

inspection					the fencing is changed, this will allow the school to move more freely around the front of the gym
272 – CPU award	10/01/24		10/01/24		As above
278 – Report submitted	12/01/24		18/01/24		To be on the 12/4/24

Item	Start (Programme)	Start (Actual)	Finish (Programme)	Finish (Actual)	Comment
309 – Structure	4/07/23	Achieved	31/08/23	Achieved	
325 – Pour Slab ground	22/09/23	Achieved	22/09/23	Achieved	
333 – Pour Slab 1st floor	28/09/23	Achieved	28/09/23	Achieved	
346 – Roof Cladding	4/10/23	Achieved	15/11/23	5/12/23	Design change via ASC
339 – Envelope	28/09/23	Achieved	6/3/24		Issues with non-compliant flashing used resulting in re-work
353 – Aluminium Joinery	27/10/23	Achieved	14/11/23	30/1/24	
360 – 1st fix	10/11/23	Achieved	15/12/23		19/3/24 as per 1U program
372 – 2nd fix	07/03/24		02/04/24		
383 – FF&E Install	15/05/24		21/05/24		Dates to be amended following review
426 – Commissioning	03/04/24		16/04/24		
428 – CPU inspection	02/05/24		02/05/24		

430 – CPU award	28/05/24		28/05/24		
436 – Submit Report	29/05/24		05/06/24		

## 13 Appendices

### 13.1 Programme Rev 1T

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## Programmed Facility Management

4 March 2024 / 9(2)(a)

Date

04.03.2024

Prepared for

9(2)(a)

Prepared by

9(2)(a)

### Rolleston College Expansion

#### Progress Notes

- Engagement with Site Managers and Project Manager on upcoming work to evaluate potential impact to operations.
- Communication and engagement with school on site activity impacting operations, including Coordination meetings.
- Responses to RFI
- Provision of Stage 1 As Builts
- Involvement in Works Completion testing
- Collaboration and discussion regarding Acoustic Testing, F&E and movement requirements.
- Update and communication on construction work to Programmed Operational team
- Working through and submitting Required Works Notices:
  - RWN064 Ground Works by Rainwater Tanks
  - RWN065 Access to MSB Room
  - RWN066 Concrete Pour to Chiller Room
  - RWN067 Lift 3<sup>rd</sup> Chiller
  - RWN068 Mechanical Shutdown
  - RWN069 Close Off Concrete Path
  - RWN070 Relocate Fibre Cable
  - RWN071 Water Test

#### Upcoming Works

- RWN072 Concrete Path Removal
- RWN073 Hydrovac Plant & Chiller Area

### Change Notice CN157 – Furniture & Equipment

#### Progress Notes

- Continued communication of suppliers, working to deadline order dates for delivery

#### Upcoming Works

- Delivery of new F&E to be scheduled for after Works Completion Date
- Engagement and collaboration in finalizing movement dates

## Change Notice CN165 – Furniture Movement

### Progress Notes

- Draft acoustic set out plan updated and submitted for approval
  - Estimated costs and fine tuning of movement plans continuing with contractor
  - Preliminary Final Movement Plan commenced with Rolleston College, final areas and layouts to be supplied by RC
- 

### Upcoming Works

- Acoustic Plans, dates 18-19<sup>th</sup> May, 8-9<sup>th</sup> June
  - Movement plans, new F&E installed between Works Completion and Planned Service Commencement, dates TBC
  - Existing F&E in main school and Modular Blocks, moved after Planned Service Commencement, dates TBC
- 

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## APPENDIX F: Quality Assurance

No quality issues to report this period.

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## APPENDIX G: Relationships & Disputes

Nil disputes or relationship issues with period.

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# Independent Reviewer Monthly Report

NZ Schools PPP#2 Expansions  
Rolleston College  
March 2024



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## 1. Executive Summary

This month's Independent Reviewer Monthly Report has been based on a site visit to Rolleston College on 8 April 2024, including a review of progress with respect to the Design and Construction Contractual Programme (issue 1T, 28/08/23) and a review of the Contractors Monthly Report.

At the time of our visit the main site notice board was not up to date (last updated 3 April 2024). The site was very busy with significant works underway in all areas. Generally, the site was in a tidy state with all contractors observed wearing appropriate PPE.

Watts & Hughes have reported one safety concern and two near misses in the month. Our observation is Health and Safety is still being treated as a priority which needs to continue as SP2 progresses.

Progress against the contractual programme has been assessed and we estimate the contractor is behind programme on both the Gymnasium Extension and the Teaching Block. This is concerning and requires a strong focus to ensure the Contractor maintains the programmed progress without further deterioration.

Watts & Hughes have provided some Council and Consultant Inspection Reports for March. At the time of writing this report, outstanding documentation had been requested but not yet received. Watts & Hughes have also provided a spreadsheet showing the status of all Works Completion and Operational Completion tests. The snag and defect register has begun to be populated however significant work is required to get this up to date including evidence to show remediation works for all items. It is important this is updated so the process of snag and defect identification and remediation is available and transparent.

The Independent Reviewer report for March 2024 has been prepared in accordance with the requirements of Clause 8.2 of the Independent Reviewer Agreement.

## 2. Progress Review

### 2.1. Key IR activities for the month

- Review of Watts & Hughes QA Systems
- Site visit to Rolleston College (8/4/24) for monthly site inspection
- Review of Draft Programme 1W with IR response provided.
- Attendance at weekly catch up meeting with W&H on progress with completion items.
- Attendance at meeting with Babbage and associated communications on the Gym flooring issue
- Completed March Report

### 2.2. Building Consent Review

The following consents have been lodged:

- Stage 1 – sub and super structure granted – BC222956.
- Stage 1 - amendment lodged 6/04/23, accepted 17/05/23.
- Stage 2 - façade and envelope lodged 17/3/23, accepted 22/8/23.
- Stage 3 – services, fitout and landscaping lodged 24/04/23, accepted 9/1/24.

The consent related to the Certificate for Public Use for Fire Safety Measures during construction has been submitted and approved and expires on 5/07/24.

The Outline Plan of Works has been submitted and approved – RC205706.

### 2.3. Construction Progress

#### 2.3.1. Construction Progress Summary

The contractor programme revision 1T dated 28/08/23, is the current endorsed contractual programme.

The table below summarises the IR assessment for the past month.

Month	Contractual Programme	Comments
April 2023	Behind Rev 1p programme	
May 2023	Behind Rev 1p programme	
June 2023	Behind Rev 1q programme	
July 2023	Behind Rev 1q programme	We consider the contractor further behind programme than indicated in their report.
August 2023	Behind Rev 1q programme	We consider the contractor further behind programme than indicated in their report.
September 2023	Behind 1T programme	5 days on the Teaching Block only
October 2023	Behind 1T programme	10 days on the Gym extension and 8 days on the Teaching Block
November 2023	Behind 1T programme	15 days on the Gym extension and 18 days on the Teaching Block

Month	Contractual Programme	Comments
December 2023	Behind 1T programme	25 days on the Gym extension and 25 days on the Teaching Block
January 2024	Behind 1T Programme	65 days on the Gym extension and 30 days on the Teaching Block
February 2024	Behind 1T Programme	65 days on the Gym extension and 30 days on the Teaching Block
March 2024	Behind 1T Programme	84 Days on the Gym extension 40 days on the Teaching Block

Construction progress is behind programme on both the Teaching Block and on the Gymnasium Extension.

### 2.3.2. *Construction Progress Detail*

The IR has reviewed the site construction progress against the Contractual Programme (Revision 1T). The results of this review are recorded below. This programme has a forecasted Services Commencement Date of 7th November 2024. The site visit was undertaken on 8/4/24.

#### Phase 1 - Site establishment

Complete

#### Phase 2 – Site establishment

Complete

#### SP1: Gym Expansion

The work on the building envelope is now complete.

On the interior the Gym seating has been installed as well as the dividing curtain.

The remedial work to the seamless flooring is still to be completed. The existing gym sports floor has been removed and being readied for relaying.

Works on attending to building defects is underway. We are yet to see the final snagging reports to be able to understand the current status of defects.

The weathertightness retests have been successfully completed with paperwork still to be finalised.

The Landscaping areas are almost complete, with consultant inspections still to be organised.

WCTs are still progressing with retests still to be undertaken for Landscaping.

#### SP2: Teaching Block / External Hardscaping and Landscaping

The roofing works are nearing completion with the installation of flashings still to be undertaken.

The installation of the cladding is well underway with 95% complete.

The aluminium joinery is almost complete with louvres yet to be installed.

On the first floor the installation of the internal wall framing is complete and 1<sup>st</sup> fix services are 90% complete. The installation of gib board linings are progressing well at approx. 90%



complete and stopping at around 90% complete. The installation of interior doors is complete, and the interior painting is also well underway.

On the ground floor, installation of the internal framing is complete, 1<sup>st</sup> fix services are approx. 70% complete. The installation of gib board linings are progressing well at approx. 80% complete and stopping at around 80% complete. The installation of interior doors and frames are also underway.

In the Hard Tech area, the glazing and joinery are complete, and the 1<sup>st</sup> fix services are almost complete.

The hard landscaping around the Teaching Block is now well underway, with a number of the paving areas having now been poured.

Site Establishment – Phase 2				
ID	Task	Start Date	Finish Date	IR Comments
157	Site establishment	31/3/23	3/4/23	Achieved

SP 1 Gymnasium Expansion				
ID	Task	Start Date	Finish Date	IR Comments
256	Install sports flooring	22/11/23	19/12/23	Issues - Under review
273	IR and Consultant witnessing	29/11/23	5/12/23	Not complete
263	Hard Landscaping	21/11/23	23/11/23	Not complete
262	Tidy Soft landscaping	12/1/23	18/11/23	Not complete
265	Snagging	1/02/24	7/02/24	Not complete

SP 2 Teaching Block /External hardscaping and landscaping				
ID	Task	Start Date	Finish Date	IR Comments
349	Install rainwater system	1/12/23	12/12/23	Complete
354	Install cladding	12/12/23	8/02/24	Not complete (95%)
356	External painting	31/01/24	6/03/24	Not Complete (25%)
358	All internal framing	27/10/23	24/11/23	Complete
359	Install internal door and windows	14/11/23	1/12/23	Not complete (50%)
360 - 363	1 <sup>st</sup> fix all services	10/11/23	15/12/23	Not complete, (90% 1 <sup>st</sup> , 70% Gnd)
365	Install gib linings	15/12/23	5/02/24	Not complete, (90% 1st, 80% Gnd)
366	Gib stop to walls	18/01/24	22/02/24	Not complete (90% 1 <sup>st</sup> , 80% Gnd)
368	Install joinery (Hard Tech)	16/2/24	4/03/24	Not started
413	Install linings (hard Tech)	18/3/24	23/3/24	Not started
414	Install cladding	25/3/24	16/4/24	Not started

### Overall Assessment of progress against programme

On the basis of our review against the current tasks on the contractor's programme, we consider the contractor is 84 days behind on SP1 (Gymnasium Extension), and 40 days behind on SP2 (Teaching Block).

The contractor has not met the Service Commencement date of 19/02/24 for SP1.

For SP2, as there is further slippage against the programme this month, we are predicting based on current progress the contractor will not achieve the Service Commencement date of 5/07/24.

The current date for service commencement on SP3 is 07/11/24. We forecast the contractor will meet this date if they address the current delays promptly.

In order to achieve service commencement, the Contractor needs to also mitigate the following risks.

- They need to closely manage resourcing.
- They need to ensure they complete the works to an acceptable level – minimising rework and associated delays.
- They need to mitigate any unforeseen delays – a number of work packages are on the critical path so there is no allowance for any delays for these. Also, all the completion items for Handover, Compliance etc are all on the critical path so there is no allowance for these items to slip.
- They need to ensure the works completion requirements are met without time consuming retesting and resubmission of reports.

### Forecast Progress Next Month

Watts & Hughes forecast that during April the following works are planned:

- Complete cladding to the Teaching block
- Complete louvres to Teaching Block
- Complete landscaping to the south, east and west elevations of the Teaching Block
- Complete 100% of first fix – Teaching Block
- Complete 100% of gib linings – Teaching Block
- Complete Ceiling grid to first floor – Teaching Block
- Complete install of aluminium doors/partitions to first floor of Teaching Block
- Complete stopping and painting to first floor – Teaching block
- Install joinery to first floor
- Start installation of floor coverings and autex to walls.
- Complete Second Fix to first floor

## **2.4. Procurement Progress**

The procurement register has been provided and all items have been procured. There are no issues that Watts & Hughes are aware of.

## **2.5. Resources**

Resources on site appear to be at capacity.

However, resource levels will need to be continually re-evaluated to ensure programmed progress is achieved.



This needs to be closely scrutinised in conjunction with sequencing of activities to get progress back on track.

The Watts & Hughes monthly progress report notes there were 3 Façade, 1 Electrical, 1 Hydraulic, 1 Mechanical, 1 Acoustic, 1 Architect, 1 Fire, 1 Landscape and 3 Seismic Consultant Inspections for the month. Documentation has been received only for fire and seismic consultants. Other items have been requested however not yet received.

Watts & Hughes did not report any Council Inspection in their report however the IR has received Selwyn DC Council Inspection reports for 5/3/24 and 5/4/24. Outcomes for these inspections were:

March

- Post Wrap / Cavity – Teaching Block – Pass
- Preline – Teaching Block Ground Floor – Fail (based on outstanding documentation)

April

- Post Line – Fail (based on outstanding documentation)

### 2.5.1. Works and Operational Completion Plans

Works Completion Plan Rev 2 has been issued by Watts & Hughes. While Rev 1 of the Operational Completion Plan and the Completion Manual has also been issued. These plans have been reviewed by the IR with comments provided on 9/08/23. There has been a Commissioning Programme provided however this is not representative of what is happening on site. The Commissioning programme needs to be updated to reflect current site progress and also to align with the updated Construction Programme 1W that has been issued (not yet endorsed).

## 3. Quality Review

QA documentation related to the construction progress is stored on Watts & Hughes own QA software which we have had viewed while on site during some of our monthly site visits.

At the time of writing this report, Watts & Hughes had developed an issue, snag, defect tracking spreadsheet. It requires further work to provide documentation / evidence of remediation and closure by the appropriate person.

### 3.1. Independent Reviews

DOCUMENT	
Works Completion Plan	<p><i>Received Works Completion Plan on 06.04.23 via Aconex IIPL-GCOR-000279 – IR comments submitted</i></p> <p><i>Received Works Completion Plan Rev 1 on 01.06.23 via Aconex IIPL-GCOR-000315 – IR comments submitted</i></p> <p><i>Received Works Completion Plan Rev 2 on 28.07.23 via Aconex WATTS-ADVICE-000036 – IR comments submitted</i></p>
Operational Completion Plan	<p><i>Received Operational Completion Plan on 04.05.23 via Aconex IIPL-GCOR-000299 – IR comments submitted</i></p> <p><i>Received Operational Completion Plan Rev 1 on 27.08.23 via Aconex WATTS-GCOR-000258 – IR comments submitted</i></p>
Programmes	<i>Endorsed Contractual Programme Revision 1q</i>



	<p><i>Received 5.07.23 via Aconex from Patrick McCorry</i></p> <p><i>Endorsed Contractual Programme Revision 1T</i></p> <p><i>Received 12.09.23 via Aconex AmberINZ-GCOR-000041</i></p> <p><i>Received Programme 1U, 1V and 1W for review – IR comments provided</i></p>
Commissioning / Completion Programme	<p><i>Programme Framework Provided in Works Completion Plan Rev 2 via Aconex WATTS-ADVICE-000036</i></p> <p><i>Draft Commissioning Programme provided on 6.3.24 via Aconex WATTS-GCOR-000662 – currently under review</i></p>
Completion Manual	<p><i>Received Completion Manual on 10.05.23 via Aconex IIPL-GCOR-000305 – IR comments submitted</i></p> <p><i>Received Completion Manual Rev 1 on 27.08.23 via Aconex WATTS-GCOR-000258 – IR comments submitted</i></p>

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## 4. IR Notices or Reports

### 4.1. Milestones

The schedule of contractual and non-contractual milestones are included below.

Milestone	Contracted Milestone Date	Target	Actual
SP1 – Gym Expansion Service Commencement	19/02/24	19/6/24	
SP2 – Teaching Block / External Hardscaping and Landscaping Service Commencement	5/07/24		
Deferred Expansion Completion Tests Service Commencement	7/11/24		
Non-Contractual Milestones	Programme date	Actual date	Comment
<b>GYM</b>			
200 – gym slab	16/10/23	13/10/23	Complete
235 – Roof start	10/10/23	16/10/23	Complete
253 – 2nd fix start	13/11/23	13/11/23	Complete
256 – sports floor start	22/11/23	27/11/23	Complete-subject to rework
268 – commissioning start	16/11/23	13/12/23	Complete
270 – CPU inspection	28/11/23		Not complete
272 – CPU award	10/01/24		Not complete
278 – Report submitted	12/01/24		Not complete
283 – Service commencement	19/02/24		Not complete
<b>Teaching Block</b>			
325 - pour slab ground	22/09/23	28/9/23	Complete
333 – pour slab 1st floor	28/09/23	14/9/23	Complete
347 – roof cladding start	4/10/23	2/10/23	Complete
353 – aluminium joinery start	27/10/23	7/11/23	Complete
360 - 1st fix start	10/11/23	14/11/23	Complete
372 – 2nd fix electrical, data complete	2/04/24		Not complete
383 - FFE	21/05/24		
416 – CPU inspection	2/05/24		
418 - CPU award	28/05/24		
377 – commissioning	16/04/24		
387 – submit report – works completion	5/06/24		
392 – service commencement	5/07/24		



## 5. Change Notices

There are currently no change notices for the project.

## 6. Health, Safety & the Environment

### 6.1. Health & Safety

There were 73 contractors from 10 different companies on site at the time of the visit. The construction site was in a tidy state.

The main Site Safety Noticeboard was not up to date at the time of visit. Personal were generally observed were wearing appropriate PPE – one subcontractor was reminded about using safety glasses.

Watts & Hughes have reported one safety concern and two near misses in the month including a student climbing the fence into the site to retrieve a ball, a roofer working near the roof edge and not clipped on and a consultant not wearing PPE footwear. Our observation is Health and Safety is still being treated as a priority which needs to continue as SP2 progresses.

### 6.2. Environmental

Site sediment control is in place which is helping to keep sediment within the site boundary.

The contractor is undertaking regular road sweeping after times of heavy traffic movements and has engaged external road sweepers to sweep and clean late on Friday afternoon and additionally if required.

No delays with wet or adverse weather in the period were reported.

The adjacent stream is being monitored to ensure there is no contamination. There was no discolouration noted during the site visit.

Watts & Hughes are continuing to run a 5-waste bin process to ensure they can maximise opportunities for recycling and minimise waste to landfill.

## 7. Other Matters

### 7.1. Gym Sports Flooring

With respect to the issues with the existing sport floor we have now received a copy of the report from Babbage.

We are still waiting for the report confirming the methodology for the installation of the new sports floor sports floor which is now urgent based on the installation of the new sports floor programmed to start on the 15<sup>th</sup> April 2024.

## 8. Photos

The following is a selection of photos showing progress to date.



Photo 1 – Main Site Access Notice Board



Photo 2 – View of Junction between existing Tech Block and new Teaching Block



Photo 3 – View of Entrance to existing Tech Block

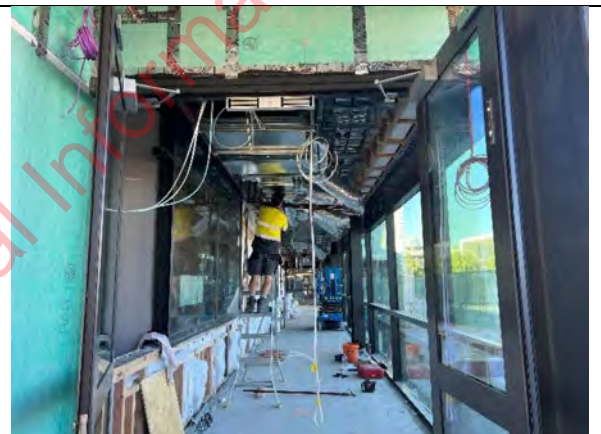


Photo 4 – View of First Floor Teaching Block services install



Photo 6 – View of First Floor Teaching Block services install



Photo 6 – View of First Floor Teaching Block





Photo 7 – View of Ground Floor Teaching Block



Photo 8 – View of Ground Floor Teaching Block



Photo 9 – View of west end of Teaching Block



Photo 10 – View of North side of Teaching Block



Photo 11 – North side of Teaching Block



Photo 12 – South side of Teaching Block



Photo 13 – Hard landscaping progress on South side of Teaching Block



Photo 14 – Gymnasium



Photo 15 – Gymnasium existing floor



Photo 16 – Gymnasium old floor removed

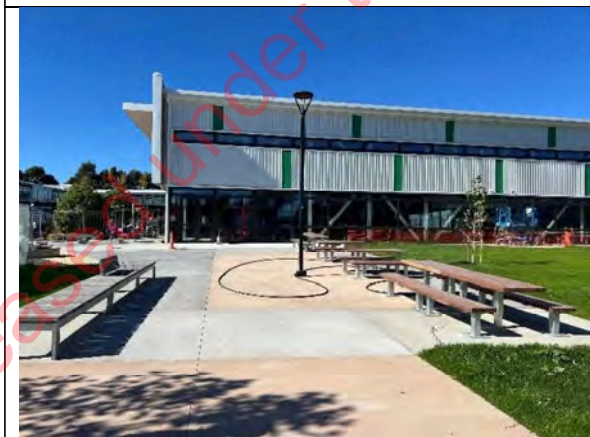


Photo 17 – Gymnasium landscaping progress



Photo 18 – Gymnasium landscaping progress



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**RC Expansion Works  
Risk Register**

Risk Review: 14/11/2023  
Rev C  
Manager: FSP  
Attendees: Carl Kirk-Burmann (FSP), Nikki Davidson, Patrick McCorry, Carey Stagers (W&H), Devin Church (Aurecon)

Risk ID	Risk Type	Risk Owner	Risk Title	The risk description, cause & consequence	Consequence	Risk Status	Established Controls			Controlled Risk Qualitative			Risk Treatments			Target Risk Level Qualitative		Comments
							Risk Level	Likelihood	Rating	Consequence	Risk Level	Likelihood	Rating	Consequence	Risk Level	Likelihood	Rating	
2	Threat	W&H	Delay to Services Commencement	A delay to Service Commencement may occur due to slow construction progress, resulting in insufficient teaching spaces, or the school not being able to use the facility on time.	Major	Live	Contract Programmes have been established and Liquidated Damages in place to incentivise completion of the expansion on time.	Major	Possible	CRITICAL	CRITICAL	Major	Possible	CRITICAL	CRITICAL	Major	<ul style="list-style-type: none"> <li>- W&amp;H have reviewed programme and procured long lead items early.</li> <li>- Ensure adequate resourcing</li> <li>- Programme is carefully considered and achievable</li> <li>- IR and W&amp;H to discuss what is required for completion testing to ensure alignment prior to site visits (in particular gym)</li> <li>- MoE to ensure a further Change Notice is issued to FSP to relocate the existing F&amp;E into the expansion buildings within the timeframes requested by FSP/W&amp;H.</li> <li>- Crown to provide Direction to move F&amp;E into place if Change not specified by end of February</li> <li>- Design team preparing detailed responses to Tech Reviewer queries</li> <li>- Possible meeting to discuss which Works Requirements will be relaxed</li> <li>- W&amp;H to ensure strong H&amp;S processes are in place</li> </ul>	
29	Threat	Ministry	Inability to move F&E into expansion for acoustic testing	Increasing student roll resulting in some tranches of the modular buildings remaining on site post completion of the expansion. Inability to relocate F&E will result in WCT's not being able to be completed.	Major	Live	MoE currently preparing a Change Notice to move F&E for testing purposes.	Major	Likely	CRITICAL	CRITICAL	Major	Likely	CRITICAL	CRITICAL	Major	<ul style="list-style-type: none"> <li>- Requirement in Project Agreement in place for the Contractor to provide Health &amp; Safety Plan</li> </ul>	
31	Threat	All	Ceiling Heights	Conflict between FTC and in ceiling build up conflict	Major	Live	Technical review procedures	Major	Likely	CRITICAL	CRITICAL	Major	Likely	CRITICAL	CRITICAL	Major	<ul style="list-style-type: none"> <li>- Possible meeting to discuss which Works Requirements will be relaxed</li> <li>- W&amp;H to ensure strong H&amp;S processes are in place</li> </ul>	
4	Threat	W&H	Severe injury or death on site	Severe injury or death on site because of poor H&S practices by an individual and/or their company	Major	Live	Requirement in Project Agreement in place for the Contractor to provide Health & Safety Plan	Catastrophic	Possible	CRITICAL	CRITICAL	Catastrophic	Rare	High	High	Major	<ul style="list-style-type: none"> <li>- W&amp;H to ensure high risk work is appropriately detailed, planned, documented, and communicated well in advance.</li> <li>- W&amp;H to ensure hoarding and fencing is secure and gates are not left open</li> <li>- W&amp;H to ensure clear signage</li> <li>- W&amp;H to observe site and raise immediately if they see students entering with PFM, FSP &amp; MoE</li> <li>- W&amp;H have CCTV coverage around their site</li> <li>- Required Works Notices to be issued for works outside the construction area</li> <li>- W&amp;H undertake due diligence surveying site before starting intrusive work</li> </ul>	
5	Threat	W&H	Student Safety during Construction	Students being injured through entering the construction zone.	Major	Live	Requirement in Project Agreement in place for the Contractor to provide Health & Safety Plan	Major	Possible	CRITICAL	CRITICAL	Major	Possible	CRITICAL	CRITICAL	Major	<ul style="list-style-type: none"> <li>- W&amp;H &amp; FSP to ensure PFM are included in all communications</li> <li>- W&amp;H to prepare Works Notices that are signed by PFM and the school prior to disruptive or out-of-programme work</li> <li>- Forthrightly consortium meetings scheduled between W&amp;H, PFM and FSP to raise issues for W&amp;H to raise disruptive or out of programme work.</li> <li>- Incumbent building services designer engaged for the expansion</li> <li>- PFM will be consulted on the design and any changes.</li> <li>- W&amp;H undertaking due diligence on existing chillers prior to installation of new chillers including meeting the building services engineer and subcontractor on site early.</li> <li>- W&amp;H have engaged an independent weather/tightness consultant to review design.</li> <li>- To prepare completion plans in advance for IR to review.</li> <li>- W&amp;H to regularly monitor BC status and provide updates on BC status</li> <li>- W&amp;H to ensure RFIs are responded to as soon as possible</li> <li>- W&amp;H to allow for additional processing time in programme</li> <li>- W&amp;H to monitor programme and raise with MoE if SDC are slow so MoE can assist</li> <li>- W&amp;H undertake due diligence surveying site before starting intrusive work - scanning ground, pot holes - taking measurements</li> <li>- W&amp;H to notify PFM, FSP &amp; MoE as soon as possible if services are struck, PM managing this.</li> <li>- W&amp;H &amp; FSP to ensure PFM are included in all communications</li> <li>- W&amp;H to prepare Works Notices that are signed by PFM and the school prior to disruptive or out-of-programme work</li> </ul>	
6	Threat	All	Operational Services to existing building adversely affected	Construction activities impacting PFM's ability to deliver Operational Services	Major	Live	PFM engaged under CN143 to provide resource to provide oversight of the expansion. Operational Services Sub-contract in place with PFM to manage the existing school, relief provisions and Availability and Performance requirements in place.	Major	Possible	CRITICAL	CRITICAL	Major	Possible	CRITICAL	CRITICAL	Major	<ul style="list-style-type: none"> <li>- W&amp;H are required to meet the Works Requirements under the PCSA.</li> <li>- Project Agreement includes defect rectification process.</li> <li>- W&amp;H are required to meet the Works Requirements under the PCSA.</li> </ul>	
8	Threat	W&H, PFM	Mechanical Design	New expansion interface with the existing design, resulting in failures to the new chillers.	Major	Live	W&H are required to meet the Works Requirements under the PCSA. Project Agreement includes defect rectification process.	Major	Possible	CRITICAL	CRITICAL	Major	Possible	CRITICAL	CRITICAL	Major		
10	Threat	W&H, IR	Failures in Weather/tightness Testing	Failure to pass water testing on the gym and student expansion resulting in delays to PSOD.	Major	Live	W&H are required to meet the Works Requirements under the PCSA.	Major	Unlikely	High	High	Major	Unlikely	High	High	Major		
14	Threat	W&H	Building Consent	Slow approvals from SDC	Major	Live	Contract Programmes have been established and Liquidated Damages in place to incentivise completion of the expansion on time.	Moderate	Possible	High	High	Moderate	Possible	High	High	Moderate		
16	Threat	W&H, PFM	Services Strikes	Resulting in injury, delays to programme and impact to services delivery	Major	Live	W&H to undertake due diligence surveys prior to commencing intrusive works. PFM engaged under CN143 to provide resource to provide oversight on managing communications between W&H and the School for the expansion.	Major	Possible	CRITICAL	CRITICAL	Major	Possible	CRITICAL	CRITICAL	Major		

**RC Expansion Works  
Risk Register**

Risk Review: 14/11/2023  
Rev C  
Manager: FSP  
Attendees: Carl Kirk-Burmand (FSP), Nikki Davidson, Patrick McCorry, Carey Staegens (W&H), Devin Church (Avecon)

Risk ID	Risk Type	Risk Owner	Risk Title	The risk description, cause & consequence		Consequence	Risk Status	Established Controls		Controlled Risk		Risk Treatments		Comments	
				Risk Level	Qualitative			Consequence Rating	Likelihood Rating	Risk Level	Qualitative	Consequence Rating	Likelihood Rating	Risk Level	Qualitative
21	Threat	W&H	Pandemic	Pandemic impacts adversely on progressing project leading to delays	Major	Live	The Project Agreement outlines relief should a pandemic impact work on site and/or supply of materials. Business continuity plan and /or pandemic procedure in place for both W&H and PFM should a pandemic occur.	Major	Unlikely	High	Major	<ul style="list-style-type: none"> <li>- W&amp;H to review processes in place should a pandemic occur and coordinate with PFM's requirements</li> <li>- W&amp;H to ensure subcontractors are briefed on W&amp;H's and PFM's pandemic protocols</li> <li>- Procurement plan in place with long lead items identified which are most at risk of delay due to pandemic</li> <li>- Updated staging plans</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to review processes in place should a pandemic occur and coordinate with PFM's requirements</li> <li>- W&amp;H to ensure subcontractors are briefed on W&amp;H's and PFM's pandemic protocols</li> <li>- Procurement plan in place with long lead items identified which are most at risk of delay due to pandemic</li> <li>- Updated staging plans</li> </ul>		
7	Threat	All	Multiple Construction Zones	Multiple construction workstreams occurring at the same time. Coordinating work, space and safety.	Major	Live	W&H are in control of all areas under standardised H&S procedures.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- RWNs in with sufficient timing</li> <li>- Secure fencing</li> <li>- Access points are controlled / locked</li> <li>- W&amp;H to provide monthly reports to the Ministry and the school to keep track of progress.</li> </ul>	<ul style="list-style-type: none"> <li>- RWNs in with sufficient timing</li> <li>- Secure fencing</li> <li>- Access points are controlled / locked</li> <li>- W&amp;H to provide monthly reports to the Ministry and the school to keep track of progress.</li> </ul>		
11	Threat	Ministry	Insufficient space for teaching - general teaching	RC have insufficient teaching space for students because of delays in construction.	Major	Live	Contract Programme for the expansion has been established and Liquidated Damages in place to incentivise completion of the expansion on time.	Major	Unlikely	High	Moderate	<ul style="list-style-type: none"> <li>- Monthly Project Control Groups, monthly Project Steering Groups, and weekly coordination meetings with the RC have been organised to ensure open lines of communication across projects and issues impacting progress raised and closed out early.</li> <li>- W&amp;H to communicate with neighbours and the school in advance of dates when disruptive works take place</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly Project Control Groups, monthly Project Steering Groups, and weekly coordination meetings with the RC have been organised to ensure open lines of communication across projects and issues impacting progress raised and closed out early.</li> <li>- W&amp;H to communicate with neighbours and the school in advance of dates when disruptive works take place</li> </ul>		
12	Threat	All	Reputational Damage to RC	Construction disruption to RC resulting in reputation loss and wider community impact	Major	Live	Requirement in the Project Agreement for the Contractor to provide a Communication Plan and Disruption Management Plan to ensure processes are in place.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to ensure processes in communication plan and disruption management plan are adequately detailed and followed</li> <li>- Weekly coordination meetings with RC</li> <li>- Monthly PSCs with RC</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to ensure processes in communication plan and disruption management plan are adequately detailed and followed</li> <li>- Weekly coordination meetings with RC</li> <li>- Monthly PSCs with RC</li> </ul>		
13	Threat	All	Damage to existing facility	Constrained site and increased number of students leading to higher tensions, resulting in damage to the facility. E.g. higher Crown Damage	Major	Live	Operational Services Sub-contract in place with PFM to manage the existing school Availability and Performance requirements in place.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H &amp; FSP to ensure PFM are included in all communications</li> <li>- W&amp;H to prepare Works Notices that are signed by PFM and the school prior to disruptive or out-of-programme work</li> <li>- Fortnightly consortium meetings scheduled between W&amp;H, PFM and FSP to raise issues</li> <li>- W&amp;H to maintain open communication with design consultants and organise meetings as required</li> <li>- W&amp;H to communicate deadlines to the team</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H undertake due diligence surveying site before starting intrusive work</li> <li>- W&amp;H &amp; FSP to ensure PFM are included in all communications</li> <li>- W&amp;H to prepare Works Notices that are signed by PFM and the school prior to disruptive or out-of-programme work</li> <li>- Fortnightly consortium meetings scheduled between W&amp;H, PFM and FSP to raise issues</li> <li>- W&amp;H to maintain open communication with design consultants and organise meetings as required</li> <li>- W&amp;H to communicate deadlines to the team</li> </ul>		
15	Threat	W&H	Design Resources	Slow responses/turnaround from design consultants response on Building Consent RFIs	Major	Live	Contract Programmes have been established and Liquidated Damages in place to incentivise completion of the expansion on time.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to raise if design consultants are not achieving deadlines</li> <li>- Approved documentation and CPW requirements will be followed.</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to raise if design consultants are not achieving deadlines</li> <li>- Approved documentation and CPW requirements will be followed.</li> </ul>		
17	Threat	W&H	Compliance with Consents	Building consent not achieved due to non-compliance, or inspections failed leading to delay in programme.	Major	Live	W&H are required to comply with consents under the Project Agreement.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to ensure adequate QA of consentable items.</li> <li>- Open communication with SDC</li> <li>- W&amp;H to ensure adequate QA is in place by design consultants and W&amp;H</li> <li>- W&amp;H to ensure design changes are checked against the Works Requirements to ensure there is no conflict</li> <li>- W&amp;H to raise required derogations with FSP and MoE for approval before final submission of Developed Design for approval</li> <li>- W&amp;H to receive design statements from the design team that the design meets the Works Requirements.</li> <li>- W&amp;H detailed design in BIM, engaged a BIM modelling consultant and have reviewed any clashes in services design.</li> <li>- W&amp;H have engaged an ICA to assist with commissioning and Building services coordination - they will be on site 2-3 days a week.</li> <li>- Ensure insurances provided</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to ensure adequate QA of consentable items.</li> <li>- Open communication with SDC</li> <li>- W&amp;H to ensure adequate QA is in place by design consultants and W&amp;H</li> <li>- W&amp;H to ensure design changes are checked against the Works Requirements to ensure there is no conflict</li> <li>- W&amp;H to raise required derogations with FSP and MoE for approval before final submission of Developed Design for approval</li> <li>- W&amp;H to receive design statements from the design team that the design meets the Works Requirements.</li> <li>- W&amp;H detailed design in BIM, engaged a BIM modelling consultant and have reviewed any clashes in services design.</li> <li>- W&amp;H have engaged an ICA to assist with commissioning and Building services coordination - they will be on site 2-3 days a week.</li> <li>- Ensure insurances provided</li> </ul>		
18	Threat	W&H	Sub-standard Design	Design doesn't meeting WRF's because technical specs have not been followed resulting in re-work or delays to acceptance.	Major	Live	W&H are required to meet the Works Requirements under the PCSA. Reviewable Design Material process stipulated in Project Agreement. Contract Programmes have been established and Liquidated Damages in place to incentivise completion of the expansion on time.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to ensure design changes are checked against the Works Requirements to ensure there is no conflict</li> <li>- W&amp;H to raise required derogations with FSP and MoE for approval before final submission of Developed Design for approval</li> <li>- W&amp;H to receive design statements from the design team that the design meets the Works Requirements.</li> <li>- W&amp;H detailed design in BIM, engaged a BIM modelling consultant and have reviewed any clashes in services design.</li> <li>- W&amp;H have engaged an ICA to assist with commissioning and Building services coordination - they will be on site 2-3 days a week.</li> <li>- Ensure insurances provided</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to ensure design changes are checked against the Works Requirements to ensure there is no conflict</li> <li>- W&amp;H to raise required derogations with FSP and MoE for approval before final submission of Developed Design for approval</li> <li>- W&amp;H to receive design statements from the design team that the design meets the Works Requirements.</li> <li>- W&amp;H detailed design in BIM, engaged a BIM modelling consultant and have reviewed any clashes in services design.</li> <li>- W&amp;H have engaged an ICA to assist with commissioning and Building services coordination - they will be on site 2-3 days a week.</li> <li>- Ensure insurances provided</li> </ul>		
19	Threat	W&H	Services Design Coordination	Coordinating all design disciplines in a confined space	Major	Live	W&H are required to meet the Works Requirements under the PCSA.	Moderate	Possible	High	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to ensure design changes are checked against the Works Requirements to ensure there is no conflict</li> <li>- W&amp;H to raise required derogations with FSP and MoE for approval before final submission of Developed Design for approval</li> <li>- W&amp;H to receive design statements from the design team that the design meets the Works Requirements.</li> <li>- W&amp;H detailed design in BIM, engaged a BIM modelling consultant and have reviewed any clashes in services design.</li> <li>- W&amp;H have engaged an ICA to assist with commissioning and Building services coordination - they will be on site 2-3 days a week.</li> <li>- Ensure insurances provided</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to ensure design changes are checked against the Works Requirements to ensure there is no conflict</li> <li>- W&amp;H to raise required derogations with FSP and MoE for approval before final submission of Developed Design for approval</li> <li>- W&amp;H to receive design statements from the design team that the design meets the Works Requirements.</li> <li>- W&amp;H detailed design in BIM, engaged a BIM modelling consultant and have reviewed any clashes in services design.</li> <li>- W&amp;H have engaged an ICA to assist with commissioning and Building services coordination - they will be on site 2-3 days a week.</li> <li>- Ensure insurances provided</li> </ul>		
22	Threat	Ministry	Force Majeure	Financial risk to MoE, and/or resulting in an extension cover	Major	Live	The Project Agreement outlines compensation process and relief should a Force Majeure event occur.	Moderate	Unlikely	Medium	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to prepare operative documents early and allow enough time for FSP, PFM, Ministry and the IR to review.</li> <li>- W&amp;H to organise meetings as required</li> <li>- W&amp;H to communicate deadlines to the team</li> <li>- W&amp;H to raise if design consultants are not achieving deadlines</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to prepare operative documents early and allow enough time for FSP, PFM, Ministry and the IR to review.</li> <li>- W&amp;H to organise meetings as required</li> <li>- W&amp;H to communicate deadlines to the team</li> <li>- W&amp;H to raise if design consultants are not achieving deadlines</li> </ul>		
23	Threat	W&H	RDM timeframes not met	Submission of documentation within timeframes noted on Schedule 9 and review of documentation within timeframes noted on Schedule 8.	Major	Live	Required timeframes for first draft, final draft and final submissions are stipulated in the Project Agreement. W&H are required to meet design timeframes in the Works Provisioning Programme.	Moderate	Unlikely	Medium	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to prepare operative documents early and allow enough time for FSP, PFM, Ministry and the IR to review.</li> <li>- W&amp;H to organise meetings as required</li> <li>- W&amp;H to communicate deadlines to the team</li> <li>- W&amp;H to raise if design consultants are not achieving deadlines</li> </ul>	<ul style="list-style-type: none"> <li>- W&amp;H to prepare operative documents early and allow enough time for FSP, PFM, Ministry and the IR to review.</li> <li>- W&amp;H to organise meetings as required</li> <li>- W&amp;H to communicate deadlines to the team</li> <li>- W&amp;H to raise if design consultants are not achieving deadlines</li> </ul>		

**RC Expansion Works  
Risk Register**

Risk Review: 14/11/2023  
Rev C  
Manager: FSP  
Attendees: Carl Kirk-Burmand (FSP), Nikki Davidson, Patrick McCorry, Carey Stagers (W&H), Devin Church (Avecon)

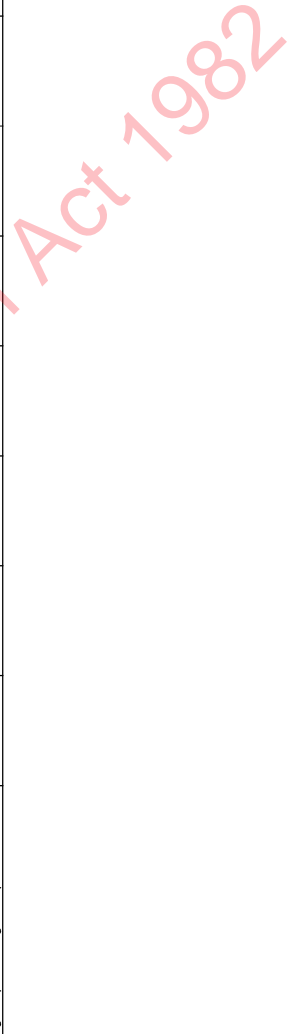
Risk ID	Risk Type	Risk Owner	Risk Title	The risk description, cause & consequence	Consequence	Risk Status	Established Controls		Controlled Risk			Risk Treatments			Target Risk Level			Comments
							Risk Level	Likelihood	Consequence Rating	Risk Level	Likelihood	Consequence Rating	Risk Level	Likelihood	Consequence Rating			
24	Threat	Ministry	Stakeholder Management	Coordination between consortium parties (FSP, W&H, PFM) and Crown/School	Major	Live	Requirement in the Project Agreement for the Contractor to provide a Communication Plan.	Medium	Possible	Minor	Medium	Possible	Minor	Medium	Possible	Minor	<ul style="list-style-type: none"> <li>- Weekly coordination meetings with RC</li> <li>- Fortnightly consortium meetings</li> <li>- Monthly PCCOs</li> <li>- Monthly PSGs with RC</li> </ul>	
3	Threat	Ministry	Insufficient space for teaching - PE/Gym	RC have insufficient teaching space for students because of delays in construction, and Liquidated Damages in place to incentivise completion of the expansion on time.	Major	Live	W&H are required to provide an Health & Safety Plans, Quality Plan, and staging plans prior to starting on site. Contract Programmes have been established and Liquidated Damages in place to incentivise completion of the expansion on time.	High	Possible	Moderate	High	Possible	Minor	Low	Unlikely	Minor	<ul style="list-style-type: none"> <li>- W&amp;H to confirm how far back the gym expansion can start without impacting the PSCD.</li> <li>- Fortnightly Consortium meetings, monthly Project Control Groups, monthly Project Steering Groups, and weekly coordination meetings with RC have been organised to ensure open lines of communication.</li> <li>- W&amp;H to undertake quality reviews, inductions, and task analysis reviews prior to subcontractors starting work.</li> <li>- Spill Kits on site</li> <li>- W&amp;H to undertake daily safety observations and weekly site inspections.</li> <li>- PFM to provide expansion site manager, conduct daily site walkarounds and raise any unsafe practises observed to W&amp;H.</li> <li>- Procedures are available on site on what to do in the event of an environmental incident.</li> </ul>	
9	Threat	W&H	Environmental incident	An environmental incident occurs because of incorrect procedures resulting in damage to the natural environment, including noise.	Major	Live	Requirement in the Project Agreement in place for the Contractor to provide an Environmental Management Plan and other Operative Documents to ensure processes are in place.	Low	Rare	Moderate	Low	Rare	Moderate	Low	Rare	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H have prepared procurement schedule and have identified long lead items</li> <li>- Long lead items (especially items ordered from overseas) to be tracked and ordered ahead of items being on the critical path.</li> <li>- W&amp;H to ensure processes in communication plan and disruption management plan are adequately detailed and followed</li> <li>- Weekly coordination meetings with RC</li> <li>- Fortnightly consortium meetings with PFM to run through two week look ahead</li> <li>- Monthly PSG with RC</li> <li>- W&amp;H to prepare draft documents early to allow enough time for Independent Reviewer to comment</li> <li>- FSP to engage Independent Reviewer early prior to Financial Close</li> <li>- IR has experience on other PPP schools</li> <li>- IR to review plans</li> </ul>	
20	Threat	W&H	Procurement	Long lead time items do not arrive on site on time because of delays in ordering / Covid related delays leading to slower construction, and possible delayed Service Commencement	Major	Live	Contract Programmes have been established and Liquidated Damages in place to incentivise completion of the expansion on time. Some long lead items ordered under the Early Works Contract.	High	Possible	Moderate	High	Possible	Minor	Low	Unlikely	Minor	<ul style="list-style-type: none"> <li>- W&amp;H to ensure processes in communication plan and disruption management plan are adequately detailed and followed</li> <li>- Weekly coordination meetings with RC</li> <li>- Fortnightly consortium meetings with PFM to run through two week look ahead</li> <li>- Monthly PSG with RC</li> <li>- W&amp;H to prepare draft documents early to allow enough time for Independent Reviewer to comment</li> <li>- FSP to engage Independent Reviewer early prior to Financial Close</li> <li>- IR has experience on other PPP schools</li> <li>- IR to review plans</li> </ul>	
25	Threat	W&H	Construction Noise	Student learning disrupted due to construction noise, impacting ability to learn	Major	Live	Requirement in the Project Agreement in place for the Contractor to provide a Communication Plan and Disruption Management Plan to ensure processes are in place.	Medium	Possible	Minor	Medium	Possible	Minor	Low	Unlikely	Minor	<ul style="list-style-type: none"> <li>- Works Provisioning Programme requires School holidays to be indicated.</li> <li>- Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.</li> <li>- W&amp;H is required to meet the Works Requirements.</li> <li>- Independent Reviewer is engaged.</li> <li>- Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.</li> <li>- Independent Reviewer is engaged.</li> <li>- Deferred Expansion tests have been agreed and defects resolution process in place.</li> <li>- Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.</li> <li>- W&amp;H are required to ensure the facility meets the Works Requirements.</li> <li>- Independent Reviewer engaged for the expansion.</li> <li>- Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.</li> <li>- Project Agreement stipulates protections in the event of a change in law.</li> </ul>	
26	Threat	W&H, IR	Agreement of Completion Testing	Failure to agree testing regime. E.g. Works Completion Plan, Completion Manual	Major	Live	Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.	Medium	Unlikely	Moderate	Medium	Unlikely	Moderate	Low	Rare	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to prepare draft documents early to allow enough time for Independent Reviewer to comment</li> <li>- FSP to engage Independent Reviewer early prior to Financial Close</li> <li>- IR has experience on other PPP schools</li> <li>- IR to review plans</li> </ul>	
27	Threat	W&H, IR	Managing Works Completion Testing Process	inadequate understanding of completion process and lack of adequate resources resulting in delays to issue of WC Certificate and achieving Planned Service Commencement.	Major	Live	Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.	Medium	Possible	Minor	Medium	Possible	Minor	Low	Unlikely	Minor	<ul style="list-style-type: none"> <li>- W&amp;H to prepare draft documents early to allow enough time for Independent Reviewer to comment</li> <li>- Independent Reviewer has experience on other PPP schools</li> <li>- Independent Reviewer to review plans</li> <li>- W&amp;H to prepare draft documents early to allow enough time for Independent Reviewer to comment</li> <li>- Independent Reviewer to review plans</li> <li>- FSP to engage IR early</li> <li>- W&amp;H to engage independent weather/tightness reviewer to review developed and detailed design</li> <li>- W&amp;H to prepare completion plan and completion manual, including water testing regime early, for the IR to review and approve</li> </ul>	
28	Threat	W&H, IR	Consultant Signoffs on WCT's	Consultant documentation required for IR to signoff on WCT's inadequate.	Major	Live	Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.	Medium	Possible	Minor	Medium	Possible	Minor	Low	Unlikely	Minor	<ul style="list-style-type: none"> <li>- W&amp;H to prepare draft documents early to allow enough time for Independent Reviewer to comment</li> <li>- Independent Reviewer to review plans</li> <li>- FSP to engage IR early</li> <li>- W&amp;H to engage independent weather/tightness reviewer to review developed and detailed design</li> <li>- W&amp;H to prepare completion plan and completion manual, including water testing regime early, for the IR to review and approve</li> </ul>	
30	Threat	W&H	Weather/tightness	Unable to compile a satisfactory site weather/tightness testing regime	Major	Live	Requirement in the Project Agreement in place for the Contractor to provide first draft Works Completion Plan and Completion Manual within 30BD of Financial Close.	Medium	Unlikely	Moderate	Medium	Unlikely	Moderate	Low	Rare	Moderate	<ul style="list-style-type: none"> <li>- W&amp;H to prepare completion plan and completion manual, including water testing regime early, for the IR to review and approve</li> </ul>	
32	Threat	Ministry	Change of Law	Financial risk to MoE and resulting in extension events.	Major	Live	Project Agreement stipulates protections in the event of a change in law.	Low	Rare	Moderate	Low	Rare	Moderate	Low	Rare	Moderate	<ul style="list-style-type: none"> <li>- All parties to communicate any potential changes in law with risks to the project</li> </ul>	

Released under the Official Information Act 1982



### MINISTRY INITIATED CHANGE NOTICE REGISTER

Issue Date:	Change Notice Number	Material / Non-Material	School	Description	Current Status	MoE/FSP Interface	Date issued by the Ministry	CN issued to Contractor	FSP/Subcontractor Interface	Signed response received from Contractor	MoE/FSP interface	Response issued to MoE by FSP	Signed Approval received from the MoE	FSP/Subcontractor Interface	Approval of CN issued to FSP
	MoE CN 03	Material	All	Emergency lighting to toilets	Not pursued		17-Jul-15								
	MoE CN 05	Material	RC												
	MoE CN 06	Material	RC												
	MoE CN 07	Material	All	Door Heights to Theatres	Closed Out		4-Aug-15	11-Jan-16				11-Sep-15	11-Jan-16		
	MoE CN 08	Material	All	Gym showers	Not pursued		4-Aug-15								
	MoE CN 10	Material	All	Room renaming	Not pursued		14-Aug-15								
	MoE CN 13	Material	Various	Secondary lifts to WHS, RC, OJC	Not pursued		3-Sep-15	3-Sep-15							
	MoE CN 14	Material	RC												
	MoE CN 18	Material	RC												
	MoE CN 20	Material	RC												
	MoE CN 23	Material	RC												
	MoE CN 26	Material	All	Additional Shower Cycles to Gyms	Closed Out		16-Dec-15	11-Jan-16				23-Feb-16	24-Feb-16		25-Feb-16
	MoE CN 32	Material	RC												
	MoE CN 35	Non-Material	Various	ICT changes to OJC, ACC & RC	Closed Out		12-Jan-16	12-Jan-16				7-Apr-16	15-Apr-16		18-Apr-16
	MoE CN 36	Material	All	FF&E Changes	Closed Out		10-Feb-16	11-Jan-16				23-Feb-16	23-Feb-16		26-Feb-16
	MoE CN 39	Material	RC												
	MoE CN 42	Material	RC												
	MoE CN 43	Material	All	Lockers	Closed Out		5-Apr-16	8-Apr-16							
	MoE CN 44B	Material	RC												
	MoE CN 44D	Material	RC												
	MoE CN 45	Material	All	Delete ART Requirements	Closed Out		4-May-16	7-Mar-16				15-Jun-16	23-Sep-16		27-Sep-16
	MoE CN 59	Non-Material	RC												
	MoE CN 61	Material	RC												
	MoE CN 64	Material	All	Single phase power to workshop benches	Closed Out		13-Dec-16	13-Dec-16				20-Feb-17	30-Jun-17		30-Jun-17
	MoE CN 71	Non-Material	RC	Dishwasher in kitchen	Closed Out		16-Jan-17	20-Jan-17							
	MoE CN 72	Material	RC	Aux to columns	Closed Out		20-Jan-17	20-Jan-17				13-May-17	15-May-17		15-May-17
	MoE CN 75	Material	All	Distribution boards	Closed Out		20-Apr-17					15-Jun-17	16-Jun-17		
	MoE CN 76	Material	Various	Changes to Chairs to RC & HCC	Closed Out		15-Mar-17					30-May-17	1-Jun-17		
	MoE CN 81	Material	RC	Remove ducting to Winare	Closed Out		19-May-17	24-Aug-17				4-Dec-17	6-Dec-17		8-Aug-18
	MoE CN 100	Material	All	Lock Down Requirements	Closed Out		11-Sep-17					29-Nov-17	29-Jan-18		
	MoE CN 107	Material	All	Asset information	Closed Out		20-Nov-17					17-Aug-18	29-Aug-18		
	MoE CN 113	Non-Material	All	Reporting changes	Closed Out		13-Aug-18					17-Aug-18	29-Aug-18		31-Aug-18
	MoE CN 123	Material	RC	RC expansion Concept Design	Closed Out		21-Feb-20	N/A				20-Feb-20	20-Feb-20		20-Apr-20
	MoE CN 126	Material	RC	Modular Classrooms	Closed Out		25-Mar-20	N/A				18-Dec-20	21-Dec-20		N/A
	MoE CN 127	Material	RC	RC expansion Preliminary Design	Closed Out		not dated					22-Jun-20	1-Jul-20		N/A
	MoE CN 129	Material	RC	RC expansion Procurement Documentation	Closed Out		22-Jun-20	N/A				25-Aug-20	8-Sep-20		N/A
	MoE CN 132	Material	All	Covid-19 impact on operations	Closed Out		3-Jul-20	N/A				24-Jul-20	11-Aug-20		N/A
	MoE CN 133	Material	RC	Rollston internal Alterations - Design	Closed Out		14-Aug-20	N/A				9-Oct-20	21-Oct-20		N/A
	MoE CN 135	Material	RC	FF&E for Modulars, Admin & Food tech	Closed Out		24-Aug-20	N/A				11-Jan-20	24-Aug-20		N/A
	MoE CN 142	Material	RC	Rollston internal Alterations - Construction	Closed Out		not dated	N/A				15-Mar-22	15-Mar-22		29-Jun-21
	MoE CN 143	Material	RC	Phase 2 Modulars	Closed Out		9-Jul-21	N/A				28-Jan-22	17-Jun-22		22-Feb-22
	MoE CN 144	Material	RC	Procurement to Financial Close	Closed Out		3-Sep-21	N/A				7-Jun-22	30-Nov-21		30-Jun-22
	MoE CN 145	Material	RC	Procurement - RFP	Closed Out		13-Sep-21	N/A				10-Jun-22	18-Aug-22		N/A
	MoE CN 146	Material	RC	Hardcourt covers	Closed Out		13-Sep-21	N/A				19-Jan-22	22-Mar-22		13-Apr-22
	MoE CN 150	Non-Material	RC	ICT and PD updates	Closed Out		9-Feb-22	N/A				28-Feb-22	22-Mar-22		28-Mar-22
	MoE CN 153	Material	RC	Change Core Hours	Closed Out		4-Oct-22	N/A				8-Mar-23	7-Jun-23		7-Jun-23
	MoE CN 154	Material	RC	Hardcourt Construction & Maintenance	Closed Out							24-Aug-23	27-Feb-23		26-Sep-23
	MoE CN 157	Material	RC	RC Tranche 3 modulars	In review (Green)		15-Mar-22	N/A				8-Jun-23	21-Jun-23		N/A
	MoE CN 158	Material	RC	F&E procurement remainder expansion	Closed Out		6-Jun-23	N/A				31-May-23	7-Jun-23		22-Jun-23
	MoE CN 162	Material	RC	Phase 1, Modulars OSS Extension	Closed Out		8-May-23	N/A				31-Aug-23	31-Aug-23		13-Jun-23
	MoE CN 167	Material	RC	RC Removal of FF&E	Closed Out		6-Sep-23	N/A				31-Aug-23	6-Sep-23		29-Sep-23
	MoE CN 163	Non-Material	RC	RC Removal of Cardio Wall	Closed Out		6-Sep-23	N/A				31-Aug-23	6-Sep-23		29-Sep-23
	MoE CN 165	Material	RC	F&E Movements	Closed Out		1-Dec-23	N/A				31-Aug-23	6-Sep-23		29-Sep-23



**FUTURE SCHOOLS PARTNERS**

# Rolleston Expansion PSG Meeting

**Location:** Rolleston College & Microsoft Teams  
**Reoccurrence:** Monthly  
**Meeting date & time:** Tuesday 19 March 2024 @ 2.30pm  
**Distribution:** Those invited

Attendees	
Full Name	Organisation & Role
9(2)(a)	Principal, Rolleston College
9(2)(a)	Associate Principal, Rolleston College
Martin Connell (MC)	Delivery Manager, Ministry of Education
9(2)(a)	Technical Reviewer, Aurecon
9(2)(a)	Technical Reviewer, Aurecon
9(2)(a)	Executive Officer, Rolleston College
Kalala Malo (KM)	Programme Director, Ministry of Education
9(2)(a)	Project Manager, Programmed
9(2)(a)	Design Construction Interface & Transition Manager, Programmed
9(2)(a)	Project Manager, Future Schools Partners
9(2)(a)	Project Manager, Future Schools Partners
9(2)(a)	Senior Quantity Surveyor, Watts & Hughes
9(2)(a)	Project Manager, Watts & Hughes
9(2)(a)	Deputy Principal, Rolleston College
9(2)(a)	Associate Principal, Rolleston College
9(2)(a)	Board Member, Rolleston College
Bruce Tinsley (BT)	Commercial Manager PPP, Ministry of Education
Alex Lee (AL)	National Programmes Manager, Ministry of Education
9(2)(a)	Site Manager, Watts & Hughes
9(2)(a)	Commercial Manager, Watts & Hughes
9(2)(a)	Technical Director, Future Schools Partners
9(2)(a)	Commercial Manager PPP, Ministry of Education
9(2)(a)	Technical Advisor, Aurecon
9(2)(a)	Construction Project Manager, Watts & Hughes
9(2)(a)	Christchurch Branch Manager, Watts & Hughes



Item	Description	Action owner
1	<b>Welcome</b>	
2	<b>Previous Minutes</b>	
2.1	9(2)(a) reviewed action items from previous minutes and these are carried over into below as appropriate.	Note
3	<b>Key Project Dates</b>	
3.1	Key dates in report noted. 9(2)(a) confirmed that FSP reports progress against the latest endorsed programme, while noting that Planned Service Commencement dates are unlikely to be achieved.	Note
3.2	9(2)(a) acknowledged the school would likely want to discuss the change in expected SP1 (Gym) completion date specifically and opened the floor to questions.	Note
3.2.1	<p>9(2)(a) asked why the sudden jump in dates (rather than a progressive pushing out).  9(2)(a) noted this is down to a W&amp;H misunderstanding of the completion process and what is required to be completed prior to a handover. Further noted, that the team are currently actioning the following to mitigate risk to the school:</p> <ol style="list-style-type: none"> <li>1. W&amp;H are working to complete all other works and rectify defects now to ensure this does not slow completion,</li> <li>2. The Completion Report is being compiled by W&amp;H with all documentation and sign-offs (but for flooring) to minimise delay in final Crown and IR sign-off, and</li> <li>3. Both the Crown and IR have agreed when sign-off is required both parties will look to minimise their review periods (where possible).</li> </ol> <p>9(2)(a) then noted any fast tracking could not come at the cost of quality to the project and as such QA sign-offs cannot be avoided.</p>	Note
3.2.2	9(2)(a) asked what pressure could be put on W&H to push progress. 9(2)(a) confirmed LDs were in place to pressure W&H to avoid undue delay.	Note
3.2.3	9(2)(a) asked if the W&H Programme could be shared with the school. 9(2)(a) noted the programme is provided to the Crown. It is up to the Crown to issue the programme to the school (as a Crown entity) if they see fit. Agreed after the IR had approved the programme, the Crown would consider issuance.	KB
	9(2)(a) confirmed programme will be issued for review this week (week ending 22 March).	JS
3.2.4	9(2)(a) requested detail of the ship and container for gym flooring product, this being requested last month. 9(2)(a) to follow this up and provide to the Crown for dissemination.	JS
3.3	9(2)(a) asked if portions could be handed over earlier than Service Commencement. 9(2)(a) confirmed FSP have no issues with this if (a) all defects have been resolved, (b) tests have been completed (and passed), and (c) these areas can be accessed without going through construction areas.	
	9(2)(a) to consider this for hard landscaped areas around the gym (SP1) and the new garage.	JS

3.4	Teaching Block Delay: 9(2)(a) confirmed there was no change to the predicted completion date from previous report.	Note
<b>4</b>	<b>Health, Safety and Environment</b>	
4.1	Incidents noted, no questions raised.	Note
<b>5</b>	<b>Building Expansion – Design &amp; Construction</b>	
5.1	Progress over February covered in report, taken as read.	Note
5.2	<p>9(2)(a) provided an overview of works occurring now (i.e. post reporting period):</p> <ul style="list-style-type: none"> <li>• Teaching Block <ul style="list-style-type: none"> <li>○ Plastering completed – 1<sup>st</sup> floor</li> <li>○ Painting underway – 1<sup>st</sup> floor</li> <li>○ Internal windows underway – 1<sup>st</sup> floor</li> <li>○ Ceiling grids underway – 1<sup>st</sup> floor</li> <li>○ First fix services underway – Ground floor</li> <li>○ Recladding underway</li> <li>○ Hard landscaping underway</li> <li>○ Carpet tile installation to commence in 2 weeks</li> <li>○ Flooring to bathrooms underway</li> <li>○ Break through into hardtech to occur in the school holidays</li> </ul> </li> <li>• Gym <ul style="list-style-type: none"> <li>○ Flooring works underway</li> <li>○ Landscaping defecting underway</li> </ul> </li> <li>• PFM Shed <ul style="list-style-type: none"> <li>○ W&amp;H meeting with sub-contractor to discuss delivery timeframes tomorrow (20/3). W&amp;H will confirm they can meet SP2 completion date after meeting.</li> </ul> </li> </ul>	Note
5.3	9(2)(a) asked if the Crown could share the design position of the PFM shed. 9(2)(a) to action.	KB
<b>6</b>	<b>Impact on Existing Operations</b>	
6.1	Nil items of note, report elements taken as read.	Note
<b>7</b>	<b>Issues of Public Concern</b>	
7.1	Nil issues of public concern raised.	Note
<b>8</b>	<b>Changes</b>	
8.1	<i>Carry Over Note: 9(2)(a) confirmed the Crown has issued the F&amp;E Change. PFM working on pricing. Noted, pricing is scope dependent, and scope is still in discussion.</i>	Note
<b>9</b>	<b>Key Issues, Risks &amp; Opportunities</b>	
9.1	Nil new issues, risk or opportunities raised.	Note
<b>10</b>	<b>Any other Business</b>	
10.1	Acoustic testing will be included in the updated W&H programme. PFM working on F&E moves that are associated with that. Change Response is expected to be issued to the Crown on this shortly.	CKB



10.2	<sup>9(2)(a)</sup> asked MC when the modular buildings will be removed. Can Tranche 1 get an extension from Council? MC to review and respond.	MC
10.3	RS asked MC if the school can continue to use the gym across the road until SP1 is handed over? MC to review and respond.	MC
10.4	RS asked who would cover costs of school owned F&E storage (if the school encountered additional costs). <sup>9(2)(a)</sup> confirmed any reasonable additional costs (due to a delay) would be covered by the Crown.	Note
<b>11</b>	<b>Next meeting</b>	
11.1	2.30pm Tuesday 16 <sup>th</sup> April 2024.	Note

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