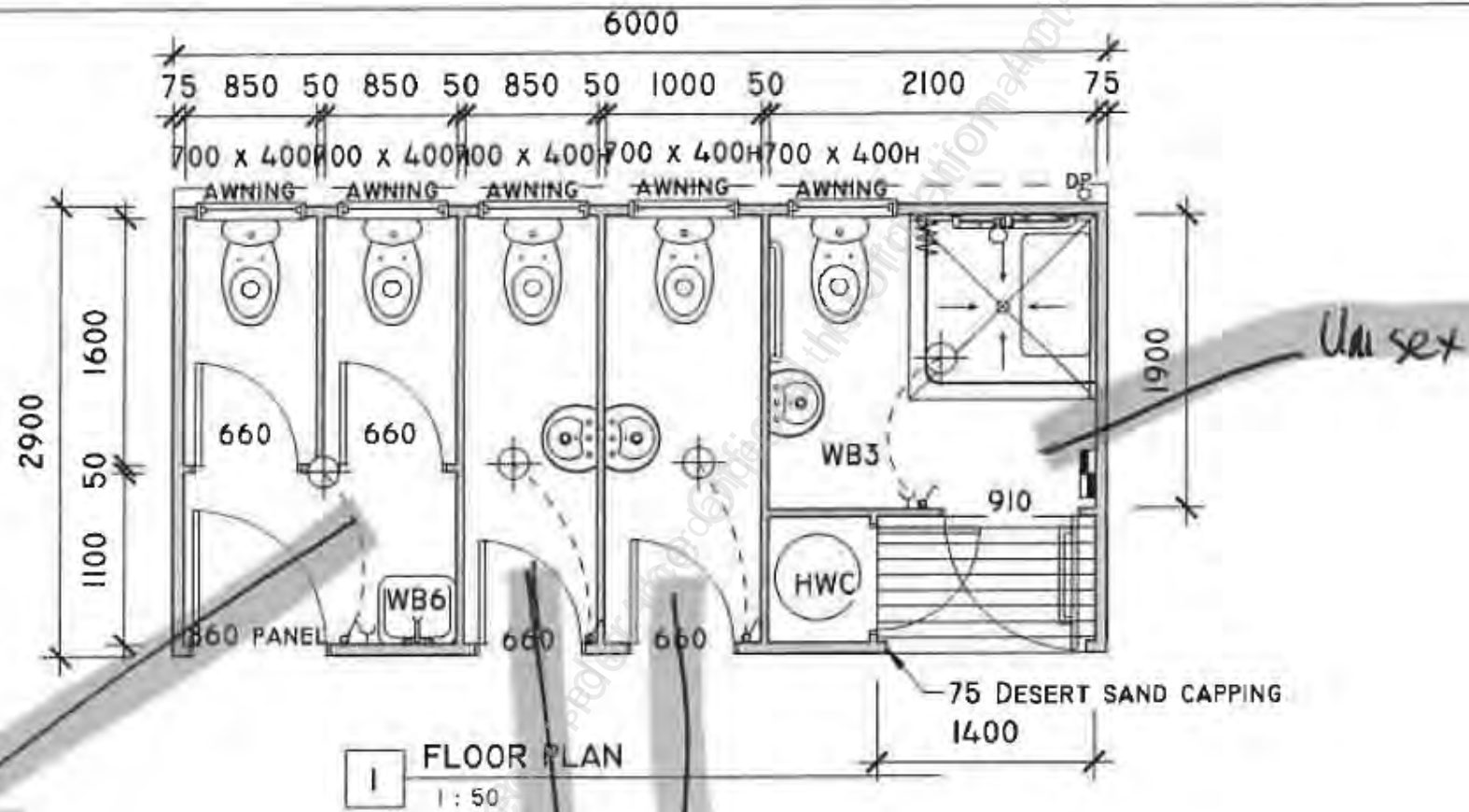


On Tue, Sep 24, 2019 at 4:49 PM Matt Weir <Matt.Weir@education.govt.nz> wrote:

Afternoon Greg

Just a bit of an update from today:

We have confirmed the portacom units and they will be scheduled for delivery over the term break. They found a unit that would be more suitable for staff, so we have asked that they supply that one.



I also found a drainage plan(attached) that indicates the drainage lends itself to connecting at bend.1, this means we will most likely land the toilet unit closer on the other side of the admin unit.

I have also obtained contact details for the right people at Council regarding the crossings and sent an email requesting the crossings be considered as they are an H&S issue, No reply as yet but I will let you know when they do.

Lastly, Well done for last night, I think it went really well and I suspect alleviating the parents' concerns will be a higher hurdle than that of the students! (all the best for tomorrow)

Ngā mihi

Matt

Matt Weir | Assistant Delivery Manager
DDI +6433787576 | Mobile [REDACTED] s 9(2)(a) OIA
48 Hereford St, Christchurch

education.govt.nz

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Received under the Official Information Act 1982

Era Yuan

From: Greg Lewis
Sent: Wednesday, 25 September 2019 10:59 a.m.
To: Jill Forgie
Cc: Lynne Topham
Subject: Re: Additional staffing

I reckon that would work equally as well. Many thanks.

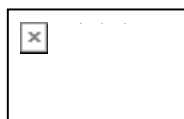
Ngā mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz



On Wed, Sep 25, 2019 at 8:40 AM Jill Forgie <Jill.Forgie@education.govt.nz> wrote:

Hi Greg, I hope you do have a superb day today too. Lynne and I are on our way to Timaru so can't do the paperwork for you today but will as soon as we are back. Does 1FTTE for the rest of the year do the same thing and you can choose how you want to use it? We want to support you whichever way works best for you.

Cheers

Jill

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Greg Lewis <principal@russley.school.nz>
Date: 25/09/19 7:42 AM (GMT+12:00)
To: Lynne Topham <Lynne.Topham@education.govt.nz>
Cc: Jill Forgie <Jill.Forgie@education.govt.nz>
Subject: Additional staffing

Morena Lynne

Thank you for popping in yesterday with Jill. We are looking forward to a great day today and for the rest of the week. I mentioned briefly last week at our Trauma team meeting about accessing additional staffing. To facilitate our current situation, I'd like to suggest 2 FTTE until such time that we have our additional classroom spaces onsite and operable. This is likely to be around the middle of next term. Please confirm when appropriate. Many thanks.

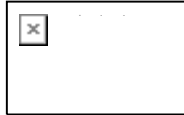
Ngā mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz



From: Matt Weir
To: Greg Lewis; "jane.rush@russley.school.nz"; "pam.strech@russley.school.nz"
Cc: "jared@apdesign.co.nz"; Corey Krygsman; Minor Works CS
Subject: MW2240-217019 Russley School | Reloc internal design meeting
Date: Wednesday, 25 September 2019 1:02:40 p.m.
Attachments: image001.png

Good afternoon all

I hope today is going well and the students are taking the changes in their stride. I have just been talking with Jared and wanted to "test the waters" for a design meeting next week. We understand the fire engineer is making a site visit today and will soon be able to confirm if our proposed configuration of the units is acceptable. The design meeting would be to confirm the internal layout/fit-out of the units.

Jared and I were leaning toward a meeting on the 2nd but if this is not suitable we can make it whenever, I understand if you have a well deserved holiday planned! Anyway, if we could get a consensus on a suitable time/date for a meeting that would be great.

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **s 9(2)(a) OIA**
48 Hereford St, Christchurch

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Era Yuan

From: Yvone Caetano <yvone.caetano@schoolsupport.co.nz>
Sent: Wednesday, 25 September 2019 1:23 p.m.
To: Raj Singh; brent@kiwicoms.co.nz; Corey Krygsman; Adel Isaac; Gill Maher; Sharon Wong
Subject: ICT cables

Hi Brent,

As discussed the aerial cables are currently vulnerable in windy conditions. Raj has discussed with me the option of placing posts 6m apart in strategic positions. I have discussed this with the school and Greg is happy to meet with us on Friday to confirm locations. I will organise a builder to assist us.

Can you let me know if Friday at 11am works for you

Thanks

Yvone Caetano B.DES, PMP,

Senior Project Manager
SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686 | **M:** 027 229 9237 | **E:** yvone.caetano@schoolsupport.co.nz

Era Yuan

From: Yvone Caetano <yvone.caetano@schoolsupport.co.nz>
Sent: Wednesday, 25 September 2019 1:27 p.m.
To: Corey Krygsman; Adel Isaac; Gill Maher; Sharon Wong; David Hobern
Subject: Russley School update

Hi All,

The school officially opened this morning, no major concerns besides the aerial cables, which we are addressing during the school holidays

The fire engineer and Rhino are meeting on site today to confirm the current fire alarm situation and the best way forward.

Asbestos and demo booked in for the holidays

Regards,

Yvone Caetano B.DES, PMP,

Senior Project Manager

SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppell Place | P.O. Box 293. Christchurch 8140

P: 03 281 7686 | **M:** 027 229 9237 | **E:** yvone.caetano@schoolsupport.co.nz

From: [Greg Lewis](#)
To: [Matt Weir](#)
Cc: [jane.rush@russley.school.nz](#); [pam.strech@russley.school.nz](#); [jared@apdesign.co.nz](#); [Corey Krygsman](#); [Minor Works CS](#)
Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting
Date: Thursday, 26 September 2019 7:45:46 a.m.
Attachments: [image001.png](#)

Morena Matt

A really good day yesterday, so very happy. Wednesday 02 Oct would work for me. Please advise of times that suit as I can be flexible for whatever. Hear from you soon. I will also talk with Team Moana, as a representation from them would be good as well if internal set out is being discussed.

Nga mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz



On Wed, Sep 25, 2019 at 1:02 PM Matt Weir <Matt.Weir@education.govt.nz> wrote:

Good afternoon all

I hope today is going well and the students are taking the changes in their stride.

I have just been talking with Jared and wanted to “test the waters” for a design meeting next week. We understand the fire engineer is making a site visit today and will soon be able to confirm if our proposed configuration of the units is acceptable. The design meeting would be to confirm the internal layout/fit-out of the units.

Jared and I were leaning toward a meeting on the 2nd but if this is not suitable we can make it whenever, I understand if you have a well deserved holiday planned!

Anyway, if we could get a consensus on a suitable time/date for a meeting that would be great.

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **s 9(2)(a) OIA**
48 Hereford St, Christchurch

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From: [Minor Works CS](#)
To: [Jared Lane](#)
Cc: [Corey Krygsman](#); [Matt Weir](#)
Subject: MW2240 - 217019 - Russley School - SFA - AP Design
Date: Thursday, 26 September 2019 9:32:20 a.m.
Attachments: [MW2240 - 217019 - Russley School - SFA - AP Design.pdf](#)
[image001.png](#)

Good Morning Jared,

Herewith the signed SFA

Nga mihi

Marisa Marais | Project Coordinator - Contractor | Minor Works
DDI +6433787388
48 Hereford Street, Christchurch

education.govt.nz

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Contract Number: CE1943-201909232342

Short Form Agreement for Consultant Engagement

Between:

The Sovereign in right of New Zealand acting by and through the Secretary for Education
(the Client)

and:

AP Design Limited (Company Number 1475430) (the Consultant)

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

Project:	Design and documentation for relocating 5 teachings spaces onto school grounds
Location:	Russley School 75 Cutts Road, Avonhead, Christchurch, 8042, New Zealand
Scope & nature of the Services:	Refer attached Schedule 1
Programme for the Services:	Refer attached Schedule 1
Fees & timing of payments:	Refer attached Schedule 1
Information or services to be provided by the Client:	Refer attached Schedule 1

The Client engages the Consultant to provide the Services described above and the Consultant agrees to perform the Services for the remuneration provided above. Both Parties agree that the terms and conditions of this Agreement are those set out in:

- a) this Short Form Agreement for Consultant Engagement (including Schedule 1);
- b) the Ministry of Education's Amendments to the Short Form Model Conditions of Engagement;
- c) the Short Form Model Conditions of Engagement;
- d) the Consultant's Proposal dated 24 September 2019;

(together the Agreement).

The Parties further acknowledge and agree that the documents comprising this Agreement are in order of precedence. Where any conflict or inconsistency exists between any of the documents listed above, the document that appears first in the order of precedence shall prevail over the provision of any other document or documents appearing lower in the list.

Once signed, this Agreement will replace all or any oral agreement previously reached between the Parties.

Client authorised signatory (ies):



Print name: Glen McConnell

Date: 25-9-19

Consultant authorised signatory (ies):



Print name: JARED LANE

Date: 24-9-19

Schedule 1

1. Scope & nature of Services

- To prepare Design and Documentation for relocating 5 teaching spaces onto school grounds. These buildings are intended as temporary structures.
- To liaise with any subconsultants as required - for example Fire and Geotechnical Engineers.
- To apply for and handle all queries in relation to obtaining the appropriate consents for the project (an exemption to a building consent has been suggested)

(Note, no allowance has been made for fit out of the classrooms, or any site observation. Further discussions with the school are required. This additional work will be carried out as an approved variation on a time charge basis)

2. Programme for the Services

Commencement Date: 26 September 2019

Completion Date: Upon completion of the Services to the Client's satisfaction

3. Fees, expenses & timings of payments

a) Fees

Fixed Price Quote (exclusive of GST)

The Consultant has provided a fixed price quote of \$9,000.

b) Expenses and Disbursements

No expenses or disbursements are payable by the Client to the Consultant under this Agreement.

c) Payment

The Consultant is entitled to payment(s) monthly in arrears for the Services provided in the preceding month. The Consultant is not entitled to invoice until the end of the month in which the relevant payment entitlement arises.

Payment shall be as provided for in clause 8 of the Short Form Model Conditions of Engagement (as amended by the Ministry of Education's Amendments to the Short Form Model Conditions of Engagement).

4. Appendices

Appendix 1	Ministry of Education's Amendments to the Short Form Model Conditions of Engagement
Appendix 2	Short Form Model Conditions of Engagement
Appendix 3	Not used
Appendix 4	Not used
Appendix 5	Consultant's Proposal

Appendix 1

Ministry of Education's Amendments to the Short Form Model Conditions of Engagement

These conditions amend and supplement the Short Form Model Conditions of Engagement (the Conditions). Clause numbers in these conditions refer to clause numbers in the Conditions.

Clause 4: The following is added at the end of clause 4:

"and shall comply with all applicable statutes, regulations and codes applicable to the Services, including but not limited to compliance with the Health and Safety at Work Act 2015."

Clause 5: The first sentence is deleted and replaced with:

"The Client shall use reasonable endeavours to provide to the Consultant, free of cost, as soon as practicable following any request for information, all relevant information in its power to obtain which may relate to the Services."

Clause 6: Clause 6 is deleted entirely and replaced with:

"The Client may order variations to the Services in writing or may request the Consultant to submit proposals for variations to the Services. No work pursuant to a variation may commence until the scope of Services and the fees and expenses (or basis for their calculation) for the variation are approved in writing by the Client."

Clause 7: The second sentence is deleted.

Clause 8: Clause 8 is deleted entirely and replaced with:

"All amounts payable by the Client and not in dispute shall be paid within 20 working days of receipt of the relevant invoice. The Client shall pay default interest on overdue amounts from the date payment falls due to the date of payment at the rate of 2% per annum above the New Zealand 90 day bank bill buy rate."

Clause 10: The second sentence is deleted and replaced with:

"Neither Party will be liable to the other Party for the other Party's indirect, consequential or special loss, or loss of profit, however arising, whether under contract, in tort or otherwise."

Clause 11: Clause 11 is deleted entirely and replaced with:

"The maximum aggregate amount payable, whether in contract, tort or otherwise, in relation to claims, damages, liabilities, losses or expenses, shall be five times the fee (exclusive of GST and disbursements) with a maximum limit of \$NZ500,000 except in respect to weather tightness claims where the maximum aggregate amount payable shall be five times the fee with a maximum limit of \$250,000."

Clause 14: The following words are added at the end of clause 14:

"For the avoidance of any doubt the Consultant is responsible to the Client for the services of any subconsultant, and where the Client is the claiming Party a "third party" for the purposes of this clause 14 will not include any subconsultant or any other person or entity for whom the Consultant is responsible."

Clause 15: is deleted and replaced with:

"Pre-existing Intellectual Property means the intellectual property rights owned by the Consultant or any third party and provided or used by the Consultant in carrying out the Services. The Consultant hereby grants to the Client, or agrees to procure the grant to the Client of, an unrestricted royalty-free licence to use and copy Pre-existing Intellectual Property to the extent reasonably required to enable the Client to make use of the Services or use, adapt, update or amend any physical work relating to the Services. Intellectual property prepared or created by the Consultant in carrying out the Services ("New Intellectual Property") shall be jointly owned by the Client and the Consultant. The Client and Consultant hereby grant to the other an unrestricted royalty-free license in perpetuity to copy or use New Intellectual Property. Intellectual property owned by a Party prior to commencement of this Agreement and intellectual property created by a Party independently of this Agreement remains the property of that Party. The Ownership of data and factual information collected by the Consultant and paid for by the Client shall, after payment by the Client (such payment being part of the fee), lie with the Client. The Consultant does not warrant the suitability of New Intellectual Property or Pre-existing Intellectual Property for any purpose other than the Services or for any other use stated in the Agreement."

Clause 18: Clause 18 is deleted entirely and replaced with:

"The Parties shall attempt to resolve any dispute between them in relation to this Agreement, or any matter arising from it, by way of good faith discussions in the first instance. If the dispute has not been resolved within 10 working days of the dispute being notified by one Party to the other, then the dispute will, should a Party wish to pursue the dispute, be determined by mediation. If the Parties then fail to resolve the dispute by way of mediation within a reasonable period, then either Party may refer the dispute to arbitration in accordance with the following:

- (a) *the arbitration will be conducted by a sole arbitrator in accordance with the Arbitration Act 1996 and will not be an international arbitration as defined by that Act;*
- (b) *the sole arbitrator is to be appointed by a panel of two representatives acting unanimously, one each appointed by the Client and the Consultant;*
- (c) *in the event that such representatives have not agreed upon an arbitrator within 10 working days of the dispute being referred to arbitration the arbitrator will be appointed by the then President of the New Zealand Law Society or his or her nominee; and*
- (d) *the seat and location of the arbitration will be at a location in New Zealand determined by the Client.*

Nothing in this clause prejudices either Party's right to institute court proceedings to seek injunctive or urgent declaratory relief in respect of any dispute, and the Consultant will not suspend the Services during any dispute (but subject to clause 17)."

Clause 19: The words "subject to clause 18" are added after the words "the New Zealand courts have jurisdiction in respect of this Agreement", and the words "(non-exclusive)" are added after the words "the New Zealand courts have".

The following additional clauses are added to the Conditions:

- 20. *"Unless the contrary is expressed in writing to the Consultant, the Consultant shall take out and maintain for the duration of the Services a policy of Public Liability insurance to cover damage to property and personal injury for at least \$2,000,000 per occurrence. The Client and its officers and employees will be named under such policy as additional insureds in respect of their vicarious liability for the Consultant's negligence in relation to the performance of this Agreement.*
- 21. *"The Consultant agrees to hold all information received from or about the Client that is not already in the public domain in confidence and not disclose such information to any third party or use it in any way without the Client's prior written consent, except to the extent necessary to fulfil its obligations under this Agreement or to comply with statutory obligations."*
- 22. *"The Client's Representative has authority to give the Consultant instructions on the Client's behalf; and may monitor, review, approve, accept, reject or confirm any part, or all, of the Services. If the Client changes the Client's Representative, the Client shall first inform the Consultant in writing."*
- 23. *"The Consultant's Representative has authority to receive instructions on behalf of the Consultant and for co-ordinating and providing the Services as agreed on a day-to-day basis, and must communicate with the Client's Representative when required."*
- 24. *"On completion of the Services, as well as promptly following any request from the Client from time to time, the Consultant must deliver to the Client all Documents in respect of the Services. Documents means, to the extent applicable to the Services, drawings, including statutory compliance documentation, CAD drawings, specifications, reports, project specific manuals, plans, results, studies, calculations, data and any other design documents or design information whether in physical or electronic form), prepared by the Consultant for or on behalf of the Client in respect of the Services. Any other documents or information required by the Client will be as described in the Scope of Services. Following delivery of any Documents, the Consultant will not be liable for any re-use of, or any changes to those Documents by the Client or any other person without the Consultant's prior written approval."*
- 25. *"The Consultant must not assign, transfer or subcontract all or part of its rights or obligations under this Agreement without the Client's prior written approval."*
- 26. *"Where the Sovereign in right of New Zealand acting by and through the Secretary for Education is not the Client under this Agreement, the Consultant acknowledges and accepts that, for the purposes of the Contract and Commercial Law Act 2017, the rights and benefits conferred on the Client by this Agreement are also for the benefit of, and enforceable by, the Sovereign in right of New Zealand acting by and through the Secretary for Education."*

Appendix 2

SHORT FORM MODEL CONDITIONS OF ENGAGEMENT

1. The Consultant shall perform the Services as described in the attached documents.
2. Nothing in this Agreement shall restrict, negate, modify or limit any of the Client's rights under the Consumer Guarantees Act 1993 where the Services acquired are of a kind ordinarily acquired for personal, domestic or household use or consumption and the Client is not acquiring the Services for the purpose of a business.
3. The Client and the Consultant agree that where all, or any of, the Services are acquired for the purposes of a business the provisions of the Consumer Guarantees Act 1993 are excluded in relation to those Services.
4. In providing the Services the Consultant shall exercise the degree of skill, care and diligence normally expected of a competent professional.
5. The Client shall provide to the Consultant, free of cost, as soon as practicable following any request for information, all information in his or her power to obtain which may relate to the Services. The Consultant shall not, without the Client's prior consent, use information provided by the Client for purposes unrelated to the Services. In providing the information to the Consultant, the Client shall ensure compliance with the Copyright Act 1994 and shall identify any proprietary rights that any other person may have in any information provided.
6. The Client may order variations to the Services in writing or may request the Consultant to submit proposals for variation to the Services. Where the Consultant considers a direction from the Client or any other circumstance is a Variation the Consultant shall notify the Client as soon as practicable.
7. The Client shall pay the Consultant for the Services the fees and expenses at the times and in the manner set out in the attached documents. Where this Agreement has been entered by an agent (or a person purporting to act as agent) on behalf of the Client, the agent and Client shall be jointly and severally liable for payment of all fees and expenses due to the Consultant under this Agreement.
8. All amounts payable by the Client shall be paid within twenty (20) working days of the relevant invoice being mailed to the Client. Late payment shall constitute a default, and the Client shall pay default interest on overdue amounts from the date payment falls due to the date of payment at the rate of the Consultant's overdraft rate plus 2% and in addition the costs of any actions taken by the Consultant to recover the debt.
9. Where Services are carried out on a time charge basis, the Consultant may purchase such incidental goods and/or Services as are reasonably required for the Consultant to perform the Services. The cost of obtaining such incidental goods and/or Services shall be payable by the Client. The Consultant shall maintain records which clearly identify time and expenses incurred.
10. Where the Consultant breaches this Agreement, the Consultant is liable to the Client for reasonably foreseeable claims, damages, liabilities, losses or expenses caused directly by the breach. The Consultant shall not be liable to the Client under this Agreement for the Client's indirect, consequential or special loss, or loss of profit, however arising, whether under contract, in tort or otherwise.
11. The maximum aggregate amount payable, whether in contract, tort or otherwise, in relation to claims, damages, liabilities, losses or expenses, shall be five times the fee (exclusive of GST and disbursements) with a maximum limit of \$NZ500,000.
12. Without limiting any defences a Party may have under the Limitation Act 2010, neither Party shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on a Party within 6 years from completion of the Services.
13. The Consultant shall take out and maintain for the duration of the Services a policy of Professional Indemnity insurance for the amount of liability under clause 11. The Consultant undertakes to use all reasonable endeavours to maintain a similar policy of insurance for six years after the completion of the Services.
14. If either Party is found liable to the other (whether in contract, tort or otherwise), and the claiming Party and/or a Third Party has contributed to the loss or damage, the liable Party shall only be liable to the proportional extent of its own contribution.
15. Intellectual property prepared or created by the Consultant in carrying out the Services ("New Intellectual Property") shall be jointly owned by the Client and the Consultant. The Client and Consultant hereby grant to the other an unrestricted royalty-free license in perpetuity to copy or use New Intellectual Property. Intellectual property owned by a Party prior to the commencement of this Agreement and intellectual property created by a Party independently of this Agreement remains the property of that Party. The ownership of data and factual information collected by the Consultant and paid for by the Client shall, after payment by the Client, lie with the Client. The Consultant does not warrant the suitability of New Intellectual Property for any purpose other than the Services or any other use stated in the Agreement.
16. The Consultant and the Client will be aware of, and comply with, any relevant obligations imposed on them under the Health and Safety at Work Act 2015 (the "Act"). The Consultant has not and will not assume any duty imposed on the Client from time to time pursuant to the Act arising out of this engagement.
17. The Client may suspend all or part of the Services by notice to the Consultant who shall immediately make arrangements to stop the Services and minimise further expenditure. The Client and the Consultant may (in the event the other Party is in material default) terminate the Agreement by notice to the other Party. Suspension or termination shall not prejudice or affect the accrued rights or claims and liabilities of the Parties.
18. The Parties shall attempt in good faith to settle any dispute by mediation.
19. This Agreement is governed by the New Zealand law, the New Zealand courts have jurisdiction in respect of this Agreement, and all amounts are payable in New Zealand dollars.

Appendix 3
Other Documents that Form Part of this Agreement

Not used

JTL

Proactively Released in Accordance with the Official Information Act 1982

Appendix 4
Client's Request for Proposals

Not used

JIT

Proactively Released in Accordance with the Official Information Act 1982

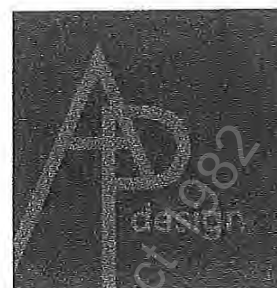
Appendix 5 Consultant's Proposal

- The Quote for Design and documentation for relocating 5 teachings spaces onto school grounds, at Russley School, issued by the Consultant on or about 24 September 2019

A handwritten signature in black ink, consisting of stylized, overlapping loops and lines.

AP DESIGN

PO Box 281
 Christchurch 8140
 Ph: (03)942 1977
 admin@apdesign.co.nz



Attn: Corey Krygsman
 Ministry of Education
 48 Hereford Street
 Christchurch

Date: 24th September 2019

Dear: Corey,

Thank you for the opportunity to provide you with a quote for the relocation project at Russley Primary School, 95 Cutts Road, Russley.

We understand the project is of great urgency. Our Fee for the project is to initially locate 5 classroom units onto the site, and connect them to existing services, link them with a deck, create a ramp access etc. Our Fee for this will be:

- Developed Design: \$3,250.00 ex gst
- Working Drawings: \$4,500.00 ex gst
- Consent Administration: \$1,250.00 ex gst
- **Total Fee: \$9,000.00 ex gst**

Please note that the school is yet to advise us how they wish to see the internal fitout of the classrooms handled. For that reason our Fee above does not include any internal fitout design, elevations, documentation etc. The Fee also does not include an allowance for Site Observation. We anticipate these services will be picked up later as a variation on a time cost basis. To that end our standard charge out rates are:

- Senior Designer: (Jared Lane): \$180.00 / hr ex gst
- Senior Technician: (Nic Best) \$120.00 / hr ex gst
- Technician: (Sophie Giles) \$95.00 / hr ex gst

Should you have any questions please get in touch.

Kind Regards,

Jared Lane

From: [Corey Krygsman](#)
To: [s 9\(2\)\(a\)](#); [Jared Lane](#); [Matt Weir](#)
Cc: [Minor Works CS](#)
Subject: Russley school
Date: Thursday, 26 September 2019 2:39:53 p.m.
Attachments: [image001.png](#)

Hi Team,

Contacts

Data : Torque IP [s 9\(2\)\(a\)](#)
Fire/security : Rhino : Tony [s 9\(2\)\(a\)](#)
Electrical : Christchurch electrical : Nick [s 9\(2\)\(a\)](#)

Cheers

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile [s 9\(2\)\(a\)](#) OIA
48 Hereford Street, Christchurch

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From: [Jared Lane](#)
To: [s 9\(2\)\(a\)](#); [Matt Weir](#)
Cc: [s 9\(2\)\(a\)](#); [Nic Best](#)
Subject: Re: FW: MW2240-217019 Russley School | Reloc internal design meeting
Date: Thursday, 26 September 2019 3:00:49 p m.
Attachments: [image001.png](#)
[image005.jpg](#)
[image006.jpg](#)
[image003.png](#)
[image004.jpg](#)

Hi guys,

Can we also confirm the following please (it's just there are two different configurations available and the pile plans would be screwed if the 'other type' arrived on site.

Please confirm:

All the selected units have the double exit door wall on a 'spouting' wall, and NOT a gable wall. It affects the orientation of the bearers as they relate to that specific type of unit

Kind regards

Jared Lane
 Director
 AP Design Ltd
 T 03 942 1977
 C 021 2777960
 E jared@apdesign.co.nz

On 26-Sep-19 8:37 AM, Dan Mulqueen wrote:

Hi Guys,

See Grant's email confirmation below.

	DAN MULQUEEN CONTRACTS MANAGER 124 Mt Thomas Road, Rangiora 7471 PO Box 755, Rangiora 7440 P (03) 313 5790 / 0800 66 55 10 M 027 472 6733 www.scopegroup.co.nz	

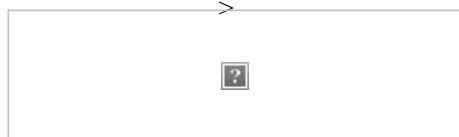
From: Sales@kinghouseremovals.co.nz <sales@kinghouseremovals.co.nz>
Sent: Thursday, 26 September 2019 8:28 AM
To: [s 9\(2\)\(a\) O A](#) <[s 9\(2\)\(a\) O A@scopegroup.co.nz](mailto:s 9(2)(a) O A@scopegroup.co.nz)>
Subject: RE: MW2240-217019 Russley School | Reloc internal design meeting

All good - this is correct - we confirm

```

<!--[if
!vml]--
><!--
[endif]-
>

```



s 9(2)(a)
M. s 9(2)(a)
[E. sales@kinghouseremovals.co.nz](mailto:E_sales@kinghouseremovals.co.nz)
www.kinghouseremovals.co.nz

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From: s 9(2)(a) OIA [redacted]@scopegroup.co.nz]
Sent: Thursday, 26 September 2019 8:26 a.m.
To: Sales@kinghouseremovals.co.nz; Sales@kinghouseremovals.co.nz
Subject: Fwd: MW2240-217019 Russley School | Reloc internal design meeting

Hi [redacted]

Sorry to bother you already.
 Can you answer below question regarding the splitting of buildings.

Cheers

Get [Outlook for iOS](#)

From: Matt Weir <Matt.Weir@education.govt.nz>
Sent: Thursday, September 26, 2019 8:15:20 AM
To: s 9(2)(a) OIA [redacted]@scopegroup.co.nz>
Subject: FW: MW2240-217019 Russley School | Reloc internal design meeting

Morning s 9(2)(a) OIA [redacted]
 Can you please confirm Jared's query below.

Many thanks

Matt Weir | Assistant Delivery Manager | M nor Works
 DDI +6433787576 | Mobile s 9(2)(a) [redacted]

From: Jared Lane [<mailto:Jared@apdesign.co.nz>]
Sent: Thursday, 26 September 2019 8:02 AM
To: Matt Weir <Matt.Weir@education.govt.nz>; Corey Krygsman
 <Corey.Krygsman@education.govt.nz>; Nic Best <nic@apdesign.co.nz>
Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi guys,

We are just finishing up our piling plans today. One question we had was can you confirm the units allocated to the school are the ones that come apart perpendicular to the ridgeline? ie: we dont have to split the trusses and then reconnect them?

Kind regards

Jared Lane
 Director
 AP Design Ltd
 T 03 942 1977
 C 021 2777960
 E jared@apdesign.co.nz



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From: [Jared Lane](#)
To: [Matt Weir](#); [Corey Krygsman](#); [Nic Best](#)
Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting
Date: Thursday, 26 September 2019 8:01:58 a.m.

Hi guys,

We are just finishing up our piling plans today. One question we had was can you confirm the units allocated to the school are the ones that come apart perpendicular to the ridgeline? ie: we dont have to split the trusses and then reconnect them?

Kind regards

Jared Lane
Director
AP Design Ltd
T 03 942 1977
C 021 2777960
E jared@apdesign.co.nz



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From: [Corey Krygsman](#)
To: [Greg Lewis](#)
Cc: [Matt Weir](#); [Jared Lane](#); [s 9\(2\)\(a\)](#); [Gill Maher](#); [Yvone Caetano](#)
Subject: Russley school loose programme
Date: Friday, 27 September 2019 10:14:20 a.m.
Attachments: [Draft Programme- Russley School.pdf](#)
[image001.png](#)

Hi Greg,

Please find a programme attached as promised , this will be re-adjusted when plans have been agreed and finalized. the temporary portacom toilets and admin will be also delivered over the school break .

Any questions please let me know.

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile [s 9\(2\)\(a\)](#) OIA
48 Hereford Street, Christchurch

education.govt.nz

We shape an education system that delivers equitable and excellent outcomes
He mea tarai e matou te matauranga kia rangatira ai, kia mana taurite ai ona huanga



Russley School Relocatables- Draft Programme

ID	Task Mode	Task Name	Duration	Start	30 Sep '19	7 Oct '19	14 Oct '19	21 Oct '19	28 Oct '19	4 Nov '19	11 Nov '19	18 Nov '19	25 Nov '19	2 Dec '19
1		Project Duration	40 days	Mon 30/09/19	Project Duration									
2		Site Establishment	1 day	Mon 30/09/19	Site Establishment									
3		Establish Access	2 days	Mon 30/09/19	Establish Access									
4		Building Platform Prep	3 days	Wed 2/10/19	Building Platform Prep									
5		Relocate Buildings	10 days	Mon 7/10/19	Relocate Buildings									
6		Install Foundations	10 days	Mon 7/10/19	Install Foundations									
7		Secure Buildings to Foundations	5 days	Mon 21/10/19	Secure Buildings to Foundations									
8		Decks & Ramps	10 days	Mon 28/10/19	Decks & Ramps									
9		Service Installations	10 days	Mon 28/10/19	Service Installations									
10		Make Good- Interiors	15 days	Mon 4/11/19	Make Good- Interiors									
11		Construct Mowing Strip to Perimeter	5 days	Mon 11/11/19	Construct Mowing Strip to Perimeter									
12		Clean Up Sports Field	2 days	Mon 18/11/19	Clean Up Sports Field									
13		Disestablish Access	2 days	Wed 20/11/19	Disestablish Access									

Project: Russley Draft Programme
Date: Fri 27/09/19

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

From: Sarah Edgar
To: Karyn Kearney
Cc: Gill Maher
Subject: FW: MOE 022 - Russley School
Date: Friday, 27 September 2019 3:18:01 p.m.
Attachments: [MOE 022 Electrical Analysis Report.pdf](#)
[MOE 022 Invoice.xls](#)
[image003.jpg](#)
[image004.png](#)

Hi Gill,

Please see attached the report from Corporate Risk.

Hi Karyn,

Can you please pay this invoice from the project budget?

Cheers,

Sarah Edgar | Senior Advisor - Contracted Services | National Infrastructure Services, EIS
 DDI +64 4 4394695
 22 The Terrace, Wellington

education.govt.nz | Follow us on Twitter: @EducationGovtNZ

We get the job done *Ka oti i a matou nga mahi*
We are respectful, we listen, we learn *He ropu manaaki, he ropu whakarongo, he ropu ako matou*
We back ourselves and others to win *Ka manawanui ki a matou, me etah ake kia wikitoria*
We work together for maximum impact *Ka mahi ngatahi mo te tukinga nui tonu*

Great results are our bottom line *Ko nga huanga tino pai a matou whāinga mutunga*

Ministry of Education logo



From: Tabi Pullins [mailto:admin@crlimited.com]
Sent: Thursday, 26 September 2019 3:34 p.m.
To: mark.taylor@nz.sedgwick.com
Cc: Sarah Edgar <Sarah.Edgar@education.govt.nz>
Subject: MOE 022 - Russley School

Hi Mark

Please see attached our report and invoice in relation to this claim.

Kind regards

Tabi Pullins
 Investigations Manager & EA to Managing Director

Corporate Risks Limited | PHONE: +64 4 4997415 | www.crlimited.com
 Level 6, 181 Willis Street, Wellington, NEW ZEALAND | PO BOX 10 805, Wellington, NEW ZEALAND

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Electrical Analysis Report

Our Reference: MOE 022
Insured: Russley School
Address: 75 Cutts Road, Russley, Christchurch

26 September 2019

Mark Taylor

Sedgwick New Zealand Limited

Level 1, 120 Johnsonville Road

Wellington

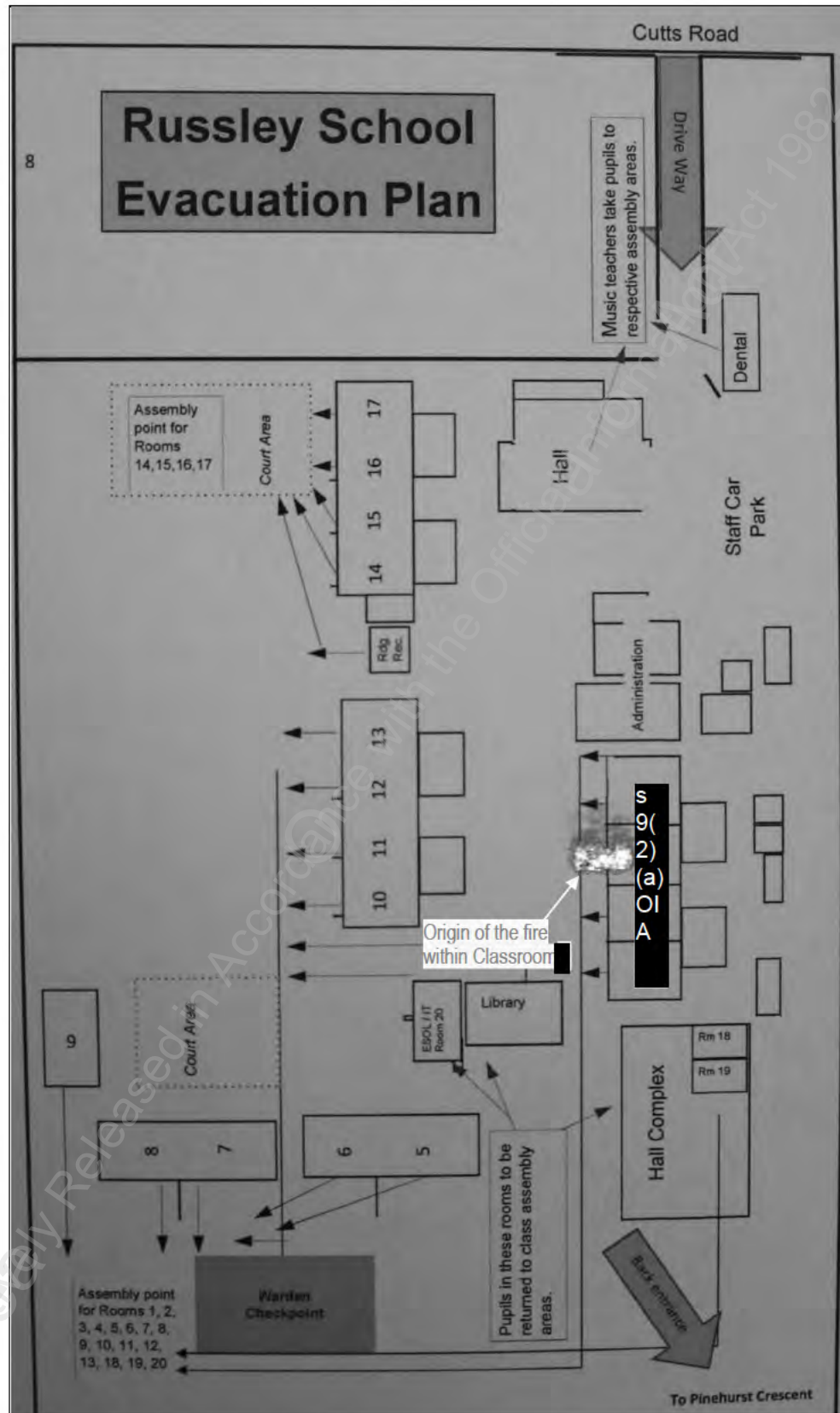


1. INTRODUCTION

- 1.1. Following a fire that occurred at approximately 7:10am on Tuesday, 17 September 2019, at Russley School, Cutts Road, Christchurch – Corporate Risks was requested to complete an investigation to determine the fire's origin, cause and to identify any potential liabilities.
- 1.2. I attended the scene on 17/18 September 2019 and completed an electrical examination of the building that has been destroyed.
- 1.3. Four crews from Fire and Emergency NZ (FENZ) from the Christchurch Central, Wigham, Harwood and Redwood stations, attended the scene at about 7:10am when the fire was well involved.
- 1.4. Fire Risk Management Officer, Wayne Hamilton, with the assistance of Darryl Ball, completed an investigation on behalf of FENZ.
- 1.5. With the assistance of CCTV footage and fire migration patterns inside the building, FRMO Hamilton was in the process of examining the scene when I arrived to assist with the investigation.
- 1.6. Four classrooms, identified as classrooms 1 to 4, which accommodate the school's Year 7 - 8 students, were gutted by the fire.
- 1.7. s 9(2)(a) OIA was one of the first persons on the scene; she quickly rang 111 and waited until the first fire trucks arrived. By about 8:30am, the fire was mostly under control but crews were still working to dampen down hot spots.
- 1.8. I understand that there is CCTV footage from the school CCTV cameras available. This has been viewed by FENZ and shows the fire being first noticed within classroom s 9(2)(a) OIA by a teacher walking past the outside of the classroom at about 7:00am. I have requested a copy of this CCTV footage but, to date, this has not yet been received.

2. ELECTRICAL EXAMINATION

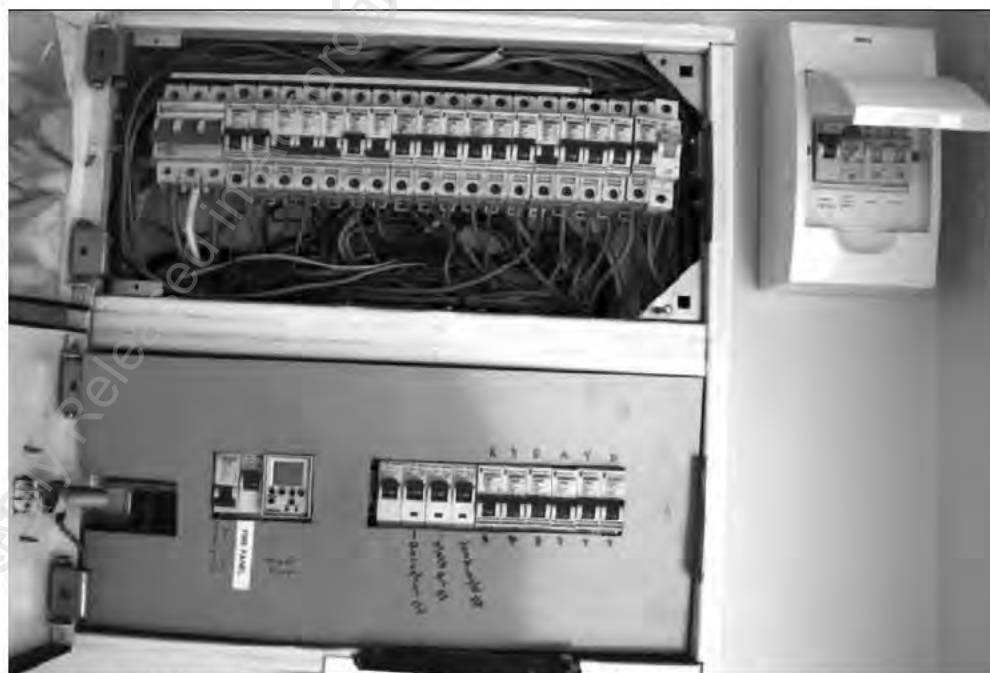
- 2.1. The school layout is as shown in the following photo of the evacuation plan drawing, found on the school administration noticeboard.



- 2.2. My examination commenced with an external review of the building, specifically to classrooms numbers 1, 2, 3 and 4 which had all been heavily fire and smoke damaged.



- 2.3. The four classrooms are supplied from a sub-distribution board, labelled DB 1A, located within the adjacent administration building, which is outside of the classroom fire damaged area. I examined the switchboard and found that three 10 Amp mcb's supplying lighting, and one 16 Amp mcb and a 20 Amp mcb supplying power outlets to the classrooms, were in the OFF/ tripped position. All other mcb's were found in the ON position. The isolator was switched OFF.

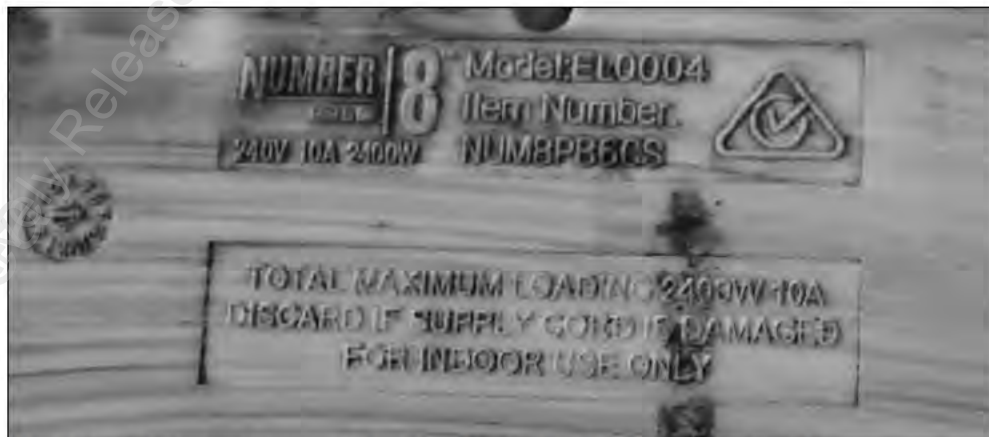


This photograph identifies the sub-main distribution board labelled DB1A.

- s 9(2)(a)
- 2.4. I examined the electrical installation within Classroom [REDACTED]. This classroom area was also identified on the school's CCTV footage as being where the first sighting of flame occurred and was corroborated by the first witnesses of the fire.
- 2.5. The lighting installation consisted of single 58W fluorescent surface mounted light fittings that had been installed on the underside of two steel lattice type roof trusses. The lighting had been switched off at the time of the fire. All of the light fittings had fallen down onto the floor during the fire. These were examined and eliminated as being the origin of the fire.
- 2.6. Each of the classrooms had an exorbitant number of multiboard socket outlets installed. These were primarily supplying laptop and iPad battery chargers. The rating of each of these multiboards is limited to 10 Amps.



This photograph identifies the multiboard socket outlets that were installed extensively throughout all the classrooms.



This photograph identifies an exemplar multiboard nameplate - found within classroom 3.

- 2.7. I then examined the west wall area of classroom s 9(2)(a) which had been identified as an area of interest and the most likely area of origin of the fire.



This photograph is looking towards the west wall of Classroom s 9(2)(a). It identifies the general origin of the fire, as agreed with FENZ Investigator.

- 2.8. FENZ located the teacher's laptop computer on top of the filing cabinet, which was located up against the west wall and close to the teacher's desk. The remains of this laptop were closely examined and eliminated from being the ignition source for the origin of this fire.



This photograph identifies the remains of the laptop computer, found on top of the filing cabinet. The battery NiCd cells can be seen here; these were excluded as being the origin of the fire.

- 2.9. The teacher's electric fan heater was found within the fire debris on the floor, close to the teacher's desk. The remains of this heater were closely examined. The plug spade connectors were found not to have been plugged in and the heater was then eliminated from being the ignition source for the origin of this fire.



Remains of an electric fan heater found in corner close to the teacher's desk.

- 2.10. The remains of a multiboard and its associated wiring were found behind a radiator on the west wall.



This photograph identifies the remains of the multiboard and wiring, retrieved from behind a radiator.

- 2.11. The wiring to and from this multiboard was traced. The multiboard was supplied from a switched 2 gang wall mounted socket outlet located above the radiator. From the copper busbar arrangement, it was identified as a 6-way multiboard, having an integral isolator switch. The multiboard had three plugs inserted; one plug supplied a power pack that connected to the laptop computer already examined; one plug supplied the power supply for the interactive wall mounted white board and the other plug was supplying an extension lead that was not connected to a device. The teacher advised that this extension lead was normally used for supplying the teacher's Apple computer battery charger. Three of the six socket outlets on the multiboard were spare outlets.
- 2.12. Further remains of this multiboard were found within the floor fire debris under and behind the radiator. Two of the three copper busbars were found intact but only half of the third busbar was found. This half-length of copper busbar was very carefully examined and it revealed some areas of copper melting and splatter, which would suggest that unusual electrical activity had occurred.



The three multi-board copper busbars. Top busbar found incomplete.

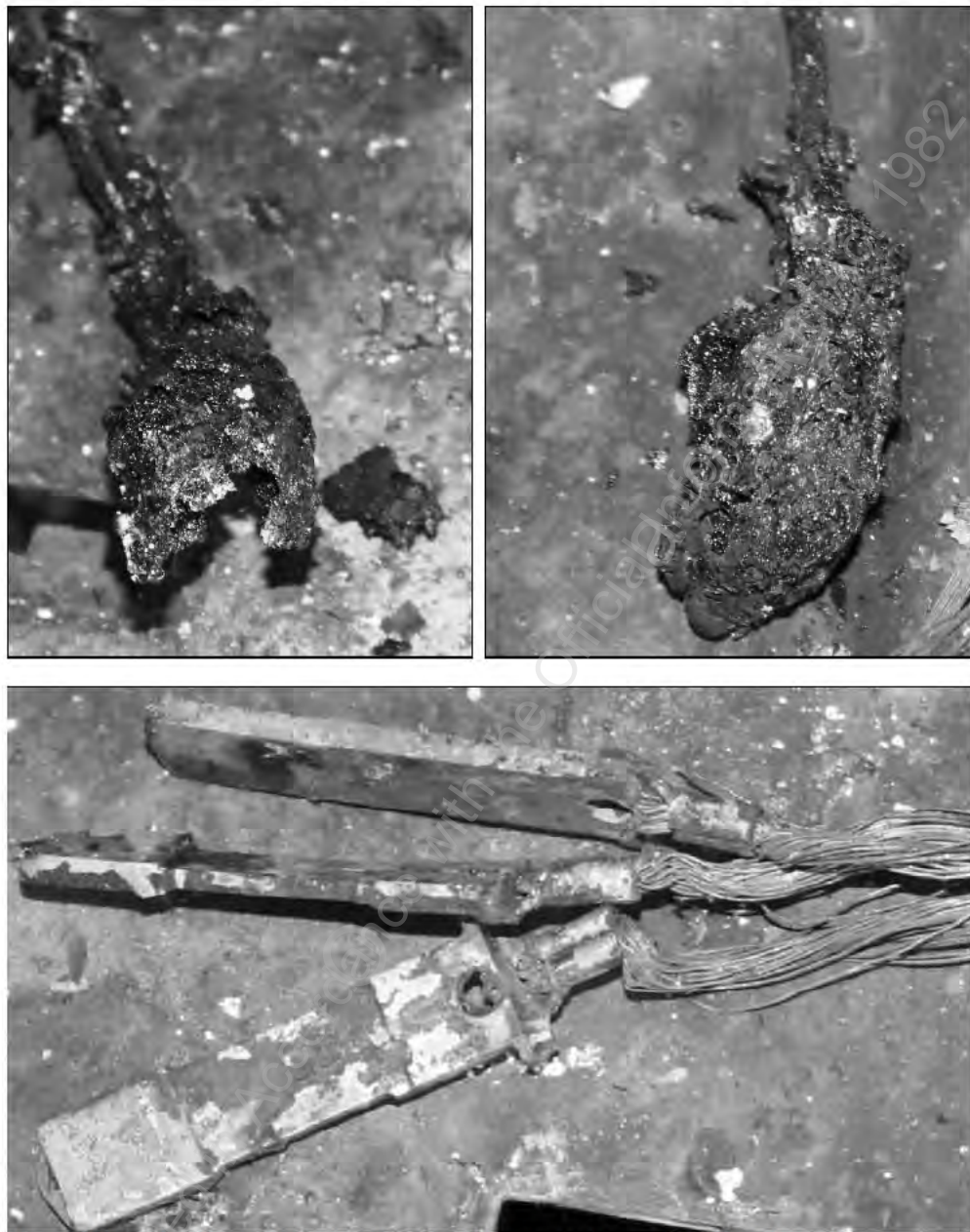




This photograph provides a close up view of the melted copper and splatter in evidence on this busbar (as per photo above).

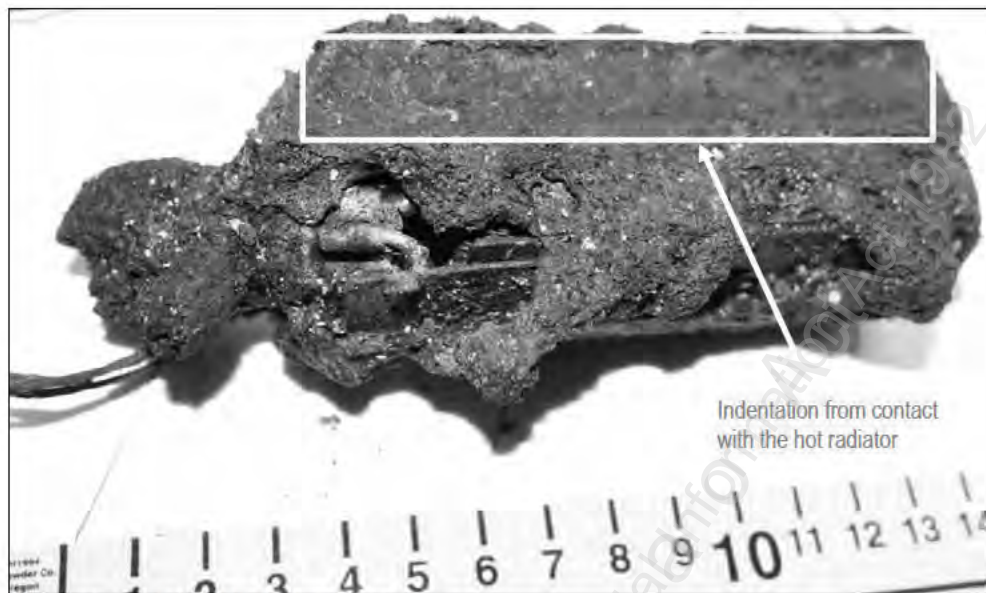


This photograph shows the remains of the multiboard isolator switch contacts.



These photographs shows the remains of the three plugs that had been plugged into the multiboard.

- 2.13. Also found within the floor fire debris beneath the radiator was the remains of the laptop power supply cord and power adapter. The adapter's hard plastic enclosure was found to have split open and melted, exposing the internal electronics. The power adapter enclosure also had a heavy heat indentation where it had likely been hard up against the hot metal radiator during the fire.



This photograph shows the laptop power adapter.



This photograph shows the laptop power adapter.

- 2.14. This laptop power adapter and its cord had been plugged into the 6-way multiboard which, in turn, had been plugged into the live wall mounted socket outlet. The locality of the multiboard, which had been mounted just above the radiator, corresponded to the location where the FENZ Investigator had identified distinctive burn pattern indicators on the side of the metal filing cabinet as well as on the radiator, and deep charring of the timber ledge along the top of part of the radiator where the multiboard had been located.



The photograph shows the area of origin, within classroom [REDACTED] west wall, as identified by the FENZ Investigator.

s 9(2)(a) OIA

3. DISCUSSION WITH CLASSROOM [REDACTED] TEACHER

3.1. The School Principal, Greg Lewis, suggested that we speak with s 9(2)(a) OIA, the Classroom [REDACTED] teacher, regarding the location of the various pieces of furniture and electrical devices that were present within the classroom at the time of the fire.

3.2. s 9(2)(a) OIA was very helpful in assisting us with confirming the location of furniture and electrical devices within the classroom at the time of the fire event. In particular, the following information was very relevant to our investigation:

3.2.1. The 6-way multiboard had been located just above the radiator. The position of this multiboard within classroom [REDACTED] was in a similar position (as shown below).



- 3.2.2. The teacher's laptop had been left on top of the metal filing cabinet and had been left switched on and plugged into the multiboard. The laptop cord and power adapter would likely have been behind the radiator with the cord running along the floor beneath the radiator.
- 3.2.3. One 230V plug from the multiboard supplied the power supply (white coloured) box for the interactive white board. This power supply box also supplied the roof mounted projector for the white board.
- 3.2.4. A third 230V plug was connected to an extension cord which normally supplied the teacher's Apple computer but this was not in the classroom at the time of the fire.
- 3.2.5. There were three spare socket outlets on the multiboard.
- 3.2.6. s 9(2)(a) advised that sometime last year, a pupil had received an electrical shock after touching the 6-way multiboard located above the radiator. There was apparently a small flash seen at the same time the pupil received the shock.
- 3.2.7. s 9(2) also advised that the interactive white board, which had been plugged into the multiboard, had often "bleeped" - indicating that its power supply had been interrupted. This had happened on a frequency of about once a month over the past year or so.

4. SUMMARY

- 4.1. From the physical evidence, I have concluded that the fire ignition was an accidental electrical event occurring within the 6-way multiboard that had been located above the hot water radiator on the west wall of classroom [REDACTED], closest to the teacher's filing cabinet area.
- 4.2. It is most likely that the PVC insulation of this multiboard and/or the internal PVC insulation wiring was degraded by heat, due to its position fixed on the wall directly above the hot water radiator. The radiators were programmed to operate from about 6:00am each winter morning.
- 4.3. The cause of the fire is accidental. NFPA 921 provides a definition for the determination of an accidental classification of a fire cause.

4.3.1. **Accidental** - are those that are not the result of an intentional act. This cause is eliminated by our examination of the fire scene through a thorough process of examination of all potential accidental fire causes such as an electrical event or spontaneous combustion etc.

4.4. Should you require any further information or elaboration on the above, then please do not hesitate to contact the writer.

Kind regards,

Stephen Watson Eur.Ing BSc C.Eng(UK) RPEQ MIET IPENZ
Chartered Electrical Engineer

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Fax: +64 4 4997416

E-mail: admin@crlimited.com

Web: www.crlimited.com

TAX INVOICE

s 9(2)(b)(ii) OIA

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TOTAL	\$8,294.58
--------------	-------------------

From: [Greg Lewis](#)
To: [Jared Lane](#)
Cc: [Matt Weir](#); [jane.rush@russley.school.nz](#); [pam.strech@russley.school.nz](#); [Corey Krygsman](#); [Minor Works CS](#)
Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting
Date: Friday, 27 September 2019 3:33:15 p.m.
Attachments: [image001.png](#)

Thanks Jared. Should be good for that.

Nga mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz



On Fri, Sep 27, 2019 at 9:43 AM Jared Lane <Jared@apdesign.co.nz> wrote:

Hi Team,

How would 10.30 suit on the morning of Wednesday the 2nd?

I'll bring muffins if that helps to seal the deal!.

Kind regards

Jared Lane

Director

AP Design Ltd

T 03 942 1977

C 021 2777960

E jared@apdesign.co.nz

On 26-Sep-19 7:45 AM, Greg Lewis wrote:

Morena Matt

A really good day yesterday, so very happy. Wednesday 02 Oct would work for me. Please advise of times that suit as I can be flexible for whatever.

Hear from you soon.

I will also talk with Team Moana, as a representation from them would be good as well if internal set out is being discussed.

Nga mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 s 9(2)(a) OIA

e. principal@russley.school.nz



On Wed, Sep 25, 2019 at 1:02 PM Matt Weir
<Matt.Weir@education.govt.nz> wrote:

Good afternoon all

I hope today is going well and the students are taking the changes in their stride.

I have just been talking with Jared and wanted to “test the waters” for a design meeting next week. We understand the fire engineer is making a site visit today and will soon be able to confirm if our proposed configuration of the units is acceptable. The design meeting would be to confirm the internal layout/fit-out of the units.

Jared and I were leaning toward a meeting on the 2nd but if this is not suitable we can make it whenever, I understand if you have a well deserved holiday planned!

Anyway, if we could get a consensus on a suitable time/date for a meeting that would be great.

Nga mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile s 9(2)(a) OIA
48 Hereford St, Christchurch

education.govt.nz

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From: [Jared Lane](#)
To: [Matt Weir](#); [Corey Krygsman](#); [Greg Lewis](#); s 9(2)(a) OIA
Subject: Fwd: Russley School PD
Date: Friday, 27 September 2019 4:49:48 p.m.
Attachments: [20190927_PD_Russley_School_Relcateables.pdf](#)

Hi team,

attached is the preliminary design for the relocated classrooms. This should be enough info for you to start set setting this out. We will follow up with some pile fixing and edge details next week to allow you to start getting the piles in place - but it is all pretty standard 3604. Note that we will also follow up with piling plans for the deck etc once I've talked to the school on Wednesday.

We will need to follow up with Council as well - but that is a task for next week.

I've also made arrangements to meet the school and go over the fitout for the classrooms on Wednesday.

Any questions please get in touch.

Kind regards,

Jared

This email has been checked for viruses by Avast antivirus software.
<https://www.avast.com/antivirus>

GENERAL NOTES

Contractor is to confirm all dimensions on site before commencing work.

All discrepancies or omissions must be confirmed with the designer before commencing work.

All work is to be carried out in accordance with the New Zealand Building Code and local bylaws as they apply eg: ECAN

B1: Structure. Unless noted otherwise a timber is to be SG8, and a timber framing is to comply with NZS 3604 2011.

B2: Durability. Unless noted otherwise a timber is to be treated to H1.2.

C1-4: Refer to the Smoke alarm positions on the Floor Plan. Ensure only approved 'hush type' smoke alarm to AS3786, BS15446 pt1, or UL217 as per NZBC F7/AS1 are installed

D1: Access. Ensure all surfaces along exterior access routes are non-slip to the requirements of the code. The minimum level of finish would be:

"Exposed Concrete: Broomed Finished"
"Timber steps to have sand/grit impregnated coating"

E1: Surface Water Minimum pipe gradients and sizes.
100dia SW pipes fall @ 1:120
Spouting falls to outlet.
74Ø Downpipes min.
impervious surfaces 1:100 fall min.

All pipes passing through concrete are to be lagged in Denso Tape.

E3: 10mm Aqualine Gib behind all wet areas on H3.1 framing;
Impervious surface finishes to all bathrooms, Laundries and wet areas.

F5: Construction and Demolition Hazards. All construction and demolition works to comply to the requirements of the code. Site fencing, 2m high to be erected and maintained until build is enclosed and secure.

G9: Electricity. All Electrical work is to comply with electrical codes of practice and a Certificate of Compliance left with the homeowner.

G13: Foul Water. All work is to comply with AS/NZS 3500 part 2.2.

Minimum gradients:
50mm drain 1:40
65mm drain 1:40
100mm drain 1:50

H1: Energy Efficiency Refer to the attached table showing how compliance is met.

Sediment Control

Provide stabilised entry pad & wash down area for contractor vehicles in accordance with ECAN sediment control for small sites.

Vehicles involved in the excavation will be delivered to site and then removed via truck. The use of metal grates will minimize any unnecessary disturbance of the ground.

Excavated topsoil is to be spread around the site and flattened where possible. The rest is to be removed from site. While stored on site all soil is to be covered with impervious sheet.

Storm water drains laid during construction are to be capped until construction is complete to avoid sediment entering the storm water system.

Down pipes installed during construction are to be connect to the permanent underground storm water systems as soon as practical.

All existing vegetation surrounding the building area is to be retained during construction and will act as a vegetation buffer for sediment run off.

All sediment control measures & structures are to be installed prior to major earthworks and are to be checked and maintained every day.

Sheet List

Sheet Number	Sheet Name	Current Revision
000	Cover Sheet	
100.1	Site Plan	
110.1	Proposed Floor Plan	
110.2	Building Pile Layout Plan	
110.3	Unnamed	
120.1		

Classroom Relocation

for

Russley School BOT's

at

Russley School, 95 Cutts Road, Christchurch



REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	
			- AP Design	
			DRAWN	- Nic Best
			CHECKED	- Jared Lane
			APPROVED	-
This drawing and its contents are the property of AP Design Limited. Any unauthorised employment or reproduction in full or in part is prohibited.				



TITLE Russley School Board of Trustees
Temporary Classroom Relocation
Russley School, 95 Cutts Road, Christchurch

Cover Sheet

STATUS Preliminary


SCALE 1:100

PLOT DATE
27/05/2019 4:39:41 PM

FILE
4040

SHEET
000

REVISION

LEGAL DESCRIPTION	
Address:	Project Address
Lot	PT Lot 64
DP	388
CB	NA
SITE/PROJECT AREAS	
Wind Region:	A
Earthquake Zone:	2
Exposure:	C
Wind Zone:	Medium
Planning Zone:	L1
Site Area:	000 0 m ²
Proposed House Area:	000 00 m ²
Proposed Garage Area:	00 00m ²
Overall Building height	0 00m
Total Building Area:	000 0 m ²
Site Coverage:	00%
LEGEND	
Proposed Building	



Site Plan
1 : 1000

GENERAL NOTES:	
All dimensions are nominal and are to be checked on site before commencing work.	
Unless noted otherwise all timbers H1.2 SGB to NZS3604:2011 and NZS3602:2003	
All work to comply with the relevant section of the New Zealand Building Code.	
Location of water supply, power & phone to be confirmed on site.	
All pipes passing through concrete are to be lagged in Denso Tape. Pipes shall incorporate expansion joints in accordance with Chapter 8 of NZS 7643.	
Hot water pipes shall be sized to NZBC G12 & NZS 4305:1196. Mains pressure: 15mmØ allows 12m max pipe length. Pipe lengths beyond this must be lagged.	
All plumbing and drainage to be installed with NZBC G13/AS1 or AS/NZS 3500	

REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	
			DRAWN	- AP Design
			CHECKED	- Nic Best
			APPROVED	- Jared Lane
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TITLE Russley School Board of Trustees Temporary Classroom Relocation Russley School, 95 Cutts Road, Christchurch				
Site Plan				
STATUS Preliminary				
SCALE As indicated	PLOT DATE 27/09/2019 4:39:41 PM	FILE 4040	SHEET 100.1	REVISION

GENERAL NOTES:

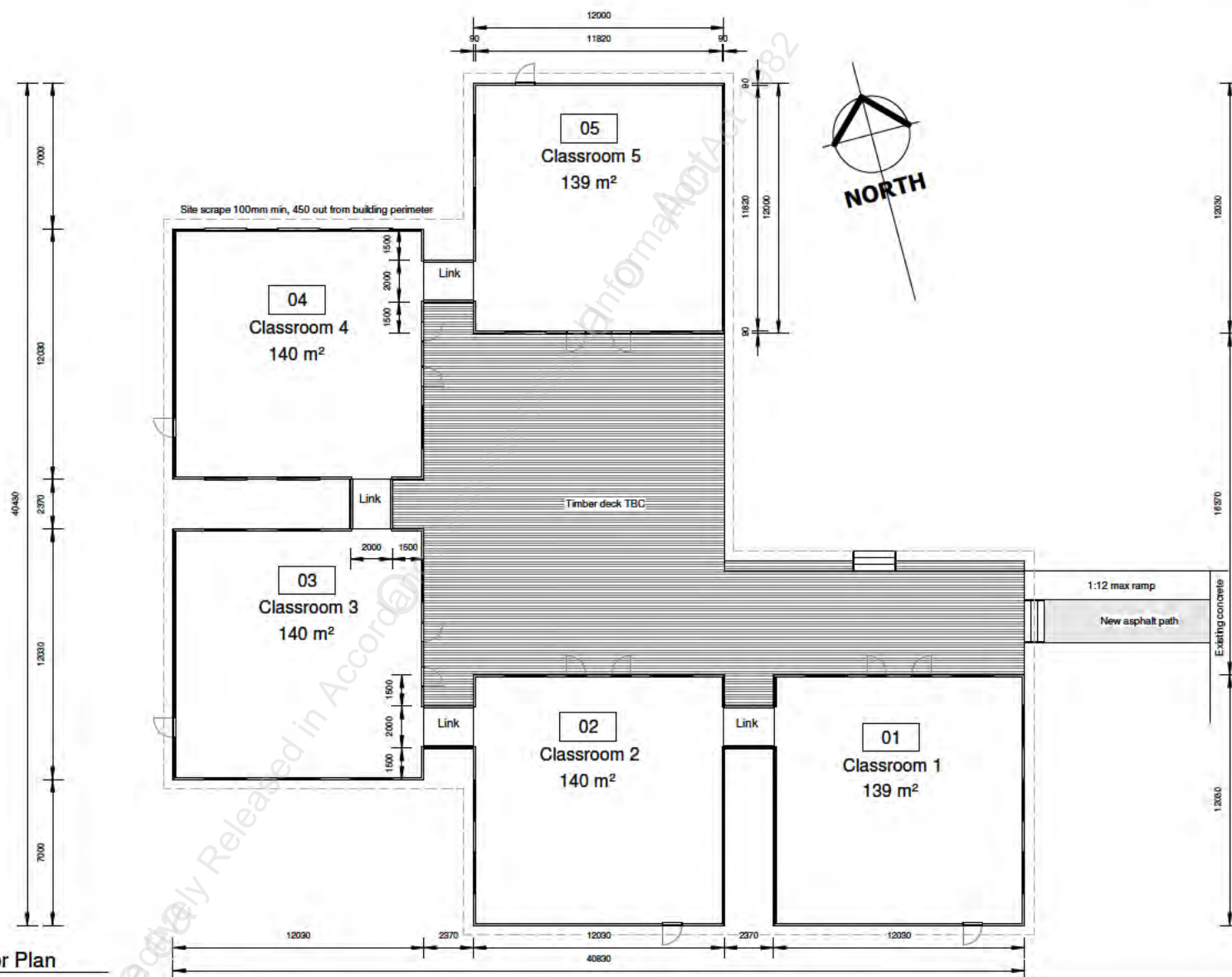
Relocated Building Area:	720 m ²
Link Area:	19.2 m ²
Deck Area:	TBC
Relocated Building Cladding:	Metal Weather Boards
Link Cladding:	Painted fibre cement sheet
Roof Cladding:	Longrun
Roof Pitch Reloc's:	15°
Roof Pitch Links:	8°
Eaves Width:	0-250mm
Ceiling Height:	2700
FFL:	650 above

All dimensions are nominal and are to be checked on site before commencing work

Unless noted otherwise all timbers H1.2 SGB
to NZ3604:2011 and NZS3602:2003

All work to comply with the Relevant Sections of the New Zealand Building Code, Local Authority By-laws & regulations, Drainage & Plumbing Regulations, Electrical Wiring Regulations and all current amendments of the above document.

Smoke alarms to comply with NZBC Clause G7
Battery powered with hush facility with a minimum
duration of 60 seconds.



Proposed Floor Plan

REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	- AP Design
			DRAWN	- Drawn
			CHECKED	- Checked
			APPROVED	- Approved
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TITLE Russley School Board of Trustees Temporary Classroom Relocation Russley School, 95 Cutts Road, Christchurch				
Proposed Floor Plan				
STATUS Preliminary				
SCALE As indicated	PLOT DATE 2020/09/19 12:51 PM	FILE 4040	SHEET 110.1	REVISION

From: [Corey Krygsman](#)
To: [Dan Mulqueen](#); [Jared Lane](#); [Matt Weir](#)
Subject: Allocations
Date: Monday, 30 September 2019 7:32:24 a.m.
Attachments: [18.9.19 Combined Laing and MOE Allocations - Issued to Laing 08.08.19.xlsx](#)
[image001.png](#)

Hi Team ,

This might help with the building we have left in the yard and there allocations .

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile **s 9(2)(a) OIA**
48 Hereford Street, Christchurch

education.govt.nz

We shape an education system that delivers equitable and excellent outcomes
He mea tarai e matou te matauranga kia rangatira ai, kia mana taurite ai ona huanga



Bu Idng Ref	Site	Type	Colour	Fitout	Split Type	Provisional Allocation MOE List	MOE REP	PROJECT STATUS	CONFIRMED INFORMATION?	TO BE MOVED TO STORAGE	Comments	Owner / Purchaser Name	Location	Owner	UC Site	Building Type	Colour2	Fitout2	Scheduled	AGED INFO?	Column1
DA02	Dovedale	A				Some Field	Gayle Baldwin	completed		n/a	conf med moved	DA02	MOE - Somerfeld School	MOE	Dovedale	A	Light	Classroom	Moved 27.11.18 - Completed	YES	
DA05					SIDE						Not in the of MOE cont acts for chosen but La ngs adv se has gone to Wa mea	DA05	MOE - Wa mea College	MOE	Dovedale	A	Light	Abolition Staff Room	Moved 12.11.18 - Completed	TBC	La ng to adv se wh ch bu id ng th swas swapped fo
DB01	Dovedale	C				H nds	Co ey K ypmann	completed		n/a	th s s adv sed by La ng. Not conf med	DB01	MOE - Hinds School	MO	Dovedale	C	Dark Grey	Adm n Classroom Off ce	Moved 05.11.18 - Completed	YES	
DB02	Dovedale	B				Wa mea		completed	yes	n/a	photo on file to conf m as actu ate	DB02	MOE - Wa mea Colleg	MOE	Dovedale	B	Light	Classroom	Moved 05.11.18 - Completed	YES	
DB03	Dovedale	A			SIDE					TBC	Move to School p e 30th September 2019 V's t to school F day 9th Aug to conf m	DB03	MOE SOUTH ISLAND	MOE	Dovedale	A	Grey	Adm nistration	Onsite at UC	YES	
DB04	Dovedale	A			SIDE					TBC	Move to School p e 30th September 2019 V's t to school F day 9th Aug to conf m	DB04	MOE - TKKM (Opawa)	MOE	Dovedale	A	Dark Grey	Adm nistration	Onsite at UC	TBC	bu id ng s dupl cated
DB04	Dovedale	A	Da k G ey	Adm n	SIDE	Blue Mountain	JAS - Anna McFaul	unded and Plann ng		N	MOE Rep has passed cont act and nf omat on to School Suppo t (PM) to e ange elocat on with La ng	DB04	MOE (Opawa)	MOE	Dovedale	A	Dark Grey	Adm nistration	Onsite at UC	TBC	bu id ng s dupl cated
DB05	Dovedale	A			SIDE					Y		DB05	Re alming to storage	MOE	Dovedale	A	Light	Adm nistration	Onsite at UC	NO	now allocated to Blue Mountain College
DB06	Dovedale	A			SIDE					Y		DB06	MOE - SOUTH ISLAND	MOE	Dovedale	A	Grey	Classroom	Onsite at UC	YES	
DB07	Dovedale	A	Da k G ey	Adm n	SIDE					Y		DB07	MOE - TKKM (Opawa)	MOE	Dovedale	A	Dark Grey	Adm nistration	Onsite at UC	TBC	
					SIDE					TBC	SOLD - dates fo elocat on to be conf med v a Sa ah Taylo (Ch st an Colleges) and La ngs. Based on Pu chase ag eement, MOE w l st l be lable fo ac e v ng the elocat on date. La ng to adv se date of elocat on										
DC03	Dovedale	A	Light	less oom		Emmanuel Ch st at School	SOLD		yes		Not in the MOE purchase and but La ngs adv se as gone to Wa mea - n ght be a typo that was meant to be DG03	D 03	Emanuel Chr st at School	MOE	Dovedale	A	Light	Adm nistration	Onsite at UC	YES	conf m a angements to elocate
DC05					SIDE						S mon T otte	C05	MOE - Wa mea College	MOE	Dovedale	A	Dark Grey	Adm nistration	Moved 08.11.18 - Completed	TBC	La ng to adv se wh ch bu id ng th swas swapped fo
DC06	Dovedale	A	Light	Adm n	SIDE	Ashby ton Bo ough	JAS - G l Mabe	oposed		Y	To sto age	DC06	Remaining to storage	MOE	Dovedale	A	Light	Adm nistration	Onsite at UC	YES	
DC07	Dovedale	A	Grey	Adm n	SIDE	Pa l e	JAS - G l Mabe	oposed		Y	To sto age	DC07	Remaining to storage	MOE	Dovedale	A	Grey	Adm nistration	Onsite at UC	YES	
DD07	Dovedale	A			SIDE	Ohoka	JAS - Meaghan S ngh	oposed		Y		DD07	MOE - Ohoka School	MOE	Dovedale	A	Light	Post Grad / Admin	Onsite at UC	YES	
DE03	Dovedale	A	Da k G ey	ost G ad/Adm n	SIDE	B oomf eld	JAS - Ma cus deedan	oposed		Y	To sto age	DE03	Remaining to storage	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Onsite at UC	YES	
					SIDE					TBC	SOLD - dates fo elocat on to be conf med v a Sa ah Taylo (Ch st an Colleges) and La ngs. Based on Pu chase ag eement, MOE w l st l be lable fo ac e v ng the elocat on date. La ng to adv se date of elocat on										
DE04	Dovedale	A	Da k G ey	ost G ad/Adm n	SIDE	Emmanuel Ch st at School	SOLD		yes			DE04	Emanuel Chr st at School	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Onsite at UC	YES	conf m a angements to elocate
DE05	Dovedale	A	Grey	ost G ad/Adm n	SIDE	B ghwater	JAS - Ryan Ho t	oposed		Y	To sto age	DE05	Remaining to storage	MOE	Dovedale	A	Grey	Post Grad / Admin	Onsite at UC	YES	
					SIDE					TBC	Day d H be n adv ses to ool been and due to be p unced 26 July 2019 V's tto n of F y 9th Aug to conf m	DE07	Remaining to storage	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Ons te at UC	TBC	p ovs onal a locat on/placeholdr fo Mu ch son adv sed p e vously that th s was moved to Wa mea
DE07	Dovedale	A	Da k G ey	ost G ad/Adm n		Mu ch son A ea	Ma cus deedan	oposed				DE07	Remaining to storage	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Ons te at UC	TBC	
DF03	Dovedale	A				Wa mea		completed		n/a	mo to l post demo n Septem r s s ang ng cont act with La ng (July 19	DF03	Remaining to storage	MOE	Dovedale	A	Dark Grey	Adm nistration	Onsite at UC	NO	
DF03	Dovedale	A	Da k G ey	Adm n	SIDE	TKKM o Wa taha	R k Edmonds	unded and Plann ng		n		DF03	Remaining to storage	MOE	Dovedale	A	Dark Grey	Adm nistration	Onsite at UC	TBC	MOE placeholdr fo TKKM
DF06	Dovedale	A			SIDE	Ohoka	JAS - Meaghan S ngh	oposed		Y		DF06	MOE - Ohoka School	MOE	Dovedale	A	Light	Common Room	Ons te at UC	YES	
DG01	Dovedale	B				Wa mea		completed		n/a	th s s adv sed by La ng. Not conf med	DG01	MOE - Wa mea College	MOE	Dovedale	B	Grey	Abolition Staff Room	Moved 12.11.18 - Completed	YES	
					SIDE					T C	SOLD - dates fo elocat on to be conf med v a Sa ah Taylo (Ch st an Colleges) and La ngs. Based on Pu chase ag eement, MOE w l st l be lable fo ac e v ng the elocat on date. La ng to adv se date of elocat on										
DG02	Dovedale	C	Da k G ey	Abolition/Staff oom		Emmanuel Ch st at School	SOLD		yes			DG02	Emanuel Chr st at School	MOE	Dovedale	C	Dark Grey	Classroom	Ons te at UC	YES	conf m a angements fo elocat on
										n/a	Wa ks On S te - Tom Ra ne - Des gn docs conf m ng bu id ng fo use. Is th s conf med as actua ?	DG03	Emanuel Chr st at School	MOE	Dovedale	A	Light	Post Grad / Admin	Ons te at UC	NO	3. DG03 s lsted on both pu chase ag eements - please cla fy. a. One of the DG03 s lsted as K kwood, the other s Dovedale - s th s accu ate? b. One DG03 s noted as, and ag eed n cont act, as sold to Emanuel College, the other was conf med p e vously as moved to Op h - please adv se.
DG03	Dovedale	A			SIDE					TBC	SOLD - dates fo elocat on to be conf med v a Sa ah Taylo (Ch st an Colleges) and La ngs. Based on Pu chase ag eement, MOE w l st l be lable fo ac e v ng the elocat on date. La ng to adv se date of elocat on	DG03	Emanuel Chr st at School	MOE	Dovedale	A	Light	Post Grad / Admin	Ons te at UC	TBC	cla f cat on needed. Two bu id ngs lsted as DG03. One was conf med as sold to Emanuel other to Op h
DG04	Dovedale	A				Wa mea		completed		n/a	th s s adv sed by La ng. Not conf med	DG04	MOE - Wa mea College	MOE	Dovedale	A	Grey	Post Grad / Admin	Moved 05.11.18 - Completed	YES	
DG05	Dovedale	A				Ma lbo ough Boys College	Lance Flo ence	completed	yes	n/a	Conf med by Lance nclud ng photo on news te. La ng wa s complete	DG05	MOE - Mar borough Boy s Co lege	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Moved 06.11.18 - Completed	YES	
DG06	Dovedale	A				Wa mea		completed		n/a	th s s adv sed by La ng. Not conf med	DG06	MOE - Wa mea College	MOE	Dovedale	A	Light	Classroom	Moved 08.11.18 - Completed	YES	
DG07	Dovedale	A				Op h		completed	yes	n/a	Wa ks On S te - Tom Ra ne - Des gn docs conf m ng bu id ng fo use. Is th s conf med as actua ?	DG07	MOE - Op hli College	MOE	Dovedale	A	Grey	Post Grad Office	Moved 21.02.19	YES	
KA04	K kwood	A	G ey	less oom	TRUSS	Lads oaks	JAS - Ka en Madden	oposed		Y	To sto age	KA04	MOE	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	TBC	MOE note as to be sent to sto age
KB02	K kwood	B				H nds	Co ey K ypmann	completed		n/a	th s s adv sed by La ng. Not conf med	KB02	MOE - Hinds School	MOE	Kirkwood	B	Light	Post Grad Office	Moved 04.03.19	YES	
										n/a	bu id ng cond n on assessment done on assumption on t s as good to Enne Glynn	KB04	Enner Glynn	MOE	Kirkwood	A	Grey	Abolition Staff Room	Moved 01.07.19	NO	KB04 s noted on both pu chase lsts. Please adv se of change n bu id ng KB04 s noted on both pu chase lsts. Please adv se of change n bu id ng
KB04	K kwood	A			SIDE					Y	To sto age	KB04	Enner Glynn	MOE	Kirkwood	A	Grey	Classroom	Moved 01.07.19	NO	
KC01	K kwood	B				B eers Inte med ate	V kanda Bag e	complete	yes	n/a	V kanda Bag e (V kanda) DOES NOT ALIGN WITH LAING REPORT WHICH STATES TRUSS	KC01	MOE - TKKM (Opawa)	MOE	Kirkwood	B	Grey	Classroom	Moved	YES	V kanda p e vously adv sed that moved to B eers
KC02	K kwood	C	Da k G ey	Abolition/Staff oom		B eers Inte med ate	V kanda Bag e	mp l e	No	n/a	to conf m to sto age	KC02	MOE - TKKM (Opawa)	MOE	Kirkwood	C	Dark Grey	Classroom	Ons te at UC	TBC	
KC03	K kwood	A	G ey	less oom	SIDE					Y		KC03	Breens Intermediate	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	NO	V kanda conf med that not equ ed at B eers
KC04	K kwood	A	G ey	less oom	SIDE					Y		KC04	Breens Intermediate	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	TBC	TO conf m with V kanda what needed fo B eers
KC04	K kwood	A	G ey	less oom	TRUSS	B eers Inte med ate	V kanda Bag e	n P og ess	yes	n	Conf med fo B eers, ama l f om V kanda to conf m. Note: p e vously lsted he e as DC04 wh ch s not on the cont act/pu chase lsts	KC04	Breens Intermediate	MOE	Kirkwood	A	Grey	Post Grad Office	Ons te at UC	TBC	La ng to conf m f th s s fo B eers move to sto age
KC05	K kwood	A	Light	less oom	TRUSS	Motuwaka H gh School	Not Beers e			Y		KC05	MOE	MOE	Kirkwood	A	Light	Classroom	Ons te at UC	TBC	

KC36	K. Kwood	A	Da k G ey	lass oom	SIDE	unallocated	unallocated	Una located	Yes	Y	ev outy B eens, ema f I oin V kanda	KC06	Breens Intermediate	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	No	V kanda conf med that not equ ed at B eens
KC07	K. Kwood	A	G ey	lass oom	SIDE	B eens Inte med ate	V kanda Bag e	opped	Yes	n	Conf med move to B eens, ema f I oin V kanda to conf m	KC07	Breens Intermediate	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	Yes	
KD02	K. Kwood	B			SIDE	Wa ake School	Ma cus Deedman	unded and Plann ng		n	Ma cus Deedman (MOE) to contact La ng	KD02	MOE	MOE	Kirkwood	B	L ight	Classroom	Ons te at UC	Yes	
KD03	K. Kwood	A	Da k G ey	lass oom	SIDE	Tekapo	R k Edmonds	unded and Plann ng		n	move to School n Sept R k a ang ng cont act w th La ng (Jul 2019)	KD03	MOE - Lake Tekapo School	MOE	Kirkwood	A	Dark Grey	Post Grad Office	Ons te at UC	Yes	
KD05	K. Kwood	A				Bohaly Int	Lance Flo ence	ompleted		n/a	Bu id ng on t on assessment has been done w th the assumpt on that th s bu id ng has been assigned to Bohaly Inte med ate	KD05	Bohaly Int	MOE	Kirkwood	A	L ight	Classroom	Moved 17.06.19	Yes	p ev rudy adv and that th s was moved to Wa mea - please adv se
KD08	K. Kwood	A				Wa mea	S mon T otte	ompleted		n/a		KD08	MOE SOUTH ISLAND	MOE	Kirkwood	A	L ight	Two Classroom	Ons te at UC	NO	
KE02	K. Kwood	B	Da k G ey	ost G ad & Off ce		B eens Inte med ate	V kanda Bag e	ompleted	No	n/a	V kanda to cla fy, Th s was adv sed as to let block. Assume that they ete to appo - see above (26/04/2019)	KE02	Breens Intermediate	MOE	Kirkwood	B	Dark Grey	Classroom	Moved	Yes	
KE03	K. Kwood	B	Da k G ey	ost G ad & Off ce	SIDE	Ka apo No th	John W oth	unded and Plann ng	Yes	n	Bu id ng spec f cally requested fo Ka apo No th by Jon W oth - allocat on TBC	KE03	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	TBC	requested fo Ka apo No th
KE04	K. Kwood	A	G ey	lass oom	TRUSS	Amu A ea	JAS - Ma cus Jam son	opped		Y	To sto age	KE04	MOE	MOE	Kirkwood	A	Grey	Abul on Staff Room	Ons te at UC	TBC	MOE adv se as move to sto age
KE05	K. Kwood	A	G ey	wo Class ooms	SIDE	TIXIM o Wa taha	R k Edmonds	unded and Plann ng		n	move to school post demo n September R k s a ang ng cont act with La ng (July 2019)	KE05	MOE	MOE	Kirkwood	A	Grey	Post Grad Office	Ons te at UC	TBC	La ng note MOE as locat on - wh ch school ?
KE06	K. Kwood	A	L ight	lass oom	TRUSS	Ashbu ton Bo ough	JAS - G I Mahe	opped		Y	To sto age	KE06	MOE	MOE	Kirkwood	A	L ight	Classroom	Ons te at UC	TBC	MOE adv se as to sto age
KE07	K. Kwood	A	Da k G ey	lass oom	SIDE	TIXIM o Wa taha	R k Edmonds	unded and Plann ng		n	move to school post demo n September R k s a ang ng cont act with La ng (July 2019)	KE07	MOE	MOE	Kirkwood	A	Dark Grey	Post Grad Office	Ons te at UC	TBC	La ng note MOE as locat on - wh ch school ?
KF01	K. Kwood	C			SIDE	Ka apo No th	John W oth	unded and Plann ng	Yes	n	Bu id ng spec f cally requested fo Ka apo No th by Jon W oth - allocat on TBC	K F 1	MOE SOUTH ISLAND	MOE	Kirkwood	C	Dark Grey	Classroom	Ons te at UC	TBC	Bu id ng spec f cally requested fo Ka apo No th
KF02	K. Kwood	B			SIDE	Wa ake School	Ma cus Deedman	unded and Plann ng		n	Ma cus Deedman (MOE) to contact La ng	KF02	MOE	MOE	Kirkwood	B	Grey	Two Classroom	Ons te at UC	YES	
KF03	K. Kwood	A			TRUSS					Y	Conf m ng on Monday 25/04/19 I w ll use these bu id ng as the p effe d solut on - deconst ruct methodology p oposed as us ng n No th islan	KF03	MOE	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	TBC	conf m p oposed locat on, moe note as to sto age
KF04	K. Kwood	A	Da k G ey	ost G ad & Off ce	SIDE	Tekapo	R k Edmonds	unded and Plann ng		n	move to School n Sept R k a ang ng cont act w t La ng (J 2019)	KF04	MOE - Lake Tekapo School	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	YES	
KF05	K. Kwood	A				Bohaly Int	Lance Flo ence	ompleted		n/a		KF05	Bohaly Int	MOE	Kirkwood	A	L ight	Abul on Staff Room	Moved 24.06.19	Yes	conf m p oposed locat on, moe note as to sto age
KF06	K. Kwood	A			SIDE	unallocated	Una located	Una located		Y		KF06	MOE	MOE	Kirkwood	A	L ight	Classroom	Ons te at UC	TBC	conf m p oposed locat on, moe note as to sto age
KF07	K. Kwood	A	Da k G ey	lass oom	SIDE	Tekapo	R k Edmonds	unded and Plann ng		n	move t School n Sept R k a ang ng cont act w th La ng (Jul 2019)	KF07	MOE - Lake Tekapo School	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC	YES	
KF08	K. Kwood	A				Enne Glynn	Lance Flo ence	ompleted		n/a	La ng rpo tes th s as st on n te. Conf m w th nce and La ng	KF08	MOE SOUTH ISLAND	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	NO	MOE unde stand th s has moved to Enne Glynn
KG02	K. Kwood	C	G ey	Abul on/Staff oom	SIDE	Blue Mounta n	JAS - Anna McFaul	opped		TBC	M E Re ha ased cont act and rd ema n to School Suppo t (PM) to a ang elocat on w th La ng	KG02	MOE	MOE	Kirkwood	C	Grey	Classroom	Ons te at UC	TBC	to sto age
KG03	K. Kwood	A	Da k G ey	lass oom	SIDE	unallocated	unallocated	Una located		Y	To sto age	KG03	MOE - TIXIM (Opawa)	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	TBC	La ng to conf m wh ch bu id ng to TIXIM
KG04	K. Kwood	A	L ight	lass oom	SIDE	Ho o ata	JAS - Ka en Madden	opped		Y	To sto age	KG04	MOE	MOE	Kirkwood	A	L ight	Room	Ons te at UC	TBC	MOE note as move to sto age
KG05	K. Kwood	A	G ey	wo Class ooms	TRUSS	Moturka H gh School	Kat Beatt e	opped		Y	To sto age	KG05	MOE	MOE	Kirkwood	A	Grey	Classroom	Ons te at UC	TBC	MOE note as move to sto age
KG06	K. Kwood	A	Da k G ey	lass oom	TRUSS	Moturka H gh School	Kat Beatt e	opped			move to school post demo n September R k s a ang ng cont act with La ng (July 2019)	KG06	MOE	MOE	Kirkwood	A	Dark Grey	Two Classroom	Ons te at UC	TBC	MOE note as move to sto age
KG07	K. Kwood	A	L ight	lass oom	SIDE	Wa ake School	Ma cus Deedman	opped		n	Ma cus Deedman (MOE) to contact La ng	KG07	MOE	MOE	Kirkwood	A	L ight	Two Classroom	Ons te at UC	TBC	La ng to conf m wh ch bu id ng to TIXIM
KH01	K. Kwood	C	G ey	Abul on/Staff oom	SIDE	TIXIM o Wa taha	R k Edmonds	unded and Plann ng		n	move to school post demo n September R k s a ang ng cont act with La ng (July 2019)	KH01	MOE	MOE	Kirkwood	C	Grey	Classroom	Ons te at UC	TBC	La ng to conf m wh ch bu id ng to TIXIM
KH03	K. Kwood	A	L ight	wo ooms	TRUSS	unallocated	unallocated	Una located		Y	To sto age	KH03	MOE	MOE	Kirkwood	A	L ight	Classroom	Ons te at UC	TBC	MOE note as to be sent to sto age
KH05	K. Kwood	A	G ey	wo Class ooms	SIDE	unallocated	unallocated	Una located		Y	Not on n - I t of oled, but s on La ng's sp eadhead as ony located	KH05	MOE	MOE	Kirkwood	A	Grey	Post Grad Office	Ons te at UC	TBC	MOE note as to be sent to sto age
KH06	K. Kwood	A			SIDE	unallocated	unallocated	Una located		Y	To sto age	KH06	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	YES	p ovs onal a locat on to Blue Mounta n College
KH07	K. Kwood	A	Da k G ey	lass oom	SIDE	unallocated	unallocated	Una located		Y	To sto age	KH07	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	TBC	MOE note as to be sent to sto age
KH08	K. Kwood	A	Da k G ey	lass oom	SIDE	Sh ley Int	Anna D rikwate	opped		n	p ovs onal a locat on (04/04/19) would be a ly I a a bu id ng w th to tets. MOE Rep and PM (TBC) have cont act to d all and w ll contact La ng	KH08	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Ons te at UC	TBC	La ng to conf m wh ch school
KI02	K. Kwood	A	G ey	ost G ad & Off ce	SIDE	Sh ley Int	Anna D rikwate	opped		n	p ovs onal a locat on (04/04/19) to sto age	KI02	MOE	MOE	Kirkwood	A	Grey	Post Grad Office	Ons te at UC	TBC	La ng to conf m wh ch school
KI03	K. Kwood	A	L ight	lass oom	TRUSS	unallocated	unallocated	Una located		Y	To sto age	KI03	MOE	MOE	Kirkwood	A	L ight	Classroom	Ons te at UC	TBC	MOE note as move to sto age
DA02												DA02	MOE - Some F eld School	MOE	Dovedale	A	L ight	Class oom	Completed		
DA05												DA05	MOE - Wa mea College	MOE	Dovedale	A	L ight	Class oom	Completed	Moved 12 11 18 -	
DB01												DB01	MOE - H nds School	MOE	Dovedale	C	Da k G ey	Abul on Staff Room	Moved	Moved 05 11 18 -	
DB02												DB02	MOE - Wa mea College	MOE	Dovedale	B	L ight	Class oom	Completed		
DB03												DB03	MOE SOUTH ISLAND	MOE	Dovedale	A	G ey	Class oom	Ons te at UC		
DB04												DB04	MOE - TIXIM (Opawa)	MOE	Dovedale	A	Da k G ey	Admin st at on	Ons te at UC		
DB05												DB05	Rema n ng to sto age	MOE	Dovedale	A	L ight	Admin st at on	Ons te at UC		
DB06												DB06	MOE SOUTH ISLAND	MOE	Dovedale	A	G ey	Admin st at on	Ons te at UC		
DB07												DB07	MOE - TIXIM (Opawa)	MOE	Dovedale	A	Da k G ey	Admin st at on	Ons te at UC		
DC03												DC03	Emanuel Ch st an School	MOE	Dovedale	A	L ight	Class oom	Ons te at UC		
DC04												DC04	MOE - Op h College	MOE	Dovedale	A	G ey	Admin st at on	Moved 25 02 19		
DC05												DC05	MOE - Wa mea College	MOE	Dovedale	A	Da k G ey	Admin st at on	Completed	Moved 08 11 18 -	
DC06												DC06	Rema n ng to sto age	MOE	Dovedale	A	L ight	Admin st at on	Ons te at UC		
DC07												DC07	MOE SOUTH ISLAND	MOE	Dovedale	A	G ey	Admin st at on	Ons te at UC		
DD07												DD07	MOE - Ohoka School	MOE	Dovedale	A	L ight	Admin st at on	Ons te at UC		
DE03												DE03	Rema n ng to sto age	MOE	Dovedale	A	Da k G ey	Post G ad / Admin	Ons te at UC		
DE04												DE04	Emanuel Ch st an School	MOE	Dovedale	A	G ey	Post G ad / Admin	Ons te at UC		
DE05												DE05	Rema n ng to sto age	MOE	Dovedale	A	G ey	Post G ad / Admin	Ons te at UC		
DE06												DE06	Rema n ng to sto age	MOE	Dovedale	A	L ight	Post G ad / Admin	Ons te at UC		
DE07												DE07	Rema n ng to sto age	MOE	Dovedale	A	Da k G ey	Post G ad / Admin	Ons te at UC		
DE08												DE08	Rema n ng to sto age	MOE	Dovedale	A	Da k G ey	Admin st at on	Ons te at UC		
DR06												DR06	MOE - Ohoka School	MOE	Dovedale	A	L ight	Admin st at on	Ons te at UC		
DG01												DG01	MOE - Wa mea College	MOE	Dovedale	B	G ey	Common Room	Moved 13 11 18 -	Completed	

DG02										DG02	Emanuel Ch ist an School	MOE	Dovedale	C	Da k G ey	Abtut on Staff Room	Ons te at UC
DG03										DG03	Emanuel Ch ist an School	MOE	Dovedale	A	L ght	Class oom	Ons te at UC
DG04										DG04	MOE - Wa mea College	MOE	Dovedale	A	G ey	Post G ad / Adm n	Moved 05 11 18 - Completed
DG05										DG05	MOE - Ma lbo ough Boy's College	MOE	Dovedale	A	Da k G ey	Post G ad / Adm n	Moved 05 11 18 - Completed
DG06										DG06	MOE - Wa mea College	MOE	Dovedale	A	L ght	Post G ad / Adm n	Moved 05 11 18 - Completed
DG07										DG07	MOE - Op h College	MOE	Dovedale	A	G ey	Post G ad / Adm n	Moved 21 02 19
KA04										KA04	MOE	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KB02										KB02	MOE - H rds School	MOE	K kwood	B	L ght	Post G ad / Off ce	Moved 04 03 19
KB04										KB04	Enne Glynn	MOE	K kwood	A	G ey	Class oom	Moved 01 07 19
KC01										KC01	B eers lnte med ate	MOE	K kwood	B	G ey	Post G ad / Off ce	Moved
KC02										KC02	MOE - TIKIM (Opawa)	MOE	K kwood	C	Da k G ey	Room	Ons te at UC
KC03										KC03	B eers lnte med ate	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KC04										KC04	B eers lnte med ate	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KC05										KC05	MOE	MOE	K kwood	A	L ght	Class oom	Ons te at UC
KC06										KC06	B eers lnte med ate	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KC07										KC07	B eers lnte med ate	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KD02										KD02	MOE	MOE	K kwood	B	L ght	Post G ad / Off ce	Ons te at UC
KD03										KD03	MOE - Lake Teika Sch ol	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KD05										KD05	Bohally Int	MOE	K kwood	A	L ght	Class oom	Moved 17 06 19
KD08										KD08	MOE SOUTH ISLAND	MOE	K kwood	A	L ght	Class oom	Ons te at UC
KE02										KE02	B eers lnte med ate	MOE	K kwood	B	Da k G ey	Abtut on Staff oom	Moved
KE03										KE03	MOE	MOE	K kwood	A	Da k G ey	Post G ad / Off ce	Ons te at UC
KE04										KE04	MOE	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KE05										KE05	MOE	MOE	K kwood	A	G ey	Two Class oom	Ons te at UC
KE06										KE06	MOE	MOE	K kwood	A	L ght	Class oom	Ons te at UC
KE07										KE07	MOE	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KF01										KF01	MOE SOUTH ISLAND	MOE	K kwood	C	Da k G ey	Abtut on Staff Room	Ons te at UC
KF02										KF02	MOE	MOE	K kwood	B	G ey	Post G ad / Off ce	Ons te at UC
KF03										KF03	MOE	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KF04										KF04	MOE - Lake Tekapo School	MOE	K kwood	A	Da k G ey	Post G ad / Off ce	Ons te at UC
KF05										KF05	Bohally Int	MOE	K kwood	A	L ght	Class oom	Moved 24 06 19
KF06										KF06	MOE	MOE	K kwood	A	L ght	Two Class oom	Ons te at UC
KF07										KF07	MOE - Lake Tekapo School	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KF08										KF08	MOE SOUTH ISLAND	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KG02										KG02	MOE	MOE	K kwood	C	G ey	Abtut on Staff Room	Ons te at UC
KG03										KG03	MOE - TIKIM (Opawa)	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KG04										KG04	MOE	MOE	K kwood	A	L ght	Class oom	Ons te at UC
KG05										KG05	MOE	MOE	K kwood	A	G ey	Class oom	Ons te at UC
KG06										KG06	MOE	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KG07										KG07	MOE	MOE	K kwood	A	L ght	Class oom	Ons te at UC
KH01										KH01	MOE	MOE	K kwood	C	G ey	Abtut on Staff Room	Ons te at UC
KH03										KH03	MOE	MOE	K kwood	A	L ght	Class oom	Ons te at UC
KH05										KH05	MOE	MOE	K kwood	A	G ey	Two Class oom	Ons te at UC
KH06										KH06	MOE	MOE	K kwood	A	Da k G ey	Two Class oom	Ons te at UC
KH07										KH07	MOE	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KH08										KH08	MOE	MOE	K kwood	A	Da k G ey	Class oom	Ons te at UC
KI02										KI02	MOE	MOE	K kwood	A	G ey	Post G ad / Off ce	Ons te at UC
KI03										KI03	MOE	MOE	K kwood	A	L ght	Class oom	Ons te at UC

Building Ref	MOE/Private	Owner / Purchaser Name	Site	Type	Colour	Floor	Class room	Scheduled	Moving to	Site	Split Type	Provisional Allocation MOE List	MOE REP	PROJECT STATUS	CONFIRMED INFORMATION?	TO BE MOVED TO STORAGE	Comments	Floor2	Scheduled	AGEED INFO?	Column1
BAG2	MOE	MOE - Some Field School	Dovedale	A	Lght	Class room		Completed	42 Southmore St, Some Field	Dovedale	SIDE	Some Field	Gayle Baldwin	Completed		N	conf med moved	Class room	Moved 27.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas
DAG5	MOE	MOE - Wa mea College	Dovedale	A	Lght	Class room		Completed	60 Sal sbu y Road, R chmond	Dovedale	SIDE	5 mon T otte	Completed		N	Not n e of MOE cont act fo pu chase but La ngs adv se has gone to Wa mea	Abtut on Staff Room	Moved 12.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas	
DAG1	MOE	MOE - H neds School	Dovedale	C	Red	Abtut on Staff Room		Completed	Reed St eet, H neds	Dovedale	SIDE	Co m K g yman	Completed		N	Ch n s adv sed by La ng. Not conf m photo on file to conf m as acc ate	Abtut on Staff Room	Moved 05.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas	
DB02	MOE	MOE - Wa mea College	Dovedale	B	Lght	Admin n Class room O fce		Completed	60 Sal sbu y Road, R chmond	Dovedale	SIDE	Wa mea	5 mon T otte	Completed	Yes	N	Move to School p e 30th September 2 9	Class room	Moved 05.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas
DB03	MOE	MOE SOUTH SLAND	Dovedale	A	Lght	Class room		Completed	Sto age	Dovedale	SIDE	Lady oaks School				N	V t t o school F day th ng conf MOE Rep has passed co tct d f o t on to School Suppo t (PM) to	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DB04	MOE	Rema n ng to sto age	Dovedale	A	2a k G ey	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Amu A ea School				Y	a ange eloc on w th La ng	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DB05	MOE	MOE - Wa ea East School	Dovedale	A	Lght	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Ashbu ton Bo ough		Una located		N		Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DB06	MOE	MOE SOUTH SLAND	Dovedale	A	G ey	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Una located		Una located		Y		Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DB07	MOE	Rema n ng to sto age	Dovedale	A	2a k G ey	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Una located		Una located		Y		Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC03	MOE	Emanuel Ch st an School	Dovedale	A	Lght	Class room		Completed	Emanuel Ch st an School	Dovedale	SIDE	Emanuel Ch st an School				N	SOLD - dates fo eloc on t be conf med v a Sa ah Taylo (Ch st an Colleges) and La ngs. Based on Pu chase ag eement, MOE w ll st ll be	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC04	MOE	MOE - Op h. College	Dovedale	A	G ey	Admin n st at on		Completed	R cha d Pea se D ve, Temuka	Dovedale	SIDE	Op h		P oposed	Yes	N	La ng to adv se date of eloc on	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC05	MOE	MOE - Wa mea College	Dovedale	A	2a k G ey	Admin n st at on		Completed	60 Sal sbu y Road, R chmond	Dovedale	SIDE	Wa mea	5 mon T otte	Completed		N	Not n e of MOE pu chase cont act but La ngs adv se as gone to Wa mea (m ght be a typo that was meant to be DG55)	Admin n st at on	Moved 08.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas
DC06	MOE	Rema n ng to sto age	Dovedale	A	Lght	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Ashbu ton Bo ough		P oposed		Y	To to age	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC07	MOE	Rema n ng to sto age	Dovedale	A	G ey	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Wa mea		P oposed		Y	To to age	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DE03	MOE	MOE - Ohaka School	Dovedale	A	Lght	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Ohaka		P oposed		Y	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas	
DE03	MOE	Rema n ng to sto age	Dovedale	A	2a k G ey	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	Bo omf eld		P oposed		Y	o sto age	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DE04	MOE	Emanuel Ch st an School	Dovedale	A	2a k G ey	Post G ad / Admin n		Completed	Emanuel Ch st an School	Dovedale	SIDE	Emanuel Ch st an School			Yes	N	SOLD - dates fo eloc on to be conf med v a Sa ah Taylo (Ch st an Colleges) and La ngs. Based on Pu chase ag eement, MOE w ll st ll be	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DE05	MOE	Rema n ng to sto age	Dovedale	A	G ey	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	B ghwaite		P oposed		Y	La ng to adv se date of eloc on	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DE06	MOE	MOE - Wa ea East School	Dovedale	A	Lght	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	Sto age				Y	To to age	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DE07	MOE	Rema n ng to sto age	Dovedale	A	2a k G ey	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	Ma cu Deedman		P oposed		Y	Day d Noble n adv se school keen and due to be announced 26 July	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DF03	MOE	Rema n ng to sto age	Dovedale	A	2a k G ey	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	V t t to school F day th Aug to conf m				N	move to school post demo n September	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DF06	MOE	MOE - Ohaka School	Dovedale	A	Lght	Admin n st at on		Completed	Sto age	Dovedale	SIDE	R k Edmonds		Funded and Plann ng		Y	R k Edmonds	Admin n st at on	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DF06	MOE	MOE - Wa mea College	Dovedale	B	Lght	Admin n st at on		Completed	Sto age	Dovedale	SIDE	Ohaka		P oposed		Y	th s s adv sed by La ng. Not conf med	Common Room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DF06	MOE	MOE - Wa mea College	Dovedale	B	Lght	Common Room		Completed	60 Sal sbu y Road, R chmond	Dovedale	SIDE	IAS - Meaghan S ngh		Completed		Y	La ng to adv se date of eloc on	Abtut on Staff Room	Moved 13.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas
DG02	MOE	Emanuel Ch st an School	Dovedale	C	2a k G ey	Abtut on Staff Room		Completed	323 Sawye s A ms Rd, B shopdale	Dovedale	SIDE	Emanuel Ch st an School			Yes	N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DG03	MOE	Emanuel Ch st an School	Dovedale	A	Lght	Class room		Completed	324 Sawye s A ms Rd, B shopdale	Dovedale	SIDE	Emanuel Ch st an School			Yes	N	Wo ks On 5 te - Tom Ra ne - Des gn docs conf m ng bu ld ngs fo use. Is th s conf med as actual?	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DG04	MOE	MOE - Wa mea College	Dovedale	A	G ey	Post G ad / Admin n		Completed	60 Sal sbu y Road, R chmond	Dovedale	SIDE	5 mon T otte		Complete	Yes	N	Post s adv sed by La ng. Not conf med	Post G ad / Admin n	Moved 05.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas
DG06	MOE	MOE - Ma Bo ough Roy's College	Dovedale	A	2a k G ey	Post G ad / Admin n		Completed	Ma Bo ough Roy's College	Dovedale	SIDE	Lance Flo ence		Co lated	Yes	N	Conf med by Lance. Not conf m photo on file to La ng wo ks complete	Post G ad / Admin n	Moved	YES	La ng to adv se wh ch bu ld ng th swas
DG06	MOE	MOE - Wa mea College	Dovedale	A	Lght	Post G ad / Admin n		Completed	60 Sal sbu y Road, R chmond	Dovedale	SIDE	5 mon T otte		Complete	Yes	N	Wo ks On 5 te - Tom Ra ne - Des gn docs conf m ng bu ld ngs fo use. Is th s conf med as actual?	Class room	Moved 08.11.18 - Completed	YES	La ng to adv se wh ch bu ld ng th swas
DG07	MOE	Op h	Dovedale	A	G ey	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	Op h		5 mon T otte	Yes	N	La ng to adv se date of eloc on	Post G ad / Admin n	Moved 21.02.19	YES	La ng to adv se wh ch bu ld ng th swas
C05	MOE	Rema n ng to sto age	Dovedale	A	Lght	Class room		Completed	Sto age	Dovedale	SIDE	Motuka H gh School		Comp eted		Y	th s s adv sed by La ng. Not conf med	Class room	Moved 04.03.19	YES	La ng to adv se wh ch bu ld ng th swas
BE02	MOE	H neds School	Dovedale	B	Lght	Post G ad / Admin n		Completed	Reed St eet, H neds	Dovedale	SIDE	Co m K g yman		Comp eted		N	th s s adv sed by La ng. Not conf med	Post G ad / Admin n	Moved 04.03.19	YES	La ng to adv se wh ch bu ld ng th swas
B04	MOE	MOE - Enne Glynn	Dovedale	A	G ey	Class room		Completed	Enne Glynn	Dovedale	SIDE	Enne Glynn		C mpleted		N	To to age	Class room	Moved 07.07.19	YES	La ng to adv se wh ch bu ld ng th swas
C01	MOE	B eers Inte med ate	Dovedale	B	Lght	Post G ad / Admin n		Completed	B eers Inte med ate	Dovedale	SIDE	B eers Inte med ate		Completed		N	V kands to cla fy 16/04/19 DOES NOT AL GN WITH LAMG REPORT	Class room	Moved	YES	La ng to adv se wh ch bu ld ng th swas
C02	MOE	MOE SOUTH SLAND	Dovedale	C	2a k G ey	Abtut on Staff Room		Completed	TKKM	Dovedale	SIDE	TKKM O Wa taha		V k, da Ba e	Completed	No	WHICH STATES TRM	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
C03	MOE	MOE SOUTH SLAND	Dovedale	A	G ey	Class room		Completed	Wa ake School	Dovedale	SIDE	Wa ake School		n cated	Completed	No	P e ev ouly B eers, ama f om v kands to conf m	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
C04	MOE	B eers Inte med ate	Dovedale	A	G ey	Class room		Completed	B eers Inte med ate	Dovedale	SIDE	B eers Inte med ate		In P g ess	Completed	Y	Conf med to B eers, ama f om v kands to conf m. Note, p e ev ouly	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DE06	MOE	Rema n ng to sto age	Dovedale	A	Lght	Class room		Completed	Sto age	Dovedale	SIDE	La nce Flo ence		P oposed		Y	La ng to adv se date of eloc on	Post G ad / Admin n	Moved 17.06.19	YES	La ng to adv se wh ch bu ld ng th swas
DC06	MOE	MOE SOUTH SLAND	Dovedale	A	2a k G ey	Class room		Completed	Sto age	Dovedale	SIDE	IAS - G i Mahe		P oposed		Y	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC07	MOE	B eers Inte med ate	Dovedale	A	G ey	Class room		Completed	Sto age	Dovedale	SIDE	Ca apo No th		Una located	Yes	N	P e ev ouly B eers, ama f om v kands to conf m	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC07	MOE	B eers Inte med ate	Dovedale	A	G ey	Class room		Completed	Sto age	Dovedale	SIDE	B eers Inte med ate		P oposed		Y	Conf med move to B eers, ama f om v kands to conf m	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC07	MOE	Ingelwood P ma y	Dovedale	B	Lght	Post G ad / Admin n		Completed	Sto age	Dovedale	SIDE	Ma cu Deedman		Funded and Plann ng		Y	Ma cu Deedman (MOE) to contact La ng	Abtut on Staff Room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Lake Tekapo School	Dovedale	A	2a k G ey	Class room		Completed	Tekapo	Dovedale	SIDE	R k Edmonds		Funded and Plann ng	Yes	N	move to School n Sept	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	R k Edmonds		Funded and Plann ng		Y	R k a ang ng cont act w th La ng (July 2019)	Post G ad / Admin n	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	Lance Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08	MOE	MOE - Bohally Inte med ate	Dovedale	A	Lght	Class room		Completed	Bohally Int	Dovedale	SIDE	La nce Flo ence		Completed		N	La ng to adv se date of eloc on	Class room	Ons te at UC	YES	La ng to adv se wh ch bu ld ng th swas
DC08																					

	Owner / Purchaser Name	MOE/Private	Site	Type	Colour	Fitout	Scheduled
DA02	MOE - Somerfield School	MOE	Dovedale	A	Light	Classroom	Moved 27.11.18 - Completed
DA05	MOE - Waimea College	MOE	Dovedale	A	Light	Classroom	Moved 12.11.18 - Completed
DB02	MOE - Waimea College	MOE	Dovedale	B	Light	Admin+Classroom+Office	Moved 05.11.18 - Completed
DC05	MOE - Waimea College	MOE	Dovedale	A	Dark Grey	Administration	Moved 08.11.18 - Completed
DG01	MOE - Waimea College	MOE	Dovedale	B	Grey	Common Room	Moved 13.11.18 - Completed
DG04	MOE - Waimea College	MOE	Dovedale	A	Grey	Post Grad / Admin	Moved 05.11.18 - Completed
DG06	MOE - Waimea College	MOE	Dovedale	A	Light	Post Grad / Admin	Moved 06.11.18 - Completed
DB01	MOE - Hinds School	MOE	Dovedale	C	Dark Grey	Ablution + Staff Room	Moved
DC04	MOE - Opihi College	MOE	Dovedale	A	Grey	Administration	Moved 25.02.19
DG07	MOE - Opihi College	MOE	Dovedale	A	Grey	Post Grad / Admin	Moved 21.02.19
DD07	MOE - Ohoka School	MOE	Dovedale	A	Light	Administration	Onsite at UC
DF06	MOE - Ohoka School	MOE	Dovedale	A	Light	Administration	Onsite at UC
DC03	Emanuel Christian School	MOE	Dovedale	A	Light	Classroom	Onsite at UC
DE04	Emanuel Christian School	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Onsite at UC
DG02	Emanuel Christian School	MOE	Dovedale	C	Dark Grey	Ablution + Staff Room	Onsite at UC
DG03	Emanuel Christian School	MOE	Dovedale	A	Light	Classroom	Onsite at UC
DG05	MOE - Marlborough Boy's College	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Moved
DB04	MOE - TTKM (Opawa)	MOE	Dovedale	A	Dark Grey	Administration	Onsite at UC
DB07	MOE - TTKM (Opawa)	MOE	Dovedale	A	Dark Grey	Administration	Onsite at UC
DB03	MOE SOUTH ISLAND	MOE	Dovedale	A	Grey	Classroom	Onsite at UC
DB06	MOE SOUTH ISLAND	MOE	Dovedale	A	Grey	Administration	Onsite at UC
DB05	Remaining to storage	MOE	Dovedale	A	Light	Administration	Onsite at UC
DC06	Remaining to storage	MOE	Dovedale	A	Light	Administration	Onsite at UC
DC07	Remaining to storage	MOE	Dovedale	A	Grey	Administration	Onsite at UC
DE03	Remaining to storage	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Onsite at UC
DE05	Remaining to storage	MOE	Dovedale	A	Grey	Post Grad / Admin	Onsite at UC
DE06	Remaining to storage	MOE	Dovedale	A	Light	Post Grad / Admin	Onsite at UC
DE07	Remaining to storage	MOE	Dovedale	A	Dark Grey	Post Grad / Admin	Onsite at UC
DF03	Remaining to storage	MOE	Dovedale	A	Dark Grey	Administration	Onsite at UC
KB02	MOE - Hinds School	MOE	Kirkwood	B	Light	Post Grad+Office	Moved 04.03.19
KC01	Breens Intermediate	MOE	Kirkwood	B	Grey	Post Grad+Office	Moved
KC03	Breens Intermediate	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KC04	Breens Intermediate	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KC06	Breens Intermediate	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KC07	Breens Intermediate	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KE02	Breens Intermediate	MOE	Kirkwood	B	Dark Grey	Ablution + Staffroom	Moved
KD03	MOE - Lake Tekapo School	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KF04	MOE - Lake Tekapo School	MOE	Kirkwood	A	Dark Grey	Post Grad+Office	Onsite at UC
KF07	MOE - Lake Tekapo School	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KD05	Bohally Int	MOE	Kirkwood	A	Light	Classroom	Moved 17.06.19
KF05	Bohally Int	MOE	Kirkwood	A	Light	Classroom	Moved 24.06.19
KB04	Enner Glynn	MOE	Kirkwood	A	Grey	Classroom	Moved 01.07.19
KC02	MOE - TTKM (Opawa)	MOE	Kirkwood	C	Dark Grey	Ablution + Staff Room	Onsite at UC
KG03	MOE - TTKM (Opawa)	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KD08	MOE SOUTH ISLAND	MOE	Kirkwood	A	Light	Classroom	Onsite at UC
KF01	MOE SOUTH ISLAND	MOE	Kirkwood	C	Dark Grey	Ablution + Staff Room	Onsite at UC
KF08	MOE SOUTH ISLAND	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KA04	MOE	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KC05	MOE	MOE	Kirkwood	A	Light	Classroom	Onsite at UC
KD02	MOE	MOE	Kirkwood	B	Light	Post Grad+Office	Onsite at UC
KE03	MOE	MOE	Kirkwood	A	Dark Grey	Post Grad+Office	Onsite at UC
KE04	MOE	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KE05	MOE	MOE	Kirkwood	A	Grey	Two Classroom	Onsite at UC
KE06	MOE	MOE	Kirkwood	A	Light	Classroom	Onsite at UC
KE07	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KF02	MOE	MOE	Kirkwood	B	Grey	Post Grad+Office	Onsite at UC
KF03	MOE	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KF06	MOE	MOE	Kirkwood	A	Light	Two Classroom	Onsite at UC
KG02	MOE	MOE	Kirkwood	C	Grey	Ablution + Staff Room	Onsite at UC
KG04	MOE	MOE	Kirkwood	A	Light	Classroom	Onsite at UC
KG05	MOE	MOE	Kirkwood	A	Grey	Classroom	Onsite at UC
KG06	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KG07	MOE	MOE	Kirkwood	A	Light	Classroom	Onsite at UC
KH01	MOE	MOE	Kirkwood	C	Grey	Ablution + Staff Room	Onsite at UC
KH03	MOE	MOE	Kirkwood	A	Light	Classroom	Onsite at UC
KH05	MOE	MOE	Kirkwood	A	Grey	Two Classroom	Onsite at UC
KH06	MOE	MOE	Kirkwood	A	Dark Grey	Two Classroom	Onsite at UC
KH07	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KH08	MOE	MOE	Kirkwood	A	Dark Grey	Classroom	Onsite at UC
KJ02	MOE	MOE	Kirkwood	A	Grey	Post Grad+Office	Onsite at UC
KJ03	MOE	MOE	Kirkwood	A	Light	Classroom	Onsite at UC

Building Ref	8		9		10		11		12		Comments
	Provisional Allocation MOE	MOE REP	PROJECT STATUS	CONFIRMED INFORMATION?	TO BE MOVED TO STORAGE						
MOE/Privat	List										
DA02	MOE	Gayle Baldwin	Completed	0	n/a	confirmed moved				0	
DA04	#N/A	IAS - Anna McFaul	Funded and Planning	0	N) CHECK;MOE Rep has passed c acts for purchase but Laings adv is advised by Laing. Not confirm				Swapped with K 06	
DA05	#N/A	Simon Trotter	0	0	0					0	
DB01	DB01	#N/A	Corey Krygsman	Completed	0	n/a				0	
DB02	#N/A	Simon Trotter	Completed	Yes	0	n/a				0	
DB03	#N/A	Marcus Deedman	Funded and Planning	0	TBC	oto on file to confirm as accura				0	
DB04	DB04	#N/A	Marcus Deedman	Funded and Planning	0	TBC	eptember 2019;Visit to school i			0	
DB05	DB05	#N/A	unallocated	Unallocated	0	y	0			0	
DB06	DB06	#N/A	unallocated	Unallocated	0	y	?			0	
DB07	DB07	#N/A	unallocated	Unallocated	0	y	0			0	
DC03	DC03	#N/A	SOLD	0	Yes	TBC	Based on Purchase agreement			0	
DC05	#N/A	MOE	Simon Trotter	0	0		ngs advise as gone to Waimea (i			0	
DC06	DC06	MOE	IAS - Gill Maher	Proposed	0	y	To storage			0	
DC07	DC07	MOE	IAS - Gill Maher	Proposed	0	y	to storage			0	
DD07	#N/A	MOE	IAS - Meaghan Singh	Proposed	0	y	0			0	
DE03	DE03	MOE	IAS - Marcus Jamieson	Proposed	0	y	To storage			0	
DE04	#N/A	MOE	SOLD	0	Yes	TBC	Based on Purchase agreement			0	
DE05	DE05	MOE	IAS - Ryan Holt	Proposed	0	y	To storage			0	
DE07	DE07	MOE	Marcus Deedman	Proposed	0	TBC	to be announced 26 July 2019;			0	
DF03	DF03	MOE	Simon Trotter	Completed	0	n/a	0			0	
DF06	#N/A	MOE	IAS - Meaghan Singh	Proposed	0	y	0			0	
DG01	#N/A	MOE	Simon Trotter	Completed	0	n/a	is advised by Laing. Not confirm			0	
DG02	#N/A	MOE	SOLD	0	Yes	TBC	Based on Purchase agreement			0	
DG03	#N/A	MOE	Simon Trotter	Completed	Yes	n/a	ign docs confirming buildings for			0	
DG04	#N/A	MOE	Simon Trotter	Completed	0	n/a	is advised by Laing. Not confirm			0	
DG05	#N/A	MOE	Lance Florence	Completed	Yes	n/a	including photo on new site. La			0	
DG06	#N/A	MOE	Simon Trotter	Completed	0	n/a	is advised by Laing. Not confirm			0	
DG07	#N/A	MOE	Simon Trotter	Completed	Yes	n/a	ign docs confirming buildings for			0	
KA04	KA04	MOE	IAS - Karren Madden	Proposed	0	y	To storage			0	
KB02	KB02	MOE	Corey Krygsman	Completed	0	n/a	is advised by Laing. Not confirm			0	
KB04	KB04	MOE	Lance Florence	Completed	0	n/a	ding condition assessment done			0	
KC01	KC01	MOE	Vikanda Bagrie	Completed	Yes	n/a	email from Vikanda to confirm			0	
KC02	KC02	MOE	Vikanda Bagrie	Completed	No	n/a	DOES NOT ALIGN WITH LAING R			0	
KC03	#N/A	MOE	unallocated	Unallocated	Yes	y	ns email from Vikanda to confir			0	
KC04	#N/A	MOE	unallocated	Unallocated	0	y	0			0	
KC05	KC05	#N/A	Kat Beattie	In Progress	0	y	0			0	
KC06	#N/A	MOE	unallocated	Unallocated	Yes	y	ns email from Vikanda to confir			0	
KC07	#N/A	MOE	Vikanda Bagrie	Proposed	Yes	n	ove to Breens. email from Vikan			0	
KD02	KD02	MOE	Marcus Deedman	Funded and Planning	0	n	us Deedman (MOE) to contact i			0	
KD03	#N/A	MOE	Riki Edmonds	Funded and Planning	0	n	Sept; Riki arranging contract wit			0	
KD05	KD05	MOE	Lance Florence	Completed	0	n/a	ith the assumption that this buil			0	
KD08	KD08	MOE	Simon Trotter	Completed	0	n/a	0			0	
KE02	#N/A	MOE	Vikanda Bagrie	Completed	No	n/a	a toilet block. Assume that the			0	
KE03	KE03	MOE	John Wroth	Funded and Planning	Yes	n	uested for Kaiapoi North by Jon			0	
KE04	KE04	MOE	IAS - Marcus Jamieson	Proposed	0	y	To storage			0	
KE05	KE05	MOE	Riki Edmonds	Funded and Planning	0	n	September;Riki is arranging co			0	
KE06	#N/A	MOE	IAS - Gill Maher	Proposed	0	y	To storage			0	
KE07	KE07	MOE	Riki Edmonds	Funded and Planning	0	n	September;Riki is arranging co			0	
KF01	#N/A	MOE	John Wroth	Funded and Planning	Yes	n	uested for Kaiapoi North by Jon			0	
KF02	KF02	MOE	Marcus Deedman	Funded and Planning	0	n	us Deedman (MOE) to contact i			0	
KF03	KF03	MOE	unallocated	Unallocated	0	y	js as the preferred solution - de			0	
KF04	#N/A	MOE	Riki Edmonds	Funded and Planning	0	n	Sept; Riki arranging contract wit			0	
KF05	#N/A	MOE	Lance Florence	Completed	0	n/a	0			0	
KF06	KF06	MOE	unallocated	Unallocated	0	y	0			0	
KF07	#N/A	MOE	Riki Edmonds	Funded and Planning	0	n	Sept;Riki arranging contract wit			0	
KF08	#N/A	MOE	Lance Florence	Completed	0	n/a	September;Riki is arranging co			0	
KG02	KG02	MOE	IAS - Anna McFaul	Proposed	0	TBC	information to School Support (P			0	
KG03	#N/A	MOE	unallocated	Unallocated	0	y	To storage			0	
KG04	KG04	MOE	IAS - Karren Madden	Proposed	0	y	To storage			0	
KG05	KG05	MOE	Kat Beattie	Proposed	0	y	To storage			0	
KG06	KG06	MOE	Kat Beattie	Proposed	0	y	September;Riki is arranging co			0	
KG07	KG07	MOE	Marcus Deedman	Proposed	0	n	us Deedman (MOE) to contact i			0	
KH01	KH01	MOE	Riki Edmonds	Funded and Planning	0	n	September;Riki is ar anging co			0	
KH03	KH03	MOE	unallocated	Unallocated	0	y	To storage			0	
KH05	KH05	MOE	unallocated	Unallocated	0	y	storage			0	
KH06	KH06	MOE	0	0	0	y	elocs but is on Laings' spreadsh			0	
KH07	KH07	MOE	unallocated	Unallocated	0	y	storage			0	
KH08	KH08	MOE	Anna Drinkwater	Proposed	0	n	ding with toilets; MOE Rep and			0	
KJ02	KJ02	MOE	Anna Drinkwater	Proposed	0	n	rovisional allocation (04/04/19			0	
KJ03	KJ03	MOE	unallocated	Unallocated	0	y	To storage			0	
DC04	#N/A	#N/A	0	0	0	0	0			0	
DE06	#N/A	#N/A	0	0	0	0	0			0	

Era Yuan

From: s 9(2)(a) OIA @scopegroup.co.nz>
Sent: Monday, 30 September 2019 9:17 a.m.
To: Matt Weir; Corey Krygsman
Subject: RE: Russley

No worries.

Are they just going to sit on the ground or do you want a little shingle pad under them?



s 9(2)(a) OIA
 124 Mt Thomas Road, Rangiora 7471
 PO Box 755, Rangiora 7440
 P: (03) 313 5790 / 0800 66 55 10
 M: s 9(2)(a)
www.scopegroup.co.nz



CIVIL & DRAINAGE | DEMOLITION | ASBESTOS REMOVAL | HAZMAT SOLUTIONS | EARTHWORKS | RURAL CONTRACTING

SCOPE

From: Matt Weir <Matt.Weir@education.govt.nz>
Sent: Monday, 30 September 2019 9:16 AM
To: s 9(2)(a) OIA @scopegroup.co.nz>; Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: RE: Russley



Matt Weir | Assistant Delivery Manager | Minor Works
 DDI +6433787576 | Mobile s 9(2)(a) OIA

From: s 9(2)(a) OIA [REDACTED]@scopegroup.co.nz]
Sent: Monday, 30 September 2019 9:10 AM
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>; Matt Weir <Matt.Weir@education.govt.nz>
Subject: RE: Russley

Where is this portocom going?

I can have guys onsite to guide them if required.

	<p>s 9(2)(a) OIA 124 Mt Thomas Road, Rangiora 7471 PO Box 755, Rangiora 7440 P: (03) 313 5790 / 0800 66 55 10 M: s 9(2)(a) [REDACTED] www.scopegroup.co.nz</p>	
<p>CIVIL & DRAINAGE DEMOLITION ASBESTOS REMOVAL HAZMAT SOLUTIONS EARTHWORKS RURAL CONTRACTING SCOPE</p>		

From: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Sent: Monday, 30 September 2019 9:00 AM
To: Matt Weir <Matt.Weir@education.govt.nz>; s 9(2)(a) OIA [REDACTED]@scopegroup.co.nz
Subject: FW: Russley

Hi Team,

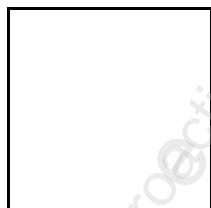
Please see below, does this suit ?

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile s 9(2)(a) OIA [REDACTED]

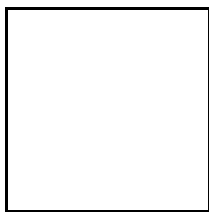
From: Ross Thomson [mailto:Ross.Thomson@portacom.co.nz]
Sent: Monday, 30 September 2019 8:04 a.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: RE: Russley

OK I will book it in for Wednesday
 Someone will be on site
 When are Laings going in ?



Ross Thomson
 Sales & Hire Consultant

Portacom New Zealand Limited
 E ross.thomson@portacom.co.nz | W www.portacom.co.nz
 D +6433447893 | M +64274730696 | F +6433443438
 A 1-3 Lakes Way, Harewood, Christchurch, 8042



From: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Sent: Monday, 30 September 2019 7:06 AM
To: Ross Thomson <Ross.Thomson@portacom.co.nz>
Cc: Matt Weir <Matt.Weir@education.govt.nz>
Subject: RE: Russley

Warning - External email.

Hi Ross.

Yes we are ☺

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: Ross Thomson [<mailto:Ross.Thomson@portacom.co.nz>]
Sent: Friday, 27 September 2019 2:17 p.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Russley

Corey
Are you ready for the 2 Portacoms at Russley ?

Cheers

Ross



Ross Thomson
Sales & Hire Consultant

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From: [Adel Isaac](#)
To: [Matt Weir](#)
Subject: RE: Russley School Fencing
Date: Monday, 30 September 2019 3:48:42 p.m.
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Hi Matt,
 Yes, That set up is fine.
 Regards

Adel Isaac | Delivery Manager
 DDI +6433787501 | Mobile **s 9(2)(a) OIA**

From: Matt Weir
Sent: Monday, 30 September 2019 1:10 PM
To: Adel Isaac <Adel.Isaac@education.govt.nz>
Subject: FW: Russley School Fencing

Hi Adel
 Please see attached the proposed temp classroom layout.

Let us know if this is suitable with your understanding of the potential revised master plan.

Thanks

Matt

Matt Weir | Assistant Delivery Manager | Mino Works
 DDI +6433787576 | Mobile **s 9(2)(a) OIA**

From: Corey Krygsman
Sent: Monday, 30 September 2019 1:00 PM
To: Greg Lewis <principal@russley.school.nz>
Cc: Matt Weir <Matt.Weir@education.govt.nz>; Jared Lane <jared@apdesign.co.nz>; Dan Mulqueen <dan@scopegroup.co.nz>; Ryan Thomson <ryan@scopegroup.co.nz>; Gill Maher <Gill.Maher@education.govt.nz>
Subject: FW: Russley School Fencing

Hi Greg,

Please find attached the suggested plans and fencing lay out for location , if you are happy with this please let me know, as the team is on site as of tomorrow to start set up, the temp admin and toilets will be on site as of wednesday .

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a) OIA**

From: s 9(2)(a) OIA [REDACTED]@scopegroup.co.nz]
Sent: Monday, 30 September 2019 12:23 p.m.
To: Matt Weir <Matt.Weir@education.govt.nz>; Corey Krygsman
<Corey.Krygsman@education.govt.nz>
Cc: s 9(2)(a) OIA [REDACTED]@scopegroup.co.nz>
Subject: Russley School Fencing

Hi Guys,

Please see attached mark up for proposed site fencing around the worksite at Russley school.

Please let me know if your happy with this and I will get it booked in.

Thanks

s 9(2)(a) OIA
[REDACTED]
[REDACTED]

Scope Group

0800 66 55 10



s 9(2)(a) OIA
124 Mt Thomas Road, Rangiora 7471
PO Box 755, Rangiora 7440
P (03) 313 5790 / 0800 66 55 10
M s 9(2) [REDACTED]
www.scopegroup.co.nz

cid:image002.jpg@01D57789.C41C1FA0





Proposed Site fencing

Trees to be removed

**Approx extent
of site scrape**

**Playground to be
altered to allow access
to be formed**

GENERAL NOTES

Contractor is to confirm all dimensions on site before commencing work.

All discrepancies or omissions must be confirmed with the designer before commencing work.

All work is to be carried out in accordance with the New Zealand Building Code and local bylaws as they apply eg: ECAN

B1: Structure. Unless noted otherwise a timber is to be SG8, and a timber framing is to comply with NZS 3604 2011.

B2: Durability. Unless noted otherwise a timber is to be treated to H1.2.

C1-4: Refer to the Smoke alarm positions on the Floor Plan. Ensure only approved 'hush type' smoke alarm to AS3786, BS15446 pt1, or UL217 as per NZBC F7/AS1 are installed

D1: Access. Ensure all surfaces along exterior access routes are non-slip to the requirements of the code. The minimum level of finish would be:

"Exposed Concrete: Broomed Finished"
"Timber steps to have sand/grit impregnated coating"

E1: Surface Water Minimum pipe gradients and sizes.
100dia SW pipes fall @ 1:120
Spouting falls to outlet.
74Ø Downpipes min.
impervious surfaces 1:100 fall min.

All pipes passing through concrete are to be lagged in Denso Tape.

E3: 10mm Aqualine Gib behind all wet areas on H3.1 framing;
Impervious surface finishes to all bathrooms, Laundries and wet areas.

F5: Construction and Demolition Hazards. All construction and demolition works to comply to the requirements of the code. Site fencing, 2m high to be erected and maintained until build is enclosed and secure.

G9: Electricity. All Electrical work is to comply with electrical codes of practice and a Certificate of Compliance left with the homeowner.

G13: Foul Water. All work is to comply with AS/NZS 3500 part 2.2.
Minimum gradients: 50mm drain 1:40
65mm drain 1:40
100mm drain 1:50

H1: Energy Efficiency Refer to the attached table showing how compliance is met.

Sediment Control

Provide stabilised entry pad & wash down area for contractor vehicles in accordance with ECAN sediment control for small sites.

Vehicles involved in the excavation will be delivered to site and then removed via truck. The use of metal grates will minimize any unnecessary disturbance of the ground.

Excavated topsoil is to be spread around the site and flattened where possible. The rest is to be removed from site. While stored on site all soil is to be covered with impervious sheet.

Storm water drains laid during construction are to be capped until construction is complete to avoid sediment entering the storm water system.

Down pipes installed during construction are to be connect to the permanent underground storm water systems as soon as practical.

All existing vegetation surrounding the building area is to be retained during construction and will act as a vegetation buffer for sediment run off.

All sediment control measures & structures are to be installed prior to major earthworks and are to be checked and maintained every day.

Sheet List

Sheet Number	Sheet Name	Current Revision
000	Cover Sheet	
100.1	Site Plan	
110.1	Proposed Floor Plan	
110.2	Building Pile Layout Plan	
110.3	Unnamed	
120.1		

Classroom Relocation

for

Russley School BOT's

at

Russley School, 95 Cutts Road, Christchurch



REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	
			- AP Design	
			DRAWN	- Nic Best
			CHECKED	- Jared Lane
			APPROVED	-
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TITLE Russley School Board of Trustees
Temporary Classroom Relocation
Russley School, 95 Cutts Road, Christchurch

Cover Sheet

STATUS Preliminary

SCALE 1:100

PLOT DATE
27/05/2019 4:39:41 PM

FILE
4040

SHEET
000

REVISION

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE


150mm

100

50

10mm

27/09/2019 4:39:41 PM

LEGAL DESCRIPTION	
Address:	Project Address
Lot	PT Lot 64
DP	388
CB	NA
SITE/PROJECT AREAS	
Wind Region:	A
Earthquake Zone:	2
Exposure:	C
Wind Zone:	Medium
Planning Zone:	L1
Site Area:	000 0 m ²
Proposed House Area:	000 00 m ²
Proposed Garage Area:	00 00m ²
Overall Building height	0 00m
Total Building Area:	000 0 m ²
Site Coverage:	00%
LEGEND	
Proposed Building	



GENERAL NOTES:

All dimensions are nominal and are to be checked on site before commencing work.

Unless noted otherwise all timbers H1.2 SGB to NZS3604:2011 and NZS3602:2003

All work to comply with the relevant section of the New Zealand Building Code.

Location of water supply, power & phone to be confirmed on site.

All pipes passing through concrete are to be lagged in Denso Tape. Pipes shall incorporate expansion joints in accordance with Chapter 8 of NZS 7643.

Hot water pipes shall be sized to NZBC G12 & NZS 4305:1196. Mains pressure: 15mmØ allows 12m max pipe length. Pipe lengths beyond this must be lagged.

All plumbing and drainage to be installed with NZBC G13/AS1 or AS/NZS 3500

Site Plan

1 : 1000

REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	
			DRAWN	- AP Design
			CHECKED	- Nic Best
			APPROVED	- Jared Lane
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TITLE Russley School Board of Trustees Temporary Classroom Relocation Russley School, 95 Cutts Road, Christchurch				
Site Plan				
STATUS Preliminary				
SCALE As indicated	PLOT DATE 27/09/2019 4:39:41 PM	FILE 4040	SHEET 100.1	REVISION

GENERAL NOTES:

Relocated Building Area: 720 m²
 Link Area: 19.2 m²
 Deck Area: TBC

Relocated Building Cladding: Metal Weather Boards
 Link Cladding: Painted fibre cement sheet

Roof Cladding: Longrun
 Roof Pitch Reloc's: 15°
 Roof Pitch Links: 8°
 Eaves Width: 0-250mm
 Ceiling Height: 2700
 FFL: 650 above datum

All dimensions are nominal and are to be checked on site before commencing work

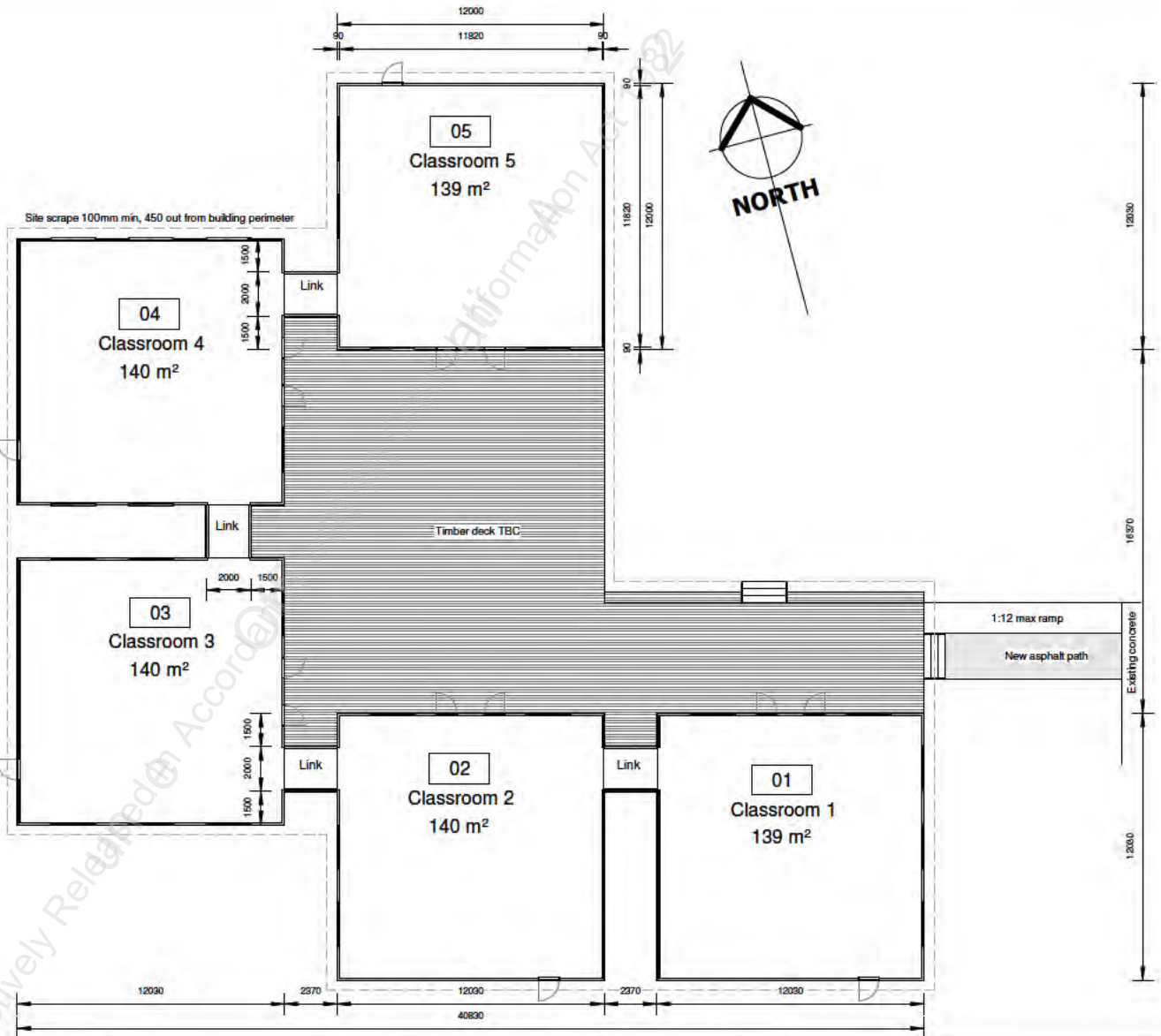
Unless noted otherwise all timbers H1.2 SGB to NZS3604:2011 and NZS3602:2003

All work to comply with the Relevant Sections of the New Zealand Building Code, Local Authority By-laws & regulations, Drainage & Plumbing Regulations, Electrical Wiring Regulations and all current amendments of the above document.

Smoke alarms to comply with NZBC Clause G7
 Battery powered with hush facility with a minimum duration of 60 seconds.

Proposed Floor Plan

1 : 200



REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	- AP Design
			DRAWN	- Drawn
			CHECKED	- Checked
			APPROVED	- Approved
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TITLE Russley School Board of Trustees Temporary Classroom Relocation Russley School, 95 Cutts Road, Christchurch				
Proposed Floor Plan				
STATUS Preliminary				
SCALE As indicated	PLOT DATE 27/09/2019 4:35:41 PM	FILE 4040	SHEET 110.1	REVISION

CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE



27/09/2019 4:39:43 PM

GRAPHIC SCALES

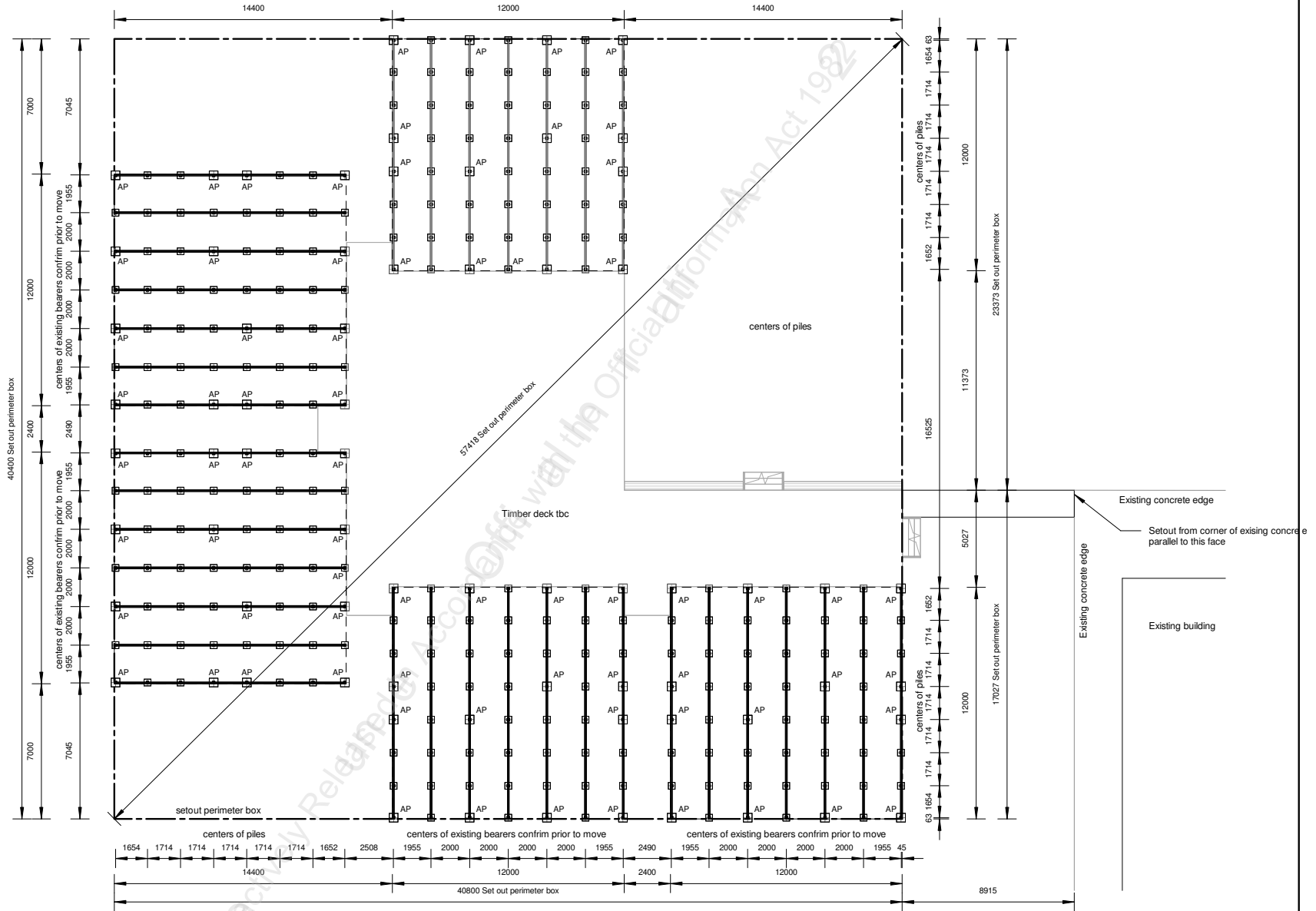
DRAWING NOTES:
Bearers shown on plan are existing based on existing consent plans for the relocatable buildings, confirm existing bearer setout prior to moving buildings.

Ensure set out perimeter box is a minimum of 8m from existing buildings and site boundaries.

Ordinary Piles: (42 per Unit, 210 total), 125x125 H5 Pile, 350x350x400 deep 17.5MPa concrete footing

Anchor Piles: (14 per Unit, 70 total), 125x125 H5 Pile, 450x450x900 deep 17.5MPa Concrete footing

AP = Anchor Pile



Building Pile Layout

1 : 200

REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	- AP Design Ltd
			DRAWN	- Nic Best
			CHECKED	- Jared Lane
			APPROVED	-
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TITLE Russley School Board of Trustees Temporary Classroom Relocation Russley School, 95 Cutts Road, Christchurch				
Building Pile Layout Plan				
STATUS Preliminary				
SCALE 1 : 200	PLOT DATE 27/09/2019 4:39:43 PM	FILE 4040	SHEET 110.2	REVISION

MEMO

To: Coralanne Child, Director of Education, Canterbury
From: Lynne Topham, Education Advisor
CC: Jill Forgie, Manager Education
Date: 1 October 2019
Subject: Request for special reasons staffing for Russley School (3496)

Russley School is a full primary school (years 1-8) in Christchurch's Wigram electorate. Its 1 July 2019 actual roll was 466.

Background

A recent fire severely damaged a classroom block and has displaced 4 classes of year 7-8 students. Subsequent discovery of asbestos contamination of the damaged buildings has added to the associated risks. The administration area has also been condemned due to fire damage.

Request

Additional staffing of 1.0 FTTE is requested to provide additional support for the year 7-8 teaching team and students.

Rationale

As a result of the fire, four classes will be housed off-site at the University of Canterbury Dovedale Campus for most of term 4. Additional staffing is needed to manage the logistics of operating these off-site classes in addition to providing additional support for the teaching team and students.

Previous additional staffing support

We have not approved any Special Reasons Staffing for Russley School since 2013.

Recommendation:

I recommend that you approve Special Reasons Staffing of 1.0 FTTE for term 4, 2019. This will be reviewed near the end of the year to assess progress with the rebuilding of the damaged classrooms and the need for any ongoing support.

Agree / Disagree

Coralanne Child
Director of Education, Canterbury

Greg Lewis
Principal
Russley School
Christchurch

Te Urutī, 48 Hereford St
PO Box 2522
Christchurch 8013

By email: principal@russley.school.nz

1 October 2019

Kia ora Greg

Special Reasons Staffing for Russley School

I have carefully considered your school's needs after the recent fire and have approved Special Reasons Staffing of 1.00 FTTE for term 4 of 2019. This is on the basis that we recognise the additional workload placed on you and your team to manage the off-site classes and provide additional support for the other issues related to rebuilding and recovery. We will review this staffing near the end of the year to determine whether any ongoing support is needed.

Special Reasons Staffing is a short term, additional resource to be used for managing a particular situation. It is provided on the understanding that it is used for the purpose and within the timeframe for which it is allocated. Each request is considered on a case by case basis and should not be taken as a precedent for future applications.

Your school will receive a revised Staffing Entitlement Notice showing the additional staffing. Please note that if you have unused staffing at the end of the Banking Staffing balancing period, the Full Time Teacher Equivalent (FTTE) allocated as Special Reasons Staffing may be deducted from the unused staffing entitlement before the Ministry calculates the amount to be reimbursed to the Board.

I wish you and your staff all the best at this stressful time.

Nga mihi

Coralanne Child
Director of Education for Canterbury

cc Jonathan Fearn
Board Chairperson

s 9(2)(a) OIA

From: Corey Krygsman
To: Yvone Caetano
Cc: Gill Maher; Adel Isaac
Subject: RE: Russley School
Date: Tuesday, 1 October 2019 8:49:54 a.m.
Attachments: image001.jpg
 image002.jpg

Hi Yvone,

Gill and I have discuss and more than happy to proceed.

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile **s 9(2)(a)**

From: Yvone Caetano [mailto:yvone.caetano@schoolsupport.co.nz]
Sent: Tuesday, 1 October 2019 8:35 a.m.
To: Gill Maher <Gill.Maher@education.govt.nz>; Corey Krygsman <Corey.Krygsman@education.govt.nz>; Adel Isaac <Adel.Isaac@education.govt.nz>
Subject: Fwd: Russley School

Hi Corey,

The fire engineer has been on site (Russley School) and has offered solutions to the fire alarm system. Please see below. In short., overhead cables as a temporary solution (which I have approved as part of the emergency works). And then a long term solution incorporating the temporary classroom Can you please let me know if you would like to proceed with that option (detailed below)

Thanks

Yvone Caetano B.DES, PMP,

Senior Project Manager
 SSL PROJECT MANAGEMENT

Unit 2B, 11 Coppel Place | P.O. Box 293 Christchurch 8140
P: 03 281 7686| **M:** 027 229 9237| **E:** yvone.caetano@schoolsupport.co.nz

----- Forwarded message -----

From: David James <davidj@pfc.co.nz>
Date: Wed, 25 Sep 2019 at 17:44
Subject: Russley School
To: tony@rhinofiresecurity.co.nz <tony@rhinofiresecurity.co.nz>, Jared Lane (Jared@apdesign.co.nz) <Jared@apdesign.co.nz>
Cc: Yvone Caetano <yvone.caetano@schoolsupport.co.nz>, Natalie McCullough <natalie.mccullough@schoolsupport.co.nz>

Hi Tony, Jared,

Please refer to the attached site plan.

Confirming our discussions on site this afternoon:

Existing Type 2 manual fire alarm system:

This exists in all buildings, controlled by the existing fire alarm panel in the Admin building. The fire alarm panel is currently not operable.

Existing Type 4 automatic smoke detection system:

This exists in the SW Hall, controlled by the existing fire alarm panel in the Admin building. The fire alarm panel is currently not operable.

Existing Security System with ancillary smoke detectors:

This exists in all buildings, controlled by the existing security alarm panel in the Admin building. The system is presently 100% operable.
Cable connections between buildings are via recently installed overhead conduits.

Immediate Work Required:

1. *Replace the existing inoperable fire alarm panel in the Admin building with a new analogue addressable fire alarm panel.*
2. *Connect the existing Type 2 manual alarm systems in each building back to the new panel. Install new overhead cabling where necessary via the same routes as the existing overhead cabling.*
3. *Connect the existing Type 4 automatic smoke detection system in the SW Hall back to the new panel. Install new overhead cabling where necessary via the same routes as the existing overhead cabling.*

Yvonne, we suggest overhead cabling between buildings simply for speed, so that the fire alarm systems are made operational as quickly as possible. This obviously isn't a permanent solution, but we assume is acceptable to you given the future redevelopment project. New underground cabling between new buildings will form part of the future project. Please confirm you are OK with this approach.

We suggest the above work could be done without consent, or under consent exemption, given that it is reinstatement work. It may pay to check this with Council.

Relocatable Buildings:

5 relocatable buildings from Canterbury University are to be located west of the SW Hall. Powell Fenwick shall advise on the required minimum distance from the southern boundary and the required minimum distance from the Hall.
The 5 buildings are to be linked with walled and roofed links so that the 5 buildings can be considered as one single building. This allows zero fire rating between the buildings.
These buildings presently include analogue addressable smoke detection and manual alarm systems.
This existing equipment shall be connected to the new analogue addressable fire alarm panel in the Admin building. Install new underground cabling from the Hall to the new buildings.

Yvonne, we suggest underground cabling between the Hall and the Relocatables because we assume the Hall is to remain and the Relocatables may be there for some time. Please confirm you are OK with this approach.

The Relocatables are consentable work, so we will need to prepare a Fire Report, specs etc in due course.

Tony, please can you confirm you agree with the above.

Jared, I'll do the radiation calcs and advise the minimum distances marked 'TBC' on your site plan.

Regards

David James

Director | Fire Engineer

P 03 366 1777 M **9(2)** E davidj@pfc.co.nz W www.pfc.co.nz

A 383 Colombo St, Sydenham, Christchurch | PO Box 7110, Sydenham 8240 Christchurch

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From: [Greg Lewis](#)
To: [Corey Krygsman](#)
Cc: [Matt Weir](#); [Jared Lane](#); [s 9\(2\)\(a\)](#); [Gill Maher](#); [Yvone Caetano](#)
Subject: Re: Russley school loose programme
Date: Tuesday, 1 October 2019 11:07:38 a.m.
Attachments: [image001.png](#)

Morena koutou

Something to add to the discussion for tomorrow is the relative merits of what maybe is able to be delayed vs. how much time might be recouped for a return to school? I'm specifically thinking of the internal fit out, decking etc. If all of this can be achieved at the same time, then delaying aspects of it might not make a lot of difference to the overall timeframe of the project. I'd prefer to have it all done at once but would also like to know the opportunity costs of a different decision.

Nga mihi

Greg Lewis

Tumuaki/Principal

DDI.(03) 342 7783 [s 9\(2\)\(a\) OIA](#)

e. principal@russley.school.nz



On Fri, Sep 27, 2019 at 10:14 AM Corey Krygsman
 <Corey.Krygsman@education.govt.nz> wrote:

Hi Greg,

Please find a programme attached as promised , this will be re-adjusted when plans have been agreed and finalized. the temporary portacom toilets and admin will be also delivered over the school break .

Any questions please let me know.

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile [s 9\(2\)\(a\) OIA](#)
 48 Hereford Street, Christchurch

education.govt.nz

***We shape an education system that delivers equitable and excellent outcomes
He mea tarai e matou te mātāuranga kia rangatira ai, kia mana taurite ai ona huanga***



Released under the Official Information Act 1982

Russley School Relocatables- Draft Programme

ID	Task Mode	Task Name	Duration	Start	30 Sep '19	7 Oct '19	14 Oct '19	21 Oct '19	28 Oct '19	4 Nov '19	11 Nov '19	18 Nov '19	25 Nov '19	2 Dec '19
1		Project Duration	40 days	Mon 30/09/19	Project Duration									
2		Site Establishment	1 day	Mon 30/09/19	Site Establishment									
3		Establish Access	2 days	Mon 30/09/19	Establish Access									
4		Building Platform Prep	3 days	Wed 2/10/19	Building Platform Prep									
5		Relocate Buildings	10 days	Mon 7/10/19	Relocate Buildings									
6		Install Foundations	10 days	Mon 7/10/19	Install Foundations									
7		Secure Buildings to Foundations	5 days	Mon 21/10/19	Secure Buildings to Foundations									
8		Decks & Ramps	10 days	Mon 28/10/19	Decks & Ramps									
9		Service Installations	10 days	Mon 28/10/19	Service Installations									
10		Make Good- Interiors	15 days	Mon 4/11/19	Make Good- Interiors									
11		Construct Mowing Strip to Perimeter	5 days	Mon 11/11/19	Construct Mowing Strip to Perimeter									
12		Clean Up Sports Field	2 days	Mon 18/11/19	Clean Up Sports Field									
13		Disestablish Access	2 days	Wed 20/11/19	Disestablish Access									

Project: Russley Draft Programme
Date: Fri 27/09/19

Task	Project Summary	Manual Task	Start-only	Deadline
Split	Inactive Task	Duration-only	Finish-only	Progress
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress
Summary	Inactive Summary	Manual Summary	External Milestone	

From: [Jared Lane](#)
To: [Corey Krygsman](#); [Greg Lewis](#)
Cc: [Matt Weir](#); [s 9\(2\)\(a\) OIA](#); [Gill Maher](#)
Subject: Re: FW: Russley School Fencing
Date: Tuesday, 1 October 2019 1:16:06 p.m.
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Hi all - to answer your question..

The Hall?, yes. Bare minimum allowable.

The south boundary, close to it - but we could go 6 metres closer. I had wanted the approach to the classrooms to be very visible from the main school, and for the classrooms to not be completely hidden behind the hall. At the moment it is all centered around the existing concrete path and the most direct access for the ramp etc. We can discuss tomorrow if you'd like.

Kind regards

Jared Lane
 Director
 AP Design Ltd
 T 03 942 1977
 C 021 2777960
 E jared@apdesign.co.nz

On 01-Oct-19 1:04 PM, Corey Krygsman wrote:

Hi Greg / Jared ,

I will this question to be answered by Jared .

Regards

Corey Krygsman | Project Delivery Manager
 DDI +6433787358 | Mobile [s 9\(2\)\(a\) OIA](#)

From: Greg Lewis
Sent: Tuesday, 1 October 2019 10:47 a.m.
To: Corey Krygsman <Corey.Krygsman@education.govt.nz>
Cc: Matt Weir <Matt.Weir@education.govt.nz>; Jared Lane <Jared@apdesign.co.nz>; [s 9\(2\)\(a\) OIA](#) <[s 9\(2\)\(a\) OIA @scopegroup.co.nz](mailto:s 9(2)(a) OIA @scopegroup.co.nz)>; [s 9\(2\)\(a\) OIA](#) <[s 9\(2\)\(a\) OIA @scopegroup.co.nz](mailto:s 9(2)(a) OIA @scopegroup.co.nz)>; Gill Maher <Gill.Maher@education.govt.nz>
Subject: Re: FW: Russley School Fencing

Thanks Corey. I'm assuming (in good faith) that the easements from the fence and hall are the absolute minimum allowable. The building now projects beyond what I had envisaged and what had been discussed at the time. Just confirming.

Nga mihi

Greg Lewis
 Tumukaki/Principal
 DDI.(03) 342 7783 [s 9\(2\)\(a\) OIA](#)
 e. principal@russley.school.nz

On Mon, Sep 30, 2019 at 1:00 PM Corey Krygsman
<Corey.Krygsman@education.govt.nz> wrote:

Hi Greg,

Please find attached the suggested plans and fencing lay out for location, if you are happy with this please let me know, as the team is on site as of tomorrow to start set up, the temp admin and toilets will be on site as of wednesday.

Regards

Corey Krygsman | Project Delivery Manager
DDI +6433787358 | Mobile s 9(2)(a)

From: s 9(2)(a) OIA [mailto:s 9(2)(a)@scopegroup.co.nz]
Sent: Monday, 30 September 2019 12:23 p.m.
To: Matt Weir <Matt.Weir@education.govt.nz>; Corey Krygsman <Corey.Krygsman@education.govt.nz>
Cc: s 9(2)(a) OIA [mailto:s 9(2)(a)@scopegroup.co.nz]
Subject: Russley School Fencing

Hi Guys,

Please see attached mark up for proposed site fencing around the worksite at Russley school.

Please let me know if your happy with this and I will get it booked in.

Thanks

s 9(2)(a) OIA

Scope Group
0800 66 55 10



s 9(2)(a) OIA
124 Mt Thomas Road, Rangiora 7471
PO Box 755, Rangiora 7440
P: (03) 313 5790 / 0800 66 55 10
M: s 9(2)
www.scopegroup.co.nz

cid:image002.jpg@01D57789.C41C1FA0



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From: Sarah Edgar
To: Gill Maher
Subject: FW: School Name: Russley School, Your ref: 3496, Our ref: 2171696
Date: Tuesday, 1 October 2019 5:08:55 p.m.
Attachments: [MOE Second Report.pdf](#)
[image001.jpg](#)
[image002.png](#)

FYI ☺

Sarah Edgar | Senior Advisor - Contracted Services | National Infrastructure Services, EIS
 DDI +64 4 4394695
 22 The Terrace, Wellington

education.govt.nz | Follow us on Twitter: @EducationGovtNZ

We get the job done *Ka oti i a matou nga mahi*
We are respectful, we listen, we learn *He ropu manaaki, he ropu whakarongo, he ropu ako matou*
We back ourselves and others to win *Ka manawanui ki a matou, me etahi ake kia wiktoria*
We work together for maximum impact *Ka mahi ngatahi mo te tukinga nui tonu*

Great results are our bottom line *Ko nga huanga tino pai a matou whaingā mutunga*

Ministry of Education logo



From: ben.marsh@nz.sedgwick.com [mailto:ben.marsh@nz.sedgwick.com]

Sent: Tuesday, 1 October 2019 4:20 p.m.

To: Ian Goodger <Ian.Goodger@education.govt.nz>; Sarah Edgar
 <Sarah.Edgar@education.govt.nz>

Subject: School Name: Russley School, Your ref: 3496, Our ref: 2171696

Hi Sarah and Ian,

Please find attached our second report, Corporate Risks electrical inspection report and invoice for your attention.

Regards,

Ben Marsh | Loss Adjuster | Acting Branch Manager
 3B Barry Hogan Place | Riccarton, Christchurch
 DIRECT +64 3 341 3622
 MOBILE +64 27 585 6814 | EMAIL ben.marsh@nz.sedgwick.com
www.sedgwick.com/nz | Caring counts®



(See attached file: MOE 022 Invoice.xls)

(See attached file: MOE 022 Electrical Analysis Report.pdf)

(See attached file: MOE Second Report.pdf)

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1 October 2019

Ministry of Education
Property Management Group
by e-mail only

Attention Ian Goodger
CC Sarah Edgar

SECOND REPORT - Commercial Fire Claim

CLAIM DETAILS

Client reference	3496
Our reference	2171696
Insured name	Russley School
Policy type	Material Damage and Business Interruption Policy - Ministry of Education Agreed Wording
Situation of Loss	75 Cutts Road, Russley, Christchurch 8042
Date of loss	17 September 2019
Cause	Accidental fire
Summary	<p>A large fire has occurred in the school's "Te Moana" block (Block 1), with four classrooms having been severely burned and others suffering smoke and water damage. This report outlines the outcome of the cause and origin report provided by Corporate Risks and also recommends payment of their fee</p> <p><i>Unless otherwise stated, all monetary values referred to within this report are exclusive of GST and prior to application of the policy excess.</i></p>
Recovery	No recovery possible

Estimate of Loss	Gross Estimate	Payments to Date	This Report	Balance
Material Damage	\$2,050,000	\$0	\$7,212.68	\$2,042,787.32
Business Interruption	\$500,000	\$0	\$0	\$500,000.00
Total	\$2,550,000	\$0	\$7,212.68	\$2,542,787.32
Adjusting Fee	\$60,000	\$0	\$0	\$60,000



Current Position

We have received a copy the Corporate Risks Electrical Investigation report which outlines the circumstances of the fire and determines the cause of the fire to be due to the deterioration of the wiring in a 6 way multi-board which was located above the radiator.

Corporate Risks commented that it is most likely that the PVC insulation of the multi-board has been degraded by heat over a period of time due to its position above the radiator.

We note that the multi-board was likely installed by the teacher or a member of the schools property maintenance staff. As such we are satisfied that no third party was at fault for the loss and no recovery of Insurers funds can be pursued.

We have reviewed the invoice provided by Corporate Risks in the sum of \$8,294.58, which have received agreement that the schools contents insurers, Offshore Markets Placements Ltd (OMPL), to pay 50% of fee and will reimburse the Ministry the sum of \$4,147.29 as per the bank details provided by your office.

We recommend that the Ministry pay the attached Corporate Risk invoice in full as per the below payment recommendation.

Payment

Payee:	Corporate Risks Limited
Invoice:	MOE 22
Bank account:	06 0545 0316670 00
Amount:	\$8,294.58 including GST

Conclusion

We continue to work with School Support and also await the report from the quantity surveyor, BBD.

Yours faithfully

Sedgwick

Ben Marsh
Loss Adjuster
Mobile: 027 585 6814
Email: ben.marsh@nz.sedgwick.com

Peer review by Mark Taylor



Received and cleared at the Office with the Information Act 1982

From: [Corey Krygsman](#)
To: s 9(2)(a)
Cc: [Matt Weir](#)
Subject: Fwd: MW2240-217019 Russley School | Reloc internal design meeting
Date: Wednesday, 2 October 2019 5:56:43 p.m.
Attachments: [20191002_Pile layout_Russley School Relocateables.pdf](#)
[ATT00001.htm](#)
[Site Levels.pdf](#)
[ATT00002.htm](#)

Hi dan ,

Please find

New pile lay out

Cheers

Sent from my iPhone

Begin forwarded message:

From: Nic Best <nic@apdesign.co.nz>
Date: 2 October 2019 at 5:12:49 PM NZDT
To: Jared Lane <Jared@apdesign.co.nz>, Matt Weir
 <Matt.Weir@education.govt.nz>, Corey Krygsman
 <Corey.Krygsman@education.govt.nz>
Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi Team,

Revised pile layout for reloc's based on today's meeting. Let me know if you need any further info to locate buildings on site. I will crack on with Developed design for Council Exemption for the end of this week.

Regards,

Nic Best
 Director
 AP Design Ltd
 T 03 942 1977
 M 029 770 8360
 E nic@apdesign.co.nz

Have a great day!

On 26/09/2019 8:01 AM, Jared Lane wrote:

Hi guys,

We are just finishing up our piling plans today. One question we had was can you confirm the units allocated to the school are the ones that come apart perpendicular to the ridgeline? ie: we don't have to split the trusses and then reconnect them?

Kind regards

Jared Lane

Director

AP Design Ltd

T 03 942 1977

C 021 2777960

E jared@apdesign.co.nz



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Released under the Official Information Act 1982

From: Matt Weir
To: s 9(2)(a) OIA
Cc: Minor Works CS; Corey Krygsman
Subject: FW: MW2240-217019 Russley School | Reloc internal design meeting
Date: Thursday, 3 October 2019 8:33:27 a.m.
Attachments: 20191002_Pile layout_Russley School Relocateables.pdf
 Site Levels.pdf
 image001.jpg

Good morning Gents

Please find attached the finalised layout plans for the relocs at Russley school.

As Below, the developed design will follow shortly.

Thanks

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
 DDI +6433787576 | Mobile s 9(2)(a) OIA

From: Nic Best [mailto:nic@apdesign.co.nz]
Sent: Wednesday, 2 October 2019 5:13 PM
To: Jared Lane <Jared@apdesign.co.nz>; Matt Weir <Matt.Weir@education.govt.nz>; Corey Krygsman <Corey.Krygsman@education.govt.nz>
Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi Team,

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Regards,

Nic Best
 Director
 AP Design Ltd
 T 03 942 1977
 M 029 770 8360
 E nic@apdesign.co.nz

Have a great day!

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perpendicular to the ridgeline? ie: we dont have to split the trusses and then reconnect them?

Kind regards

Jared Lane
Director
AP Design Ltd
T 03 942 1977
C 021 2777960
E jared@apdesign.co.nz



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CONTRACTOR TO VERIFY ALL DIMENSIONS ON SITE


150mm

100

50

10mm

2/10/2019 5:10:01 PM

LEGAL DESCRIPTION	
Address:	95 Cutts Road
Lot	PT Lot 64
DP	388
CB	NA
SITE/PROJECT AREAS	
Wind Region:	A
Earthquake Zone:	2
Exposure:	C
Wind Zone:	Medium
Planning Zone:	L1
LEGEND	
Proposed Building	
GENERAL NOTES:	
All dimensions are nominal and are to be checked on site before commencing work.	
Unless noted otherwise all timbers H1.2 SG8 to NZS3604:2011 and NZS3602:2003	
All work to comply with the relevant section of the New Zealand Building Code.	
Location of water supply, power & phone to be confirmed on site.	
All pipes passing through concrete are to be lagged in Denso Tape. Pipes shall incorporate expansion joints in accordance with Chapter 8 of NZS 7643.	
Hot water pipes shall be sized to NZBC G12 & NZS 4305:1196. Mains pressure: 15mmØ allows 12m max pipe length. Pipe lengths beyond this must be lagged.	
All plumbing and drainage to be installed with NZBC G13/AS1 or AS/NZS 3500	



Site Plan
1 : 1000

REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	
			- AP Design	
			DRAWN	- Nic Best
			CHECKED	- Jared Lane
			APPROVED	-
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TITLE Russley School Board of Trustees Temporary Classroom Relocation Russley School, 95 Cutts Road, Christchurch				
Site Plan				
STATUS Preliminary				
SCALE As Indicated	PLOT DATE 2/10/2019 5:10:01 PM	FILE 4040	SHEET 100.1	REVISION

GENERAL NOTES:

Relocated Building Area: 720 m²
 Link Area: 19.2 m²
 Deck Area: TBC

Relocated Building Cladding: Metal Weather Boards
 Link Cladding: Painted fibre cement sheet

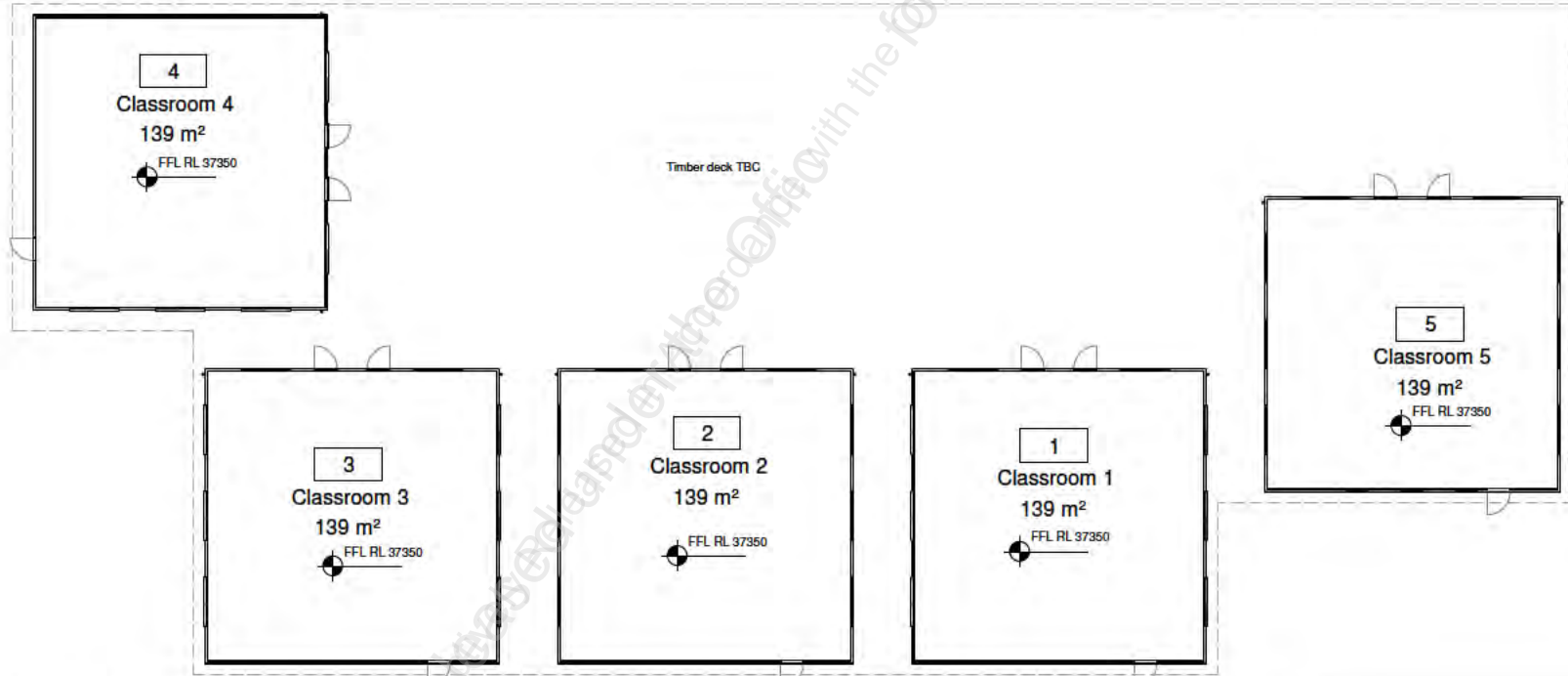
Roof Cladding: Longrun
 Roof Pitch Reloc's: 15°
 Roof Pitch Links: 8°
 Eaves Width: 0-250mm
 Ceiling Height: 2700
 FFL: 650 above datum

All dimensions are nominal and are to be checked on site before commencing work

Unless noted otherwise all timbers H1.2 SGB to NZ3604:2011 and NZS3602:2003

All work to comply with the Relevant Sections of the New Zealand Building Code, Local Authority By-laws & regulations, Drainage & Plumbing Regulations, Electrical Wiring Regulations and all current amendments of the above document.

Smoke alarms to comply with NZBC Clause G7
 Battery powered with hush facility with a minimum duration of 60 seconds.



Proposed Floor Plan

1 : 200

Site scrape 100mm min, 450 out from building perimeter

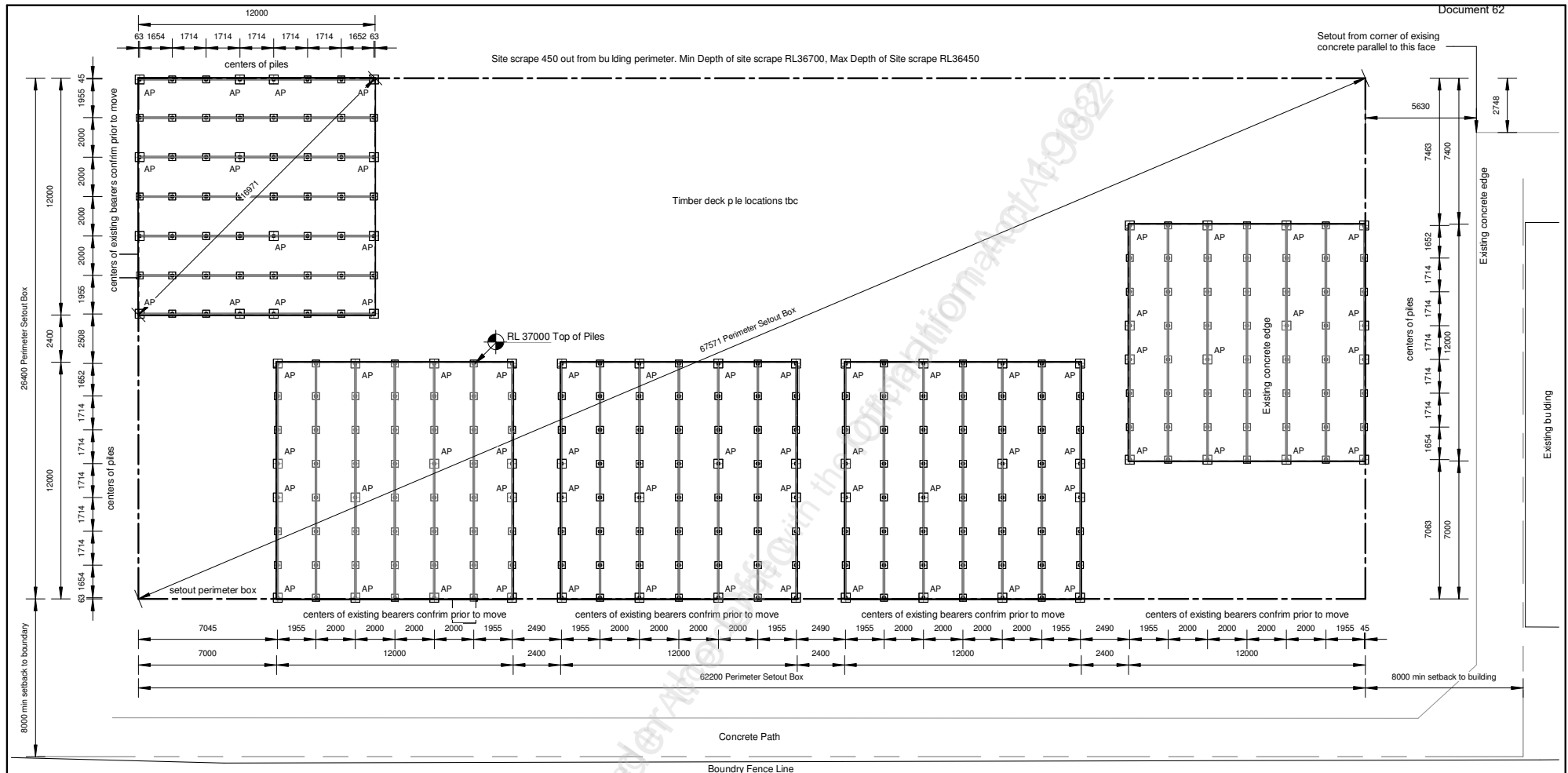
REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	- AP Design
			DRAWN	- Drawn
			CHECKED	- Checked
			APPROVED	- Approved
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TITLE Russley School Board of Trustees
 Temporary Classroom Relocation
 Russley School, 95 Cutts Road, Christchurch

Proposed Floor Plan

STATUS Preliminary		PLOT DATE 21/09/2019 5:10:01 PM		FILE 4040	SHEET 110.1	REVISION
SCALE As indicated						



Building Pile Layout

1 : 200

DRAWING NOTES:

Bearers shown on plan are existing
 based on existing consent plans for the
 reocatable buildings, confirm existing
 bearer setout prior to moving buildings.

Ensure set out perimeter box is a minimum of 8m from existing buildings and site boundaries.

Ordinary Piles: (42 per Unit, 210 total),
125x125 H5 Pile, 350x350x400 deep
17.5MPa concrete footing

Anchor Piles: (14 per Unit, 70 total),
125x125 H5 Pile, 450x450x900 deep
17.5MPa Concrete footing

AP = Anchor Pile

Stormwater Drainage:
Allow to suspend stormwater drainage to underside of Bearers, drain to stormwater risers, Contractor to confirm location of and connect to existing stormwater network confirm falls on site

SITE LEVELS:

Site levels are based on Drawings provided by Beca, drawing number 3330737-407-GS-001 dated 24 May 2016.

Levels are in terms of CDD origin of levels:
EHCH (LINZ geodetic
database 1/4/2016 - converted to CDD)
RL 22.244m

Accuracy of topographical data and levels for this survey is estimated at $\pm 30\text{mm}$ relative to the origin of levels

REVISION			BY	
NO.	DESCRIPTION	DATE	DESIGN	- AP Design Ltd
			DRAWN	- Nic Best
			CHECKED	- Jared Lane
			APPROVED	-
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TITLE Russley School Board of Trustees
Temporary Classroom Relocation
Russley School, 95 Cutts Road, Christchurch

Building Pile Layout Plan

STATUS	Preliminary
--------	-------------

SCALE 1 200

	PLOT DATE
--	-----------

FILE

SHEET

REVISION	
----------	--



- COORDINATES ARE IN TERMS OF NZGD2000 MOUNT PLEASANT CIRCUIT. ORIGIN OF COORDINATES
BDVL (LINZ Geodetic Database 7/11/2015)
805 604.489mN
392 864.749mE
- LEVELS ARE IN TERMS OF CDD. ORIGIN OF LEVELS
EHCN (LINZ geodetic database 1/4/2016 - converted to CDD)
RL 22.244m
- THE ACCURACY OF TOPOGRAPHICAL DATA AND LEVELS FOR THIS SURVEY IS ESTIMATED AT ± 30 mm RELATIVE TO THE ORIGIN OF COORDINATES AND ORIGIN OF LEVELS.
- BOUNDARIES SHOWN ARE BASED ON THE CADASTRAL SURVEY MARKS FOUND. BOUNDARY ACCURACY IS ESTIMATED TO ± 40 mm
- THIS PLAN DOES NOT DEPICT INFORMATION RELATING TO ANY ENCUMBRANCES ASSOCIATED WITH THE PROPERTY. PLEASE REFER TO THE TITLE PLAN AND CERTIFICATE OF TITLE. AN INVESTIGATION OF THE MOST CURRENT RECORDS SHOULD BE UNDERTAKEN PRIOR TO DESIGN AND CONSTRUCTION COMMENCING.
- INFORMATION DEPICTED ON THIS PLAN IS INSUFFICIENT FOR PRODUCING A BUILDING LOCATION CERTIFICATE OR HEIGHT TO BOUNDARY CALCULATIONS.

LEGEND

- BOUNDARY
- CADASTRAL OTHER
- FEATURE FENCE
- ROAD BACK OF KERB
- VED DRAIN LINE
- BUILDING CANOPY
- BUILDING DECK
- GUTTER FLOW
- BUILDING EAVE
- BUILDING FOOTPRINT
- FEATURE RETAIN WALL BOTTOM
- TOPO BREAKLINE
- ROAD TOP OF KERB
- GROUND CONTOURS MAJOR
- GROUND CONTOURS MINOR

- SURVEY BRANCH MARK
- GR MANHOLE
- WM MANHOLE
- WM INSPECTION CHAMBER
- WM INSPECTION CHAMBER
- TREE TRUNK
- FEATURE POST
- FEATURE SIGN
- TOPO SPOT HEIGHT
- BUILDING FLOOR LEVEL
- WASTEWATER GULLY TRAP
- DISCREPIT SINGLE

ORIGINAL DRAWING
IN COLOUR
FOR INFORMATION
NOT FOR CONSTRUCTION

No.	Rev	By	CHK	Appr	Date
1	INITIAL RELEASE	AP	GOL	MU	3.05.16



Original	Current	AP	DD	AP	DD	AP	DD
Scale 1:500	Scale 1:500	AP	23.05.16	AP	23.05.16	AP	23.05.16
Revised	Revised	MU	23.05.16	MU	23.05.16	MU	23.05.16
Scale 1:1000	Scale 1:1000	MU	23.05.16	MU	23.05.16	MU	23.05.16

MINISTRY OF EDUCATION

RUSSELY SCHOOL

TOPOGRAPHICAL SURVEY

Disc No	Disc Title	Disc Date	Disc Rev
3330737-407-GS-001	SURVEY	23.05.16	1

From: s 9(2)(a)
To: Matt Weir, Corey Krygsman
Cc: s 9(2)(a)
Subject: RE: Stockpiling area - Russley school
Date: Thursday, 3 October 2019 9:09:16 a.m.
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)

Hi Matt,

No worries mate.

Thanks

From: Matt Weir <Matt.Weir@education.govt.nz>
Sent: Thursday, 3 October 2019 8:59 a.m.
To: s 9(2)(a) OIA @scopegroup.co.nz; Corey Krygsman
 <Corey.Krygsman@education.govt.nz>
Cc: s 9(2)(a) OIA @scopegroup.co.nz
Subject: RE: Stockpiling area - Russley school

Hi s 9(2)(a) OIA

Can we please shift the stockpile a bit further along toward the other corner? (see attached Markup) There are plans being formed for the rebuild of the school and need to consider access for the removal of the existing relocs and contractor access in the future. This will all happen via the Pinehurst reserve.

Thanks

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
 DDI +6433787576 | Mobile s 9(2)(a) OIA

From: s 9(2)(a) OIA @scopegroup.co.nz]
Sent: Thursday, 3 October 2019 8:34 AM
To: Matt Weir <Matt.Weir@education.govt.nz>; Corey Krygsman
 <Corey.Krygsman@education.govt.nz>
Cc: s 9(2)(a) OIA @scopegroup.co.nz>
Subject: Stockpiling area - Russley school

Hi Guys,

Please find attached proposed stockpiling area for the excavated material at Russley school.

We will dump all the material here and shape it into a bund wall.

Please let me know if you are happy with this as our guys will be on site starting the excavation today.

If you have any queries please feel free to give me a call.

Thanks

s 9(2)(a) OIA
[Redacted]

Scope Group
0800 66 55 10

	<p>s 9(2)(a) OIA 124 Mt Thomas Road, Rangiora 7471 PO Box 755, Rangiora 7440 P (03) 313 5790 / 0800 66 55 10 M s 9(2) www.scopegroup.co.nz</p>	
		

Proactively released in accordance with the Official Information Act 1982



Proposed stockpiling area -
to be shaped into bund wall

contractors boundary

25/66 Approx

Set out from other side

8100

Existing Building line

Fenced boundary

21

23

22

29A

31

30

28A

28C

1/28B

2/28B

81B

81A

Era Yuan

From: Gregory, Mark <Mark.Gregory@ccc.govt.nz>
Sent: Thursday, 3 October 2019 3:32 p.m.
To: Matt Weir; Gallot, Wayne; Cooper, Sarah
Cc: Corey Krygsman; Minor Works CS; Winkelman, Samuel; de Jong, Andrew
Subject: RE: MW2240-217019 Russley School | pedestrian crossings

Categories: Marisa

Dear all,

Sorry to hear about the fire.

If we put in a new crossing(s) we need to know where, and make sure we intercept the key walking movements. Are we looking to intercept walked trips from the south? (Nothing that those coming from the north still have access via the existing crossing)?

We also need to be aware that the design warrants are met – Pinehurst Cresc looks to be a slow, quiet street. There are warrants to be met before crossings are installed (assuming we mean a patrol or kea crossing?)

How long will a facility(s) be required for? If temporary, there are options including a longer term temporary traffic management plan (i.e. cones), or possibly the use of stick down kerb extensions for a couple of years (lower cost, and reusable).

Can I assume there will be access to insurance funds to cover costs? It would be helpful – this would cost five figures.

There's usually be consultation requirements (unless we do something very temporary) and a less temporary options may also officially need community board sign off. Noting the election period, we will need advice / permission from higher up to implement something without resolution from the delegated authority.

If you're happy for Council staff to address some of the above questions, perhaps we can meet early next week.

Many thanks,

Mark

From: Matt Weir <Matt.Weir@education.govt.nz>
Sent: Tuesday, 24 September 2019 3:25 PM
To: Gregory, Mark <Mark.Gregory@ccc.govt.nz>; Gallot, Wayne <Wayne.Gallot@ccc.govt.nz>; Cooper, Sarah <Sarah-Jane.Cooper@ccc.govt.nz>
Cc: Corey Krygsman <Corey.Krygsman@education.govt.nz>; Minor Works CS <Minorworks.CS@education.govt.nz>; Winkelman, Samuel <Samuel.Winkelman@ccc.govt.nz>
Subject: MW2240-217019 Russley School | pedestrian crossings

Good afternoon all

I have been passed your contact details by Alex Lee who recommended you all in regard to pedestrian crossings.

As you may know, Russley School suffered a fire on their school grounds last week which resulted in the loss of three classrooms and their admin block. They are working hard to have the school operational as soon as possible and one of their key concerns is how the students will safely access the school.

The main entrance to the school will need to be closed to students as it will be needed for heavy machinery access to site to demolish the damaged block. Unfortunately, their other options are limited as the school is surrounded by residential properties, and their only other point of access is via the Pinehurst reserve.



This has led to concerns around child safety as they walk/travel to school and a request from the school to enquire if pedestrian crossings could be installed to address the safety risks at the proposed main school access at Pinehurst Cres, Penwood St. Also if a crossing could be considered at Bently St as traffic moves quite fast and the street is quite wide as well, this would be greatly appreciated by the school and would go along way to alleviate some of the stresses and concerns they are experiencing at the moment.

I am happy to discuss this further and facilitate a site meeting to discuss this with the school if you wish.

Ngā mihi

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
DDI +6433787576 | Mobile **S 9(2)(a) OIA**
48 Hereford St, Christchurch

education.govt.nz

We shape an education system that delivers equitable and excellent outcomes
He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga



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Christchurch City Council

<http://www.ccc.govt.nz>

From: Winkelman, Samuel
To: Matt Weir; Corey Krygsman; "Jared@apdesign.co.nz"
Cc: de Jong, Andrew
Subject: Russley School | Relocated buildings - building approval and outline plan approval discussions
Date: Thursday, 3 October 2019 4:23:51 p.m.
Attachments: 20191002_Pile layout_Russley School Relocateables.pdf
 Site Levels.pdf

Hi guys

I have discussed this proposal with Andy Christofferson (team leader planning). In regards to the appropriate planning approvals, he has said that an outline plan approval is required (rather than a waiver) due to the close proximity of the proposed buildings to the neighbours

Here is a link to an application form for the outline plan approval [Outline Plan of Work on Designated Land \[PDF, 75 KB\]](#). Also available in [Word \[DOC, 1.8 MB\]](#) Also available in [Word \[DOC, 1.8 MB\]](#)

It is my understanding we are able to process outline plan approval application in appropriately 10 working days if a quality application is received. It is important to note that processing does not commence until payment has been received. Looking at our fees the deposit for a s176A application for outline plan is \$2,000.00

I still need to discuss with Phill Carr in our exemptions and advice team whether the work could be considered via discretionary exemption instead of by a building consent. He isn't in the office this afternoon. I hope to get some direction on this tomorrow for you.

kind regards

Sam Winkelman
 Case Manager Strategic Partnerships | DDI: s 9(2)(a) | Mobile: s 9(2)(a)

From: Winkelman, Samuel
Sent: Thursday, 3 October 2019 3:57 p.m.
To: Christofferson, Andy s 9(2)(a) OIA; Carr, Phill s 9(2)(a) OIA
Cc: de Jong, Andrew s 9(2)(a) OIA
Subject: FW: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi Andy and Phill

Russley School suffered a fire which resulted in the loss of three classrooms and their admin block. They are working hard to have the school operational as soon as possible.

The main entrance to the school is closed to students as it is needed for heavy machinery access to site to demolish the damaged block. There other options for access are limited as the school is surrounded by residential properties. Their only other point of access is via the Pinehurst reserve. They have temporary access to the school through Pinehurst reserve. I understand that they have had some discussions with our park teams and the fire service about this.

The school want to temporary relocate and use five relocated building onto the site. Four will be used for classrooms and the other one as a staff admin block. It is my understanding that these buildings are to remain on site for two years. Some concept plans attached.

Andy - Would this proposal be suitable for an outline plan waiver application or is an outline plan approval required?

Phill - I understand that the building works for Russley school involve relocated buildings connected to pile foundations, installation of approx. 6 toilets to one building for the student, installation of three toilets for the staff admin building, decks, ramps and storm water and Sewer connection and may be some internal opening between spaces. MoE made me aware that they had an application for an exemption for a relocated building at Breens Intermediate (89 Breens Ave) that you processed. Would this work be appropriate for approval by exemption application if similar assurances to the Breens application are provided?

They also want to know whether they can store the building on site possibly prior to getting these two approvals in place. Will this be an issue?

kind regards

Sam Winkelman

Case Manager Strategic Partnerships | DDI: s 9(2)(a) | Mobile: s 9(2)(a)

From: Jared Lane [<mailto:Jared@apdesign.co.nz>]

Sent: Thursday, 3 October 2019 11:48 a.m

To: Winkelman, Samuel s 9(2)(a) OIA

Subject: Fwd: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi Sam - plans for the relocated classrooms attached. These do not include the internal classroom fitouts (toilets etc)

Kind regards Jared

----- Forwarded Message -----

Subject: Re: MW2240-217019 Russley School | Reloc internal design meeting

Date: Wed, 2 Oct 2019 17:12:49 +1300

From: Nic Best <nic@apdesign.co.nz>

To: Jared Lane <Jared@apdesign.co.nz>, Matt Weir
<Matt.Weir@education.govt.nz>, Corey Krygsman
<Corey.Krygsman@education.govt.nz>

Hi Team,

Revised pile layout for reloc's based on today's meeting. Let me know if you need any further info to locate buildings on site. I will crack on with Developed design for Council Exemption for the end of this week.

Regards,

Nic Best
 Director
 AP Design Ltd
 T 03 942 1977
 M 029 770 8360
 E nic@apdesign.co.nz

Have a great day!

On 26/09/2019 8:01 AM, Jared Lane wrote:

Hi guys,

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Kind regards

Jared Lane
 Director
 AP Design Ltd
 T 03 942 1977
 C 021 2777960
 E jared@apdesign.co.nz



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Christchurch City Council

<http://www.ccc.govt.nz>

From: Matt Weir
To: "Jared Lane"
Cc: Corey Krygsman; Minor Works CS
Subject: FW: Russley School | Relocated buildings - building approval and outline plan approval discussions
Date: Thursday, 3 October 2019 4:34:24 p.m.
Attachments: 20191002_Pile layout_Russley School Relocateables.pdf
 Site Levels.pdf
 image001.jpg

I'll leave you to head this one up Jared!

I'll keep asking questions in the meantime and see where we can push our case
 Many thanks

Matt

Matt Weir | Assistant Delivery Manager | Minor Works
 DDI +6433787576 | Mobile: s 9(2)(a) OIA

From: Winkelman, Samuel s 9(2)(a) OIA
Sent: Thursday, 3 October 2019 4:23 PM
To: Matt Weir <Matt.Weir@education.govt.nz>; Corey Krygsman
 <Corey.Krygsman@education.govt.nz>; 'Jared@apdesign.co.nz' <Jared@apdesign.co.nz>
Cc: de Jong, Andrew s 9(2)(a) OIA
Subject: Russley School | Relocated buildings - building approval and outline plan approval discussions

Hi guys

I have discussed this proposal with Andy Christofferson (team leader planning). In regards to the appropriate planning approvals, he has said that an outline plan approval is required (rather than a waiver) due to the close proximity of the proposed buildings to the neighbours.

Here is a link to an application form for the outline plan approval [Outline Plan of Work on Designated Land \[PDF, 75 KB\]](#). Also available in [Word \[DOC, 1.8 MB\]](#) Also available in [Word \[DOC, 1.8 MB\]](#)

It is my understanding we are able to process outline plan approval application in appropriately 10 working days if a quality application is received. It is important to note that processing does not commence until payment has been received. Looking at our fees the deposit for a s176A application for outline plan is \$2,000.00

I still need to discuss with Phill Carr in our exemptions and advice team whether the work could be considered via discretionary exemption instead of by a building consent. He isn't in the office this afternoon. I hope to get some direction on this tomorrow for you.

kind regards

Sam Winkelman
Case Manager Strategic Partnerships | DDI: s 9(2)(a) | Mobile: s 9(2)(a)

From: Winkelman, Samuel
Sent: Thursday, 3 October 2019 3:57 p.m.
To: Christofferson, Andy s 9(2)(a) OIA ; Carr, Phill s 9(2)(a) OIA
Cc: de Jong, Andrew s 9(2)(a) OIA
Subject: FW: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi Andy and Phill

Russley School suffered a fire which resulted in the loss of three classrooms and their admin block. They are working hard to have the school operational as soon as possible.

The main entrance to the school is closed to students as it is needed for heavy machinery access to site to demolish the damaged block. There other options for access are limited as the school is surrounded by residential properties. Their only other point of access is via the Pinehurst reserve. They have temporary access to the school through Pinehurst reserve. I understand that they have had some discussions with our park teams and the fire service about this.

The school want to temporary relocate and use five relocated building onto the site. Four will be used for classrooms and the other one as a staff admin block. It is my understanding that these buildings are to remain on site for two years. Some concept plans attached.

Andy - Would this proposal be suitable for an outline plan waiver application or is an outline plan approval required?

Phill - I understand that the building works for Russley school involve relocated buildings connected to pile foundations, installation of approx. 6 toilets to one building for the student, installation of three toilets for the staff admin building, decks, ramps and storm water and Sewer connection and may be some internal opening between spaces. MoE made me aware that they had an application for an exemption for a relocated building at Breens Intermediate (89 Breens Ave) that you processed. Would this work be appropriate for approval by exemption application if similar assurances to the Breens application are provided?

They also want to know whether they can store the building on site possibly prior to getting these two approvals in place. Will this be an issue?

kind regards

Sam Winkelman
 Case Manager Strategic Partnerships | DDI: s 9(2)(a) | Mobile: s 9(2)(a)

From: Jared Lane [mailto:jared@apdesign.co.nz]
Sent: Thursday, 3 October 2019 11:48 a.m.
To: Winkelman, Samuel s 9(2)(a) OIA
Subject: Fwd: Re: MW2240-217019 Russley School | Reloc internal design meeting

Hi Sam - plans for the relocated classrooms attached. These do not include the internal

classroom fitouts (toilets etc)

Kind regards Jared

----- Forwarded Message -----

Subject:Re: MW2240-217019 Russley School | Reloc internal design meeting

Date:Wed, 2 Oct 2019 17:12:49 +1300

From:Nic Best <nic@apdesign.co.nz>

To:Jared Lane <Jared@apdesign.co.nz>, Matt Weir
<Matt.Weir@education.govt.nz>, Corey Krygsman
<Corey.Krygsman@education.govt.nz>

Hi Team,

Revised pile layout for reloc's based on today's meeting. Let me know if you need any further info to locate buildings on site. I will crack on with Developed design for Council Exemption for the end of this week.

Regards,

Nic Best

Director

AP Design Ltd

T 03 942 1977

M 029 770 8360

E nic@apdesign.co.nz

Have a great day!

On 26/09/2019 8:01 AM, Jared Lane wrote:

Hi guys,

We are just finishing up our piling plans today. One question we had was can you confirm the units allocated to the school are the ones that come apart perpendicular to the ridgeline? ie: we don't have to split the trusses and then reconnect them?

Kind regards

Jared Lane

Director

AP Design Ltd

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C 021 2777960

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