

## Schedule 9: Operative Documents

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### Schedule 9: Operative Documents

Please note, as part of the 2020 Amendment and Restatement Agreement Schedule 9 was amended as follows. These amendments have been integrated into this working version of Schedule 9 (Operative Documents):

- deleting the reference to 'Weigh Facility' in the section relating to the Asset Management Plan;
- inserting the first table below into Part 1 (Works Provisioning Documentation); and
- replacing the row with the document name "ICT Implementation Plan" in Part 1 (Works Provisioning Documentation) with the second and third tables below.

### Part 1 – Works Provisioning Documentation

- 1.1 The parties acknowledge and agree that, with respect to the Works Project Management Plan, the Design Development Plan, the Enabling Works Management Plan and the Construction Programme only, the Contractor must use its best endeavours to achieve Finalised status of each such Operative Document by the date set out in the column headed "Date by which document must be Finalised". However, any failure to achieve Finalised status with respect to any such item by the specified date despite the Contractor utilising its best endeavours shall not of itself constitute a General Breach. Should the Contractor fail to achieve Finalised status with respect to any such Operative Document by the specified date, it must continue to work diligently to achieve Finalised status as soon as practicable thereafter. This paragraph 1.1 shall not excuse the Contractor from complying with its obligations under any Consent Condition.
- 1.2 Any aspect of Works Provisioning that is the subject of an Operative Document must not proceed unless that Operative Document has been Finalised in accordance with Schedule 8.

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
<p><b>Works Project Management Plan</b></p>	<p>The Works Project Management Plan must include:</p> <ul style="list-style-type: none"> <li>details of the methodology, procedures and processes for Works Provisioning, including procedures relating to issue and risk management and procedures for co-ordination with Sub-contractors;</li> <li>details of the reporting systems, proposed format and content of reports, and its documentation and communication controls;</li> <li>contingency measures to action in the event of delays to Works Provisioning;</li> <li>the following sub-plans:                             <ul style="list-style-type: none"> <li>○ the Design Development Plan (as further described below);</li> <li>○ the Construction Management Plan (as further described below);</li> <li>○ the Construction Health and Safety Plan (as further described below);</li> <li>○ Construction Environmental Management Plan (CEMP) (as further described below);</li> <li>○ the Communication Plan (as further described below);</li> <li>○ the ICT Implementation Plan (as further described below);</li> <li>○ the Works Completion Plan (as further described below); and</li> <li>○ the Close-out Plan (as further described below); and</li> </ul> </li> <li>the remaining sub-plans:                             <ul style="list-style-type: none"> <li>○ Works Quality Assurance Plan (including the Inspection and Test Plan, which is further described below); and</li> </ul> </li> </ul>	<p>First draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED]) except only as set out in the preceding column to be submitted to Review Procedures by [REDACTED]</p>	<p>Plan to be Finalised under the Review Procedures by the [REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>as the Contractor considers necessary;</li> <li>on incorporation of any sub-plan specified for delayed inclusion promptly after Finalisation of each such sub-plan;</li> <li>promptly on any material change to the plan;</li> <li>as required to ensure the Works Provisioning is being implemented in accordance with this Agreement; and</li> <li>as and when reasonably required by the Transport Agency:                             <ul style="list-style-type: none"> <li>○ to ensure the health and safety of persons;</li> <li>○ to avoid or minimise unreasonable interference of the Works</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Works Traffic Management Plan.</li> </ul> <p>The parties agree that the CEMP, the Construction Health and Safety Plan, the ITP, the ICT Implementation Plan, the Works Completion Plan and the Close-out Plan need not be provided as part of the full draft Works Project Management Plan submitted by the Contractor, but will be rolled up into the Works Project Management Plan once Finalised in accordance with the relevant requirements set out below for each such item.</p> <p>The parties further agree that the Construction Management Plan and the Works Traffic Management Plan must be included in the full draft Works Project Management Plan submitted by the Contractor, but that such documents need not be Finalised until the date specified for the relevant document below, at which time it will be rolled up into the Works Project Management Plan.</p> <p>Appropriate placeholders shall be incorporated in the Works Project Management Plan until such time as the relevant Finalised sub-plans are rolled up into the Works Project Management Plan.</p>			<p>Provisioning with the passage of persons and vehicles or other operations being conducted on the TG Project Site (as contemplated in the Works Requirements); or</p> <ul style="list-style-type: none"> <li>○ to ensure consistency with the terms of this Agreement,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Design Development Plan</b>  (part of the Works Project Management Plan)</p>	<p>The Design Development Plan must comply with the Review Procedures and must include:</p> <ul style="list-style-type: none"> <li>key design deliverables, Transport Agency review periods and decision milestones and any staged consent submissions;</li> <li>strategy - the details of the Contractor's overall strategy and approach to each stage of the Design Development process including the Design Development objectives, risk management strategy and scope of Design Development activities;</li> <li>resourcing - the management, organisational structure, level of commitment and specific roles and responsibilities of the design development team including the roles and responsibilities of the relevant Sub-contractors and consultants;</li> </ul>	<p>First draft to be provided [REDACTED].</p> <p>Full draft (based on draft provided [REDACTED]) to be submitted to Review Procedures by [REDACTED].</p>	<p>Plan to be Finalised under the Review Procedures by [REDACTED].</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the plan;</li> <li>on any update of the Works Project Management Plan; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul>

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	<p>interface - the proposed methodology and approach to interfacing with the Transport Agency on issues relating to the Design Development process;</p> <p>specific design process issues including:</p> <ul style="list-style-type: none"> <li>○ identification of the various stages of the design process and the key considerations for each stage;</li> <li>○ the proposed design submission, review and comment process and its management;</li> <li>○ the proposed use of an appropriate web-based platform to be used to manage the Design Development process;</li> <li>○ quality assurance processes;</li> <li>○ the process for managing Design Development, including:                             <ul style="list-style-type: none"> <li>changes from the concept design;</li> <li>value optimisation;</li> <li>provision of designer and checker producer statements; and</li> <li>as-built drawings;</li> </ul> </li> <li>○ consultation with relevant parties, the proposed methodology and approach for liaising with those relevant parties, including:                             <ul style="list-style-type: none"> <li>a demonstrated understanding of the issues and complexities;</li> <li>the timing and nature of consultation meetings; and</li> <li>the manner in which information flowing from the consultation will be incorporated into the Design Documentation; and</li> </ul> </li> </ul>	<p>[REDACTED]</p>		<p>by submission of the updated document to the Review Procedures.</p>

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	<ul style="list-style-type: none"> <li>○ review requirements, including:                             <ul style="list-style-type: none"> <li>the process for the preparation and submission of the Design Documentation in a complete and concise form suitable for review; and</li> <li>confirmation of the information to be supplied.</li> </ul> </li> </ul>			
<p><b>Construction Management Plan</b> (part of the Works Project Management Plan)</p>	<p>The Construction Management Plan must comprise a written description of the methodology the Contractor proposes to adopt in undertaking the construction and the systems to be established, including:</p> <ul style="list-style-type: none"> <li>details of the overall construction strategy and proposed construction project management regime, including construction objectives, organisational structure, specific senior roles and responsibilities and risk management strategy;</li> <li>details of the overall approach to site constraints, including with respect to utilities, transmission lines and Deferred Acquisition Land;</li> <li>sub-plans for significant construction elements, including:                             <ul style="list-style-type: none"> <li>earthworks;</li> <li>structures (including Geotechnical Elements);</li> <li>pavements;</li> <li>surfacing; and</li> <li>drainage;</li> </ul> </li> <li>the proposed process and methodology for the selection, use and monitoring of Sub-contractors;</li> <li>the proposed process and methodology for the monitoring of third parties on the TG Project Site that are not under the direct control of the Contractor;</li> </ul>	<p>First draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED]) to be submitted to Review Procedures by [REDACTED]</p>	<p>Plan to be Finalised under the Review Procedures by [REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the document;</li> <li>on any update of the Works Project Management Plan; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>

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	<p>the Contractor's methodology for managing issues relating to minimising disruption, such as:</p> <ul style="list-style-type: none"> <li>○ minimising and avoiding disruptions to activities on operational sites and Adjoining Properties;</li> <li>○ minimising traffic disruption during construction of the connections to existing roads and with respect to works on, and use of, existing roads;</li> <li>○ arrangements for safe site entry and egress of construction traffic during construction; and</li> <li>○ noise, dust and vibration, including monitoring and reporting processes;</li> </ul> <p>specific process issues including:</p> <ul style="list-style-type: none"> <li>○ understanding of, and compliance with, the design intent;</li> <li>○ quality assurance processes; and</li> <li>○ the process for managing construction development and completion, including:                             <ul style="list-style-type: none"> <li>supervision; and</li> <li>provision of producer statements;</li> </ul> </li> </ul> <p>the following information concerning work adjacent to the TG Project Site:</p>			

	<ul style="list-style-type: none"> <li>○ schedules of conditions of adjacent roads, paths, paving and boundaries and other site features;</li> <li>○ maintenance and repair of existing public and private roads, paths and pavings for the duration of construction;</li> <li>○ maintenance of existing live services;</li> <li>○ proposals to prevent mud, debris or rubbish of any kind being carried on to the roads, footpaths or paving; and</li> <li>○ proposals to control noise and its impact on the surrounding areas; and</li> </ul> <p>the following information concerning working on the TG Project Site:</p> <ul style="list-style-type: none"> <li>○ site nameboard;</li> <li>○ route signage;</li> <li>○ site access and parking;</li> <li>○ deliveries;</li> <li>○ site security;</li> <li>○ working hours;</li> <li>○ site amenities;</li> <li>○ authorities;</li> <li>○ temporary services including managing any capacity constraints in relation to Utility Services during the construction phase;</li> <li>○ dust;</li> <li>○ debris;</li> <li>○ process for obtaining Transport Agency approvals; and</li> <li>○ a phased construction methodology (if relevant) explaining the manner in which any proposed staging of works will be integrated with the overall development.</li> </ul>			
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<p><b>Construction Health and Safety Plan</b> (part of the Works Project Management Plan)</p>	<p>The Construction Health and Safety Plan must comprise a written description of the methodology the Contractor proposes to adopt in undertaking the construction and the health and safety systems to be established, including:</p> <ul style="list-style-type: none"> <li>the philosophy underlying the approach to health and safety;</li> <li>inductions;</li> <li>training;</li> <li>identity cards;</li> <li>personal protective equipment, as a minimum, complying with the Transport Agency Minimum Requirements - Workplace Personal Protective Equipment;</li> <li>site safety management;</li> <li>hazards;</li> <li>precautions including fire precautions;</li> <li>specific provisions relating to Sub-contractors and others not under the direct control of the Contractor;</li> <li>record keeping, and</li> <li>all other aspects required to be covered in accordance with industry best practice and the Contractor's health and safety procedures, certification and accreditation.</li> </ul>	<p>First draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED]) to be submitted to Review Procedures by [REDACTED]</p>	<p>Plan to be Finalised under the Review Procedures by [REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>as the Contractor considers necessary;</li> <li>as required to ensure the works are being implemented in accordance with the Agreement; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Communication Plan</b> (part of the Works Project Management Plan)</p>	<p>The Communication Plan for the Works Provisioning phase must be prepared in accordance with Schedule 20 (Communication Protocols) and the Consent Conditions.</p>	<p>First draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED])</p>	<p>Plan to be Finalised under the Review Procedures by [REDACTED]</p>	<p>Plan to be updated and submitted to the Review Procedures within five Business Days of any material change to the plan.</p>



Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
		<p>[Redacted] to be submitted to Review Procedures by [Redacted]</p>		
<p><b>Inspection and Test Plan (ITP)</b> (part of the Works Project Management Plan, within the Works Quality Assurance Plan)</p>	<p>The Inspection and Test Plan must set out in detail all inspections and testing that will be undertaken by the Contractor during Works Provisioning, including:  a schedule of tests and inspections, which shall include as a minimum:</p>	<p>First draft to be provided [Redacted]  Full draft (based on draft provided [Redacted]) to be submitted to Review Procedures by [Redacted]</p>	<p>Plan to be Finalised under the Review Procedures by [Redacted]</p>	<p>Plan to be updated:  promptly on any material change to the document; and  as and when reasonably required by the Transport Agency,  by submission of the updated document to the Review Procedures.</p>

	<ul style="list-style-type: none"> <li>○ tests to evidence suitability of bulk earthworks;</li> <li>○ tests to evidence suitability of imported earthworks material;</li> <li>○ tests to evidence suitability of Geotechnical Elements;</li> <li>○ tests to evidence suitability of subgrade formation;</li> <li>○ tests to evidence suitability of subgrade improvement layers;</li> <li>○ tests to evidence suitability of subbase layer;</li> <li>○ tests to evidence suitability of basecourse layer;</li> <li>○ tests to evidence suitability of surfacing (including bitumen, sealing chip and asphaltic concrete, as applicable);</li> <li>○ tests to evidence suitability of drainage;</li> <li>○ tests to evidence suitability of <i>in situ</i> concrete;</li> <li>○ tests to evidence suitability of reinforcing steel;</li> <li>○ tests to evidence suitability of precast members;</li> <li>○ tests to evidence suitability of traffic management services;</li> <li>○ tests to evidence suitability of lighting;</li> <li>○ tests to evidence suitability of electrical and ITS equipment and connections;</li> <li>○ tests to evidence suitability of safety barriers and guardrails;</li> <li>○ tests to evidence suitability of landscaping;</li> <li>○ inspections after installing measures to meet environmental requirements, before earthworks begin and as required thereafter;</li> <li>○ inspections prior to beginning bulk filling operations;</li> </ul>			
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	<ul style="list-style-type: none"> <li>○ inspections after laying, before backfilling, any drainage pipe (including Culverts);</li> <li>○ inspections before placement of any geotextile;</li> <li>○ inspections before laying of any pavement metal courses;</li> <li>○ inspections before sealing, resealing and surfacing; and</li> <li>○ inspections at such other appropriate points the Independent Reviewer may require throughout the Works Provisioning;</li> </ul> <p>testing and inspection quality assurance procedures;</p> <p>actions to be taken in the event of an unsatisfactory test result;</p> <p>the information management system proposed to manage test data including the provision of the Transport Agency’s access to that data;</p> <p>where tests will be undertaken, including information as to any laboratories where testing shall take place, with each such laboratory to be registered under the Testing Laboratory Registration Act 1972 for the specific tests or measurements concerned; and</p> <p>all information regarding tests to be undertaken under load and tests to be undertaken to ascertain whether the design of any finished or partially finished work is appropriate for its purpose.</p>			
<p><b>Interim ICT Implementation Plan</b> (part of the Works Project Management Plan)</p>	<p>The Interim ICT Implementation Plan must include:</p> <ul style="list-style-type: none"> <li>• specifications for the Contractor’s Interim ITS Solution;</li> <li>• specifications of Configuration requirements for the Contractor’s ITS Equipment for the Contractor’s Interim ITS Solution;</li> <li>• specifications of Configuration requirements for the</li> </ul>	<p>First draft has been submitted to Review Procedures.</p>	<p>Plan to be Finalised under the Review Procedures by [REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>• promptly on any material change to the document;</li> <li>• on any update of</li> </ul>

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	<p>Contractor’s Network Communications for the Contractor’s Interim ITS Solution;</p> <ul style="list-style-type: none"> <li>• capacity plan for the systems network, hardware and software requirements for the Contractor’s Interim ITS Solution;</li> <li>• specification of the Contractor’s data extract and data warehousing solution for the Contractor’s Interim ITS Solution;</li> <li>• specification for the connectivity of the Contractor’s ITS Equipment for the Contractor’s Interim ITS Solution that does not form part of the Configuration requirements;</li> <li>• programme for the implementation, testing, commissioning of the Contractor’s Interim ITS Solution;</li> <li>• project resourcing arrangements for the Contractor’s Interim ITS Solution, including expected WTOC involvement in the implementation of the Contractor’s Interim ITS Solution;</li> <li>• WTOC acceptance test plan and Completion signoff arrangements for the Contractor’s Interim ITS Solution;</li> <li>• Methodology for WTOC remote access during Interim Period as anticipated by the Contractor’s Interim ITS Solution</li> <li>• WTOC Protocols for interface communications between WTOC and TGTOC, and emergency services</li> <li>• WTOC Personnel training plan for the Contractor’s Interim ITS Solution;</li> <li>• document plan for the Contractor’s Interim ITS Solution;</li> <li>• arrangements with third party suppliers for the implementation of the Contractor’s Interim ITS Solution and its ongoing licensing, maintenance and support;</li> </ul>			<p>the Works Project Management Plan; and</p> <ul style="list-style-type: none"> <li>• as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>

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	<ul style="list-style-type: none"> <li>arrangements with the Meteorological Service NZ Ltd and GNS Science Ltd for the connection of the Contractor's Interim ITS Solution Equipment; and</li> </ul> <p>and in accordance with Schedule 24 (WTOC Arrangements) and the Service Level Agreement.</p>			
<p><b>Final ICT Implementation Plan</b> (part of the Works Project Management Plan)</p>	<p>The Final ICT Implementation Plan must include:</p> <ul style="list-style-type: none"> <li>specifications for the Contractor's ITS Solution;</li> <li>a programme and methodology for the switch from the Contractor's Interim ITS Solution through to the Contractor's ITS Solution with full WTOC integration on or prior to Final Works Completion;</li> <li>specifications of Configuration requirements for the Contractor's ITS Equipment and the Contractor's ITS Solution;</li> <li>specifications of Configuration requirements for the Contractor's Network Communications;</li> <li>capacity plan for the systems network, hardware and software requirements;</li> <li>specification of the Contractor's data extract and data warehousing solution;</li> <li>specification for the connectivity of the Contractor's ITS Equipment that does not form part of the Configuration requirements;</li> <li>programme for the implementation, testing, commissioning of the Contractor's ITS Solution;</li> <li>project resourcing arrangements, including expected WTOC involvement in the implementation of the Contractor's ITS Solution;</li> <li>WTOC acceptance test plan and Completion signoff arrangements;</li> <li>WTOC Personnel training plan;</li> </ul>	<p>First draft to be submitted to Review Procedures</p> <p>[REDACTED]</p>	<p>Plan to be Finalised under the Review Procedures</p> <p>[REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the document;</li> <li>on any update of the Works Project Management Plan; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<ul style="list-style-type: none"> <li>• document plan;</li> <li>• arrangements with third party suppliers for the implementation of the Contractor’s ITS Solution and its ongoing licensing, maintenance and support;</li> <li>• arrangements with the Meteorological Service NZ Ltd and GNS Science Ltd for the connection of the Contractor’s ITS Equipment; and</li> <li>• specification for the provision of off-site back-up access to the WTOC’s ICT System,</li> </ul> <p>and in accordance with Schedule 24 (WTOC Arrangements) and the Service Level Agreement.</p>			

<p><b>Works Completion Plan</b> (part of the Works Project Management Plan)</p>	<p>The Works Completion Plan must set out in detail all activities that will be undertaken by the Contractor in order to achieve Completion, including:</p> <ul style="list-style-type: none"> <li>a master plan covering all the activities to be undertaken for the purposes of Completion;</li> <li>a plan for Completion, including details of how each of the applicable Acceptance Criteria will be achieved including a comprehensive methodology and details of the systems and parties involved in achieving the applicable Acceptance Criteria;</li> <li>an overview of the role of the Transport Agency and the Contractor during Works Provisioning to enable achievement of Completion;</li> <li>the proposed process for involving the Independent Reviewer and the Transport Agency in the Completion process;</li> <li>a preliminary Completion testing programme covering all phases;</li> <li>details of the proposed timing of all major activities including the date that the TG Project will open and the impact of any phased construction;</li> <li>a plan for Completion of the Works Infrastructure;</li> <li>a documented procedure for reporting all Works Completion Tests including parties present, details and responsibilities of witnesses and area systems tested, including details to be included in the Completion reports and Works Completion Certificate;</li> <li>details of each Completion Test to be carried out, including a comprehensive methodology and details of the systems and parties involved and the specified target results, aims and outcomes sought in each test;</li> <li>details of the staging of the Completion Tests, including staging on an area-by-area or aspect-by-aspect basis;</li> </ul>	<p>First draft to be provided [REDACTED]</p> <p>[REDACTED]</p> <p>Full draft (based on draft provided [REDACTED]) to be submitted to Review Procedures by [REDACTED]</p> <p>[REDACTED]</p>	<p>Plan to be Finalised under the Review Procedures by [REDACTED]</p> <p>[REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the document;</li> <li>on any update of the Works Project Management Plan; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>
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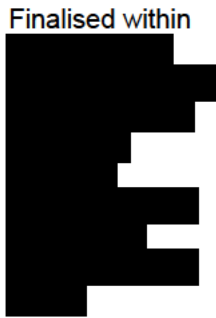
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	<p>details of the standards to which each Completion Test is to be carried out (including details of all applicable Acceptance Criteria for those tests);</p> <p>details of the remediation and rectification programme if any Completion Test does not present a result or outcome satisfactory to the Independent Reviewer;</p> <p>a methodology for identifying and rectifying outstanding items and other Defects;</p> <p>a methodology and timeframe for confirming that all warranties and guarantees relating to the TG Project are in place;</p> <p>the form of reports to be provided to the Transport Agency and/or the Independent Reviewer for the purposes of Completion;</p> <p>a methodology and timeframe for confirming that all relevant documentation required to be provided as a condition precedent to Completion, have been completed and for agreeing such documents;</p> <p>a methodology and timeframe for confirming that all as-built drawings have been satisfactorily completed and are available for use by the relevant Sub-contractor;</p> <p>a list of all certificates and permits required from all Governmental Entities, including details of which party is responsible for obtaining each in accordance with the terms of this Agreement and the time at which they are required;</p> <p>a list of all certificates of compliance required and the time at which they are required;</p> <p>a methodology and timeframe for operational readiness, including:</p>			



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	<ul style="list-style-type: none"> <li>○ certification and completion of equipment procurement and installation including dates of delivery and details of installation, calibration and testing;</li> <li>○ developing, implementing and testing all operating policies and procedures; and</li> <li>○ providing all induction and training that is required to be completed prior to and after the Service Commencement Date, including induction and training of relevant employees and Sub-contractors;</li> </ul> <p>details of post-Completion deliverables (e.g., Close-out Deliverables), and the proposed methodology and timeframe for completing those items; and</p> <p>any other information required to be included by this Agreement or reasonably required by the Transport Agency or Independent Reviewer.</p>			
<p><b>Close-out Plan</b> (part of the Works Project Management Plan)</p>	<p>The Close-out Plan must set out in detail all activities that will be undertaken by the Contractor in order to achieve Close-out, including:</p> <ul style="list-style-type: none"> <li>a master plan covering all the activities to be undertaken for the purposes of Close-out;</li> <li>a plan for Close-out, including details of how each of the applicable Acceptance Criteria will be achieved including a comprehensive methodology and details of the systems and parties involved in achieving the applicable Acceptance Criteria;</li> <li>the proposed process for involving the Independent Reviewer and the Transport Agency in the Close-out process;</li> <li>details of the proposed timing of all Close-out activities;</li> </ul>	<p>First draft to be provided as [REDACTED]</p> <p>A draft of that section of the Close-Out Plan which provides for Close-out Tests during Works Provisioning shall be submitted to Review Procedures by [REDACTED]</p>	<p>Pre Service Commencement section of the Close-out Plan to be Finalised under the Review Procedures [REDACTED]</p> <p>Full Plan to be Finalised under the Review Procedures [REDACTED]</p>	<p>Plan to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the document;</li> <li>on any update of the Works Project Management Plan; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<p>a documented procedure for reporting all Close-out Tests including parties present, details and responsibilities of witnesses and area systems tested, including details to be included in the Close-out reports and Close-out Certificate;</p> <p>details of each Close-out Test to be carried out, including a methodology and parties involved and the specified target results, aims and outcomes sought in each test;</p> <p>details of the staging of the Close-out Tests;</p> <p>details of the standards to which each Close-out Test is to be carried out (including details of all applicable Acceptance Criteria for those tests);</p> <p>details of the remediation and rectification programme if any Close-out Test does not present a result or outcome satisfactory to the Independent Reviewer;</p> <p>a methodology and timeframe for confirming that all relevant documentation required to be provided as a condition precedent to Close-out, have been completed and for agreeing such documents;</p> <p>a list of all certificates of compliance required for Close-out Deliverables and the time at which they are required; and</p> <p>any other information required to be included by this Agreement or reasonably required by the Transport Agency or Independent Reviewer.</p>	<p>[REDACTED]</p> <p>Full draft (based on draft provided [REDACTED] and including the pre Service Commencement section of the Close-out Plan) to be submitted to Review Procedures by [REDACTED]</p>	<p>[REDACTED]</p>	<p>the Review Procedures.</p>
<p><b>Construction Programme</b></p>	<p>The Construction Programme must be provided in a Gantt critical path format illustrating at a project level the overall activities and milestones for the delivery of the Project and be in a form that enables efficient and accurate assessment of actual against planned progress. It must be logic linked. It must allow identification of the overall impact of a delay in a particular element and must include:</p>	<p>First draft to be provided [REDACTED]</p> <p>Draft (based on draft provided [REDACTED]) to be [REDACTED]</p>	<p>Programme to be Finalised under the Review Procedures by [REDACTED]</p>	<p>Programme to be updated:</p> <p>at least monthly to reflect any delays that have occurred in respect of the progress of the</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<p>all information required by the Consent Conditions (including, in particular, NZTA.9);</p> <p>the dates and timeframes embodied in the Design Development Plan including key design deliverables, Transport Agency review periods and decision milestones and any staged consent submissions;</p> <p>identifiable design packages and their duration for the purposes of determining final design deliverable dates;</p> <p>the dates on which plans required to ensure compliance with the Designation conditions relating to the construction of the TG Project are to be provided to the relevant consent authority;</p> <p>the date on which Works Provisioning is to commence, as a milestone;</p> <p>the Consent Sub-Programme, including details regarding the monitoring programme, compliance programme and application programme for any additional consents;</p> <p>the Design Sub-Programme;</p> <p>the Construction Sub-Programme, including any enabling and/or temporary works, earthworks, construction staging (including the impact of Deferred Acquisition Land, utilities, electricity transmission lines) and Road Safety Audits;</p> <p>the Completion Sub-Programme including milestones for commissioning and for Completion Tests, certifications and Independent Reviewer sign-offs;</p> <p>the Close-out Sub-Programme including milestones for commissioning and for Close-out Tests, certifications and Independent Reviewer sign-offs;</p>	<p>submitted [REDACTED]</p> <p>[REDACTED]</p> <p>Full draft (based on draft provided [REDACTED]) to be submitted to Review Procedures by [REDACTED]</p>	<p>[REDACTED].</p>	<p>works and any reordering of work; immediately on any Extension Event; to reflect the progress of Works Provisioning; and as and when reasonably required by the Transport Agency, by submission of the updated document to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<p>the date on which Completion will be achieved and the expected date of issue of the Completion Certificate as milestones; and</p> <p>the date on which Close-out will be achieved and the expected date of issue of the Close-out Certificate as milestones.</p>			
<p><b>Disengagement Plan</b></p>	<p>The Disengagement Plan must:</p> <p>specify the processes and procedures to give effect to the seamless migration of responsibility for the provision of the Services in accordance with the terms of Schedule 19 (Disengagement);</p> <p>specify the tasks, the resources and the personnel to be used to effect Disengagement and ensure the making safe and handover of responsibility for Works Provisioning during the Disengagement Period;</p> <p>specify the assets, Fitout, records, information, data and other tangible or intangible deliverables deliverable to the Transport Agency on or prior to the last day of the Disengagement Period; and</p> <p>include a detailed description of the following:</p> <ul style="list-style-type: none"> <li>○ key dependencies and risks;</li> <li>○ demobilisation and handover of the TG Project Site;</li> <li>○ interim safety and access measures and restrictions pending completion of the Disengagement Services;</li> <li>○ the process and approach for handover of all draft and completed documentation in its then-current state;</li> <li>○ the roles and contractual arrangements relating to all Sub-contractors of any tier then-involved in performing the design and/or construction; and</li> </ul>	<p>First draft to be provided within</p> 	<p>Document to be Finalised within</p> 	<p>Plan to be updated and submitted to the Review Procedures within five Business Days of any material change to the plan.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<ul style="list-style-type: none"> <li>the rights of access to, and use of, any premises owned or leased by the Contractor and used in the performance of the Works Provisioning by the Transport Agency or a New Contractor (together with the charges payable (if any)).</li> </ul>			
<b>All Consent Plans, which include:</b>				
<p>Outline Plan for the Transmission Gully Main Alignment [REDACTED] (TGMA)</p>	<p>In accordance with section 176A of the RMA and the requirements of the Consent Conditions, to each relevant Council in relation to the part of the TG Project that is located within that Council's District.</p> <p>Each Outline Plan shall include the following Operative Documents:</p> <ul style="list-style-type: none"> <li>Heritage Management Plan (as further described below);</li> <li>Construction Traffic Management Plan (as further described below);</li> <li>Landscape and Urban Design Management Plan (as further described below);</li> <li>Construction Noise and Vibration Management Plan (as further described below); and</li> <li>Construction Air Quality (Dust) Management Plan (as further described below).</li> </ul> <p>If relevant, the Outline Plan shall also comply with the requirements of Consent Conditions:</p> <ul style="list-style-type: none"> <li>NZTA.19 (Accidental Discovery Protocol);</li> <li>NZTA.44 (Partial Ecological Monitoring Management Plan);</li> <li>NZTA.47A (SH58 Shared Path design); and</li> <li>NZTA.52 (Valued Natural Areas report).</li> </ul>	[REDACTED]	[REDACTED]	<p>Should a Territorial Authority issue comments on the Finalised and lodged Outline Plan, revised Outline Plan to go through Review Procedures before resubmission to the Territorial Authority.</p> <p>Updated by submission of the updated document to the Review Procedures not less than 10 Business Days prior to any requirement to submit an update to the relevant Council in accordance with requirements of section 176A of RMA.</p> <p>Updates to the Outline Plan may be sought in accordance with condition</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	[REDACTED]			NZTA.7A after the updated version has been submitted to the Review Procedures.
Heritage Management Plan (HMP) (part of TGMA Outline Plan)	In accordance with the requirements of Consent Condition NZTA.16.	[REDACTED]	[REDACTED]	Updates to this Management Plan may be sought in accordance with Condition NZTA.7A after the updated version has been submitted to the Review Procedures.
Construction Traffic Management Plan (CTMP) (part of TGMA Outline Plan)	In accordance with the requirements of Consent Conditions: NZTA.22; NZTA.23; NZTA.24; NZTA.25; NZTA.26; NZTA.27. NZTA.29; NZTA.30; NZTA.30A; and NZTA.31	[REDACTED]	[REDACTED]	Updates to this Management Plan may be sought in accordance with Condition NZTA.7A after the updated version has been submitted to the Review Procedures.
Landscape and Urban Design Management Plan (LUDMP)	In accordance with the requirements of Consent Conditions: NZTA.42;	[REDACTED]	[REDACTED]	Updates to this Management Plan may be sought under Condition NZTA.7A

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
(part of TGMA Outline Plan)	NZTA.43; NZTA.44; NZTA.45; NZTA.46; NZTA.47; and NZTA.50A.			after the updated version has been submitted to the Review Procedures.
Construction Noise and Vibration Management Plan (CNVMP)  (part of TGMA Outline Plan)	In accordance with the requirements of Consent Conditions:  NZTA.35; NZTA.36: NZTA.37; and NZTA.38.	[REDACTED]	[REDACTED]	Updates to this Management Plan may be sought under Condition NZTA.7A after the updated version has been submitted to the Review Procedures.
Construction Air Quality (Dust) Management Plan (CAQMP)  (part of TGMA Outline Plan)	In accordance with the requirements of Consent Conditions:  NZTA.39; NZTA.40; NZTA.41; and NZTA.70.	[REDACTED]	[REDACTED]	Updates to this Management Plan may be sought under Condition NZTA.7A after the updated version has been submitted to the Review Procedures.
Partial Environmental Monitoring Management Plan (EMMP)  (Supplied for information with Outline Plan)	In accordance with the requirements of Consent Condition NZTA.44.	[REDACTED]	Supplied with TGMA Outline Plan	Full EMMP to be certified with CEMP

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
Accidental Discovery Protocol (ADP) (Supplied for information with Outline Plan)	In accordance with the requirements of Consent Conditions: NZTA.19; and G.8.	[REDACTED]	[REDACTED]	No ability to update under the Designation conditions.
SH58 Shared Path Design (Supplied for information with Outline Plan)	In accordance with the requirements of Consent Condition NZTA.47A.	[REDACTED]	[REDACTED]	No ability to update this document under the Designation conditions.
Valued Vegetation report (Supplied for information with Outline Plan)	In accordance with the requirements of Consent Condition NZTA.52.	[REDACTED]	[REDACTED]	No ability to update this document under the Designation conditions.
Outline Plan and associated Management Plans for [REDACTED]	In accordance with section 176A of the RMA and the requirements of the [REDACTED] designation conditions 1-14, to Kapiti Coast District Council (KCDC).	[REDACTED]	[REDACTED]	Updated by submission of the updated document to the Review Procedures not less than 10 Business Days prior to any requirement to submit an update to the relevant Council in accordance with requirements of section 176A of RMA.



Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Construction Environmental Management Plan (CEMP)</p>	<p>In accordance with the requirements of Consent Conditions:</p> <p>NZTA.20;</p> <p>NZTA.21;</p> <p>G.18;</p> <p>G.19A;</p> <p>G.19; and</p> <p>G.27,</p>	<p>First draft was the draft CEMP submitted with the application to the Board of Inquiry (dated July 2011).</p> <p>Updated draft (based on July 2011 document), to be provided with the relevant draft Outline Plan</p>	<p><b>For the review of the draft CEMP to be provided to the Territorial Authorities:</b></p> <p>[REDACTED]</p> <p><b>For the review of the final CEMP to be</b></p>	<p>Should a Territorial Authority issue comments on the Finalised and lodged CEMP, revised CEMP to be submitted to Review Procedures.</p> <p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<p>which shall include:</p> <ul style="list-style-type: none"> <li>the Contaminated Land Management Plan (as further described below);</li> <li>the Erosion and Sediment Control Plan (as further described below);</li> <li>the Chemical Treatment Plan (as further described below);</li> <li>the Ecological Management and Monitoring Plan (as further described below);</li> <li>the Forestry Harvesting Plan (as further described below); and</li> <li>the Erosion and Sediment Control Monitoring Plan (as further described below).</li> </ul> <p>If relevant, the Outline Plan shall also comply with the requirements of Consent Conditions G31B and NZTA.56.</p>	<p>[REDACTED]</p> <p>Final draft to be submitted to the Review Procedures by the [REDACTED]</p>	<p><b>lodged with the Territorial Authorities:</b></p> <p>[REDACTED]</p>	<p>the Review Procedures.</p> <p>Note: Designation conditions do not provide for any update to the CEMP.</p>
<p>Contaminated Land Management Plan (CLMP) (Part of CEMP)</p>	<p>In accordance with the requirements of Consent Condition G.20.</p>	<p>Updated (final) draft to be submitted to the Review Procedures at the same time as final draft CEMP</p>	<p>With the CEMP.</p>	<p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.</p>
<p>Erosion and Sediment Control Plan (ESCP) (Part of CEMP)</p>	<p>In accordance with the requirements of Consent Conditions:</p> <ul style="list-style-type: none"> <li>G.27;</li> <li>E.7;</li> <li>E.8;</li> <li>E.9;</li> <li>E.10;</li> </ul>	<p>Updated (final) draft to be submitted to the Review Procedures [REDACTED]</p>	<p>[REDACTED]</p>	<p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	E.11; E.12; E.13; E.14; E.15; E.16; E.17; and E.18.	[REDACTED]		
Erosion and Sediment Control Monitoring Plan (ESCMP) (Part of CEMP)	In accordance with the requirements of Consent Conditions: G.39; G39A; G.40; G.41; G.42; G.42A; G.42B; G.43; and E.7.	First draft was the draft ESCMP submitted with the AEE applications (dated July 2011).  Updated draft (based on July 2011 document), to be provided with the draft of the CEMP [REDACTED] [REDACTED]  Updated (final) draft to be submitted to the Review Procedures by [REDACTED]	[REDACTED]	In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
		[REDACTED]		
<p>Chemical Treatment (flocculation) Plan (CTP) (Part of CEMP)</p>	<p>In accordance with the requirements of Consent Conditions: E.24; E.25; and E.26.</p>	<p>With the draft of the CEMP [REDACTED] Updated (final) draft to be submitted to the Review Procedures by [REDACTED]</p>	[REDACTED]	<p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.</p>
<p>Ecological Management and Monitoring Plan (EMMP) (Part of CEMP)</p>	<p>In accordance with the requirements of Consent Conditions: NZTA.53; G.21; G.22; G.23; G.24; G.25; G.27; G.31;</p>	<p>First draft was the draft EMMP submitted with the application to the Board of Inquiry (dated July 2011), with marine sections updated in December 2011.  A partially certified EMMP in respect of landscape restoration</p>	[REDACTED]	<p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<p>G.34; G.35; G.37; and G.38.</p>	<p>components only as required to address NZTA.44. (27 May 2014).  Updated (final) draft to be submitted to the Review Procedures by [REDACTED]</p>		
<p>Forestry Harvesting Plan (FHP) (Part of CEMP)</p>	<p>In accordance with the requirements of Consent Condition E.27.</p>	<p>With the draft of the CEMP included [REDACTED]  Updated (final) draft to be submitted to the Review Procedures by [REDACTED]</p>	<p>At least 22 [REDACTED]</p>	<p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.</p>
<p>Ecological Mitigation Programme</p>	<p>In accordance with the requirements of Consent Conditions: NZTA.56; and G.31B.</p>	<p>With the draft CEMP</p>	<p>With the CEMP</p>	<p>No current ability to update under the Designation conditions.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
Communications Plan	In accordance with the requirements of Consent Conditions: NZTA.13; NZTA.14; and NZTA14A.	As part of Communication Plan referred to above (included [REDACTED])	As part of Communication Plan referred to above.	No current ability to update under the Designation conditions.
Conservation Plans	For St Joseph's Church in accordance with the requirements of Consent Condition NZTA.17.	To be submitted to the Review Procedures [REDACTED]	[REDACTED]	No current ability to update under the Designation conditions.
	For the brick fuel containment structure in accordance with the requirements of Consent Condition NZTA.18.	To be submitted to the Review Procedures [REDACTED]	[REDACTED]	No current ability to update under the Designation conditions.
Site Specific Traffic Management Plans (SSTMP)	In accordance with the requirements of Consent Conditions: NZTA.28; NZTA.29;	Outline draft to be provided [REDACTED]	[REDACTED]	No current ability to update under the Designation conditions.



Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	<p>NZTA.30; and                      NZTA.30A.</p>	<p>including the document structure and plans showing the sections of the alignment where each SSTMP will be prepared.</p> <p>Final draft to be submitted to the Review Procedures by</p>	<p>[REDACTED]</p>	
<p>Network Utilities Management Plan (NUMP)</p>	<p>In accordance with the requirements of Consent Conditions:                      NZTA.57;                      NZTA.58;                      NZTA.59;                      NZTA.60; and                      NZTA.61.</p>	<p>Updated (final) draft to be submitted to the Review Procedures by</p>	<p>[REDACTED]</p>	<p>No current ability to update under the Designation conditions.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
<p>Noise Mitigation Plan (NMP)</p>	<p>In accordance with the requirements of Consent Conditions:                      NZTA.81;                      NZTA.81A; and                      NZTA.81B.</p>	<p>First draft to be provided [REDACTED]                      [REDACTED]                      Final draft to be submitted to the Review Procedures by [REDACTED]                      [REDACTED]</p>	<p>[REDACTED]</p>	<p>No current ability to update under the Designation conditions.</p>
<p>Site Specific Environmental Management Plan (SSEMP)</p>	<p>In accordance with the requirements of Consent Conditions:                      G.26;                      G.27;                      G.28;                      E.12;                      E.17; and                      E.18.</p>	<p>Outline draft to be provided [REDACTED]                      [REDACTED], including the document structure and plans showing the sections of the alignment where each SSEMP will be prepared.                      Final draft to be submitted to the Review</p>	<p>[REDACTED]</p>	<p>In accordance with Consent Conditions G10.A and G.16 after the updated version has been submitted to the Review Procedures.</p>



Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
		Procedures [Redacted]		
Overall staging plan	In accordance with the requirements of Consent Condition G.12.	Full draft to be submitted to the Review Procedures by [Redacted]	[Redacted]	No current ability to update under the Designation conditions.
Consenting Strategy	A resource management consenting strategy in accordance with the requirements of Consent Condition NZTA.8, including a programme of estimated timings.	First draft provided [Redacted]	[Redacted]	In accordance with Consent Condition NZTA.8 until construction commences after the updated version has been submitted to the Review Procedures.  In accordance with Consent Condition NZTA.9 post construction after the updated version has been submitted to the Review Procedures.

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
Post construction noise validation	In accordance with the requirements of Consent Condition NZTA.81B	[REDACTED]	[REDACTED]	No current ability to update under the Designation conditions.

<p><b>Customer Opening Plan</b></p>	<p>The Customer Opening Plan is a plan for the opening of the TG Project to Users, covering the periods before and after Road Opening Completion, and must include:</p> <ul style="list-style-type: none"><li>• details on how that Contractor will open the TG Roads at the posted speed limit of 100kmh in a safe and appropriate manner;</li><li>• associated temporary traffic management plans including; details of reduced speeds and the periods, durations and areas for which they will be required (using 4 hour windows);</li><li>• the process for bedding in chip seal prior to completion of road markings and prior to Road Opening Completion;</li><li>• for the period before and after Road Opening Completion, the strategy and methodology of the Contractor and its Major Sub- contractors to achieve Road Opening Completion and to provide the initial Operational Services;</li><li>• the methodology for the period before and after Road Opening Completion, including as to:<ul style="list-style-type: none"><li>○ the plant, equipment, roles and responsibilities that enables safe public access during the immediate operational phase;</li><li>○ the bedding in of chip seal and removal of residual surplus/ loose chip;</li><li>○ The application of any additional road markings prior to Road Opening Completion</li><li>○ the technical methodology associated with the application and removal of speed restrictions; and</li><li>○ the management of any unintended network congestion, incidents or event responses;</li></ul></li></ul> <p>the public facing communications plan that sets out the specific principles, methods and processes to be used by each Major Sub-contractor (in the case of the O&amp;M Sub-contractor, as set out in its separate communications plan) that proactively manages User inconvenience in terms of at least 28 days prior</p>			<p>N/A</p>
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Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised*	Updates
	to and 7 days after Road Opening Completion (and beyond as applicable).			

\* Throughout this Part 1 of Schedule 9, the required date for Finalisation shall be extended, on a day for day basis, to the extent that the Transport Agency takes longer than [redacted] to undertake its review of a submitted Operative Document in accordance with the post-amble to paragraph 2.2(a) of Schedule 8 (Review Procedures). Such a day for day extension to the time set out in the "Date by which document must be Finalised" column shall be the Contractor's sole right and remedy with respect to any utilisation by the Transport Agency of its discretion under paragraph 2.2(a) of Schedule 8 (Review Procedures).

**Part 2 – Services Documentation**

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
<p><b>Contract Plan</b></p>	<p>The Contract Plan is an all-encompassing contract plan to meet all statutory and contractual requirements, which must demonstrate an integrated working system and strategic level framework for the management, planning and delivery of the Operational Services and must include:</p> <ul style="list-style-type: none"> <li>purpose;</li> <li>charter;</li> <li>policy statements on health and safety, quality, risk, environment and User services;</li> <li>a brief description of each item of the Services Documentation and how they will integrate across each work discipline within the Operational Services;</li> <li>Contractor, Sub-contractor and supplier relationships, communication strategy and key accountabilities;</li> <li>Sub-contractor management system, including information transfer and assurance of quality results;</li> <li>organisational structure; and</li> <li>succession planning methodology for key personnel,</li> </ul> <p>and includes the following sub-plans:</p> <ul style="list-style-type: none"> <li>the Asset Register (as further described below);</li> <li>the Asset Condition Register;</li> <li>the Asset Management Plan (as further described below);</li> <li>the Forward Works Plan (as further described below);</li> <li>the TG Project Operations Plan (as further described below);</li> </ul>	<p>First draft to be provided [REDACTED]</p>	<p>Plan to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days before the end of the Contract Year);</li> <li>upon any event requiring a material change to the document; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>the Performance Data Management Plan (as further described below);</p> <p>the Lane Closure Protocols (as further described below);</p> <p>the Accelerometer Plan (as further described below);</p> <p>the User Survey Plan (as further described below);</p> <p>the Communication Plan (as further described below); and</p> <p>the ICT Implementation Plan (as further described below).</p>			
<p><b>Asset Register</b> (part of the Contract Plan)</p>	<p>The Asset Register must:</p> <p>list all assets and plant and equipment in connection with or part of the TG Project, including Fixtures and Fitout, together with details of all warranties and operations and maintenance requirements; and</p> <p>for all such assets, plant and equipment, record the following information:</p> <ul style="list-style-type: none"> <li>o condition grade;</li> <li>o design life;</li> <li>o estimated base life;</li> <li>o estimated residual life;</li> <li>o construction year;</li> <li>o confidence grades;</li> <li>o criticality criteria; and</li> <li>o replacement costs.</li> </ul>	<p>First draft to be provided [REDACTED]</p>	<p>Plan to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <p>annually (at least 30 Business Days before the end of the Contract Year);</p> <p>on any disposal, acquisition or upgrade on any part of the TG Project;</p> <p>upon any event requiring a material change to the document; and</p> <p>as and when reasonably required by the</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
				Transport Agency, by submission of the updated document to the Review Procedures.
<b>Asset Management Plan</b> (part of the Contract Plan)	<p>The Asset Management Plan must include, in relation to all physical assets within the TG Project (including the Drainage System, fences, screens, environmental barriers, Geotechnical Elements, Lighting, Paved Areas, pavement markings, raised pavement markers, Barriers, Signage, Vegetation, Structures, Bridges, Culverts, tracks):</p> <ul style="list-style-type: none"> <li>asset management strategies that demonstrate compliance with the Service Requirements;</li> <li>a whole of life asset management approach, including:                             <ul style="list-style-type: none"> <li>o details of current and predicted future asset condition; and</li> <li>o an analysis of asset life cycles, including details of any changes from the previous plan (extended or reduced life) and the reasons for those changes;</li> </ul> </li> <li>a programme for preventative maintenance, reactive maintenance and refurbishment for all assets, including:                             <ul style="list-style-type: none"> <li>o detail how the Service Requirements will be achieved with risk-based methodology to govern;</li> <li>o a maintenance intervention strategy based on methodology to determine the frequency of inspections appropriate to location, asset type and condition to establish condition of the TG Project and treatment;</li> <li>o the methodology for identifying asset condition and intervention levels;</li> </ul> </li> </ul>	First draft to be provided [REDACTED] Full draft (based on draft provided [REDACTED]) to be provided [REDACTED]	Document to be Finalised [REDACTED]	Document to be updated: annually (at least 30 Business Days before the end of the Contract Year); upon any event requiring a material change to the document; and as and when reasonably required by the Transport Agency, by submission of the updated document to the Review Procedures.

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<ul style="list-style-type: none"> <li>○ corridor and environmental management;</li> <li>○ maintenance data management system, including records of all defects and condition rating;</li> <li>○ bridges, major retaining walls and drainage management plan;</li> <li>○ detail of the methodology of monitoring and measuring the movement of vertical alignment and profile of geotechnical slopes, embankment areas and all Geotechnical Elements;</li> <li>○ detail of how the Lighting will be maintained to the appropriate level; and</li> <li>○ the frequency of road lighting electrical testing intervals, structural inspection intervals and optical maintenance;</li> </ul> <p>the condition rating manual;</p> <p>roughness and condition rating surveys;</p> <p>the Asset Deterioration Models (as further described below);</p> <p>implementation and operation of road asset management systems;</p> <p>the safety management strategy, including:</p> <ul style="list-style-type: none"> <li>○ safety intervention strategy;</li> <li>○ safety projects programme;</li> <li>○ safety certification;</li> <li>○ maintenance and improvement of road safety through day-to-day activities;</li> <li>○ crash site monitoring;</li> </ul>			



Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<ul style="list-style-type: none"> <li>○ investigation of safety hazards and crash trends to understand problem locations and recurring factors and eliminate the risks;</li> <li>○ targeted physical works to reduce the likelihood and severity of crashes; and</li> <li>○ safety assessment and prioritisation, to be based on local knowledge, KiwiRAP, Safe System and crash data;</li> </ul> <p>all asset and property data relating to the TG Project or the TG Project Site required to be maintained by the Contractor in accordance with Schedule 12 (Service Requirements);</p> <p>the field data that will be collected, how it will be collected, how the data will be analysed to develop bespoke maintenance strategies or adjust existing maintenance strategies in order to improve facility operational performance;</p> <p>detail of top 10 improvements in the Contractor’s asset management;</p> <p>activity management plans, including:</p> <ul style="list-style-type: none"> <li>○ preparation and update of road safety action plans; and</li> <li>○ preparation and update of risk management strategies, including safety and environmental management strategies;</li> </ul> <p>asset inspections and reporting to ensure the delivery of the Service Requirements;</p> <p>a programme for building management services;</p> <p>risk assessments for the TG Project;</p> <p>the methodology for ensuring the Hand Back Requirements are met; and</p>			

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>an Annual Work Plan together with an analysis of historical and predicted future breakdown maintenance (as relevant) (as further described below).</p>			
<p><b>Asset Deterioration Models</b> (part of the Asset Management Plan)</p>	<p>The Asset Deterioration Models must include asset deterioration modelling for all assets, including:</p> <ul style="list-style-type: none"> <li>pavement and pavement surfacing deterioration assessment HDM-4 model (or at least equivalent), including all input parameters and intervention levels;</li> <li>██████████ asset deterioration models for non-pavement assets, including all input parameters and intervention levels; and</li> <li>the methodology for verifying accuracy of deterioration models and regular recalibrating where necessary,</li> </ul> <p>in accordance with Schedule 12 (Service Requirements).</p>	<p>Full draft (based on draft provided ██████████ to be provided ██████████)</p>	<p>Document to be Finalised ██████████</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days before the end of the Contract Year);</li> <li>upon any event requiring a material change to the document; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Forward Works Plan</b> (part of the Contract Plan)</p>	<p>The Forward Works Plan must adopt a whole of life asset management approach and must include:</p> <ul style="list-style-type: none"> <li>an indicative plan including the nature, scope and timing of planned maintenance, refurbishment, replacement and</li> </ul>	<p>Outline draft to be provided ██████████</p>	<p>Document to be Finalised ██████████</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days</li> </ul>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>augmentation works during the Contract Term and for the expected design life of the asset; and</p> <p>an analysis of asset life cycles, including details of any changes from the previous plan or differences from the asset deterioration model (extended or reduced life) and the reasons for those changes.</p>	<p>Full draft (based on draft provided [redacted] ) to be provided [redacted]</p>	<p>[redacted]</p>	<p>before the end of the Contract Year);</p> <p>upon any event requiring a material change to the document; and</p> <p>as and when reasonably required by the Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Annual Work Plan</b> (part of the Asset Management Plan)</p>	<p>Each Annual Work Plan must be consistent with the Forward Works Plan and must include:</p> <p>the planned maintenance to be carried out and the proposed dates on which such planned maintenance will be carried out, together with particulars of its nature, scope and location;</p> <p>the planned replacement programme for the TG Project;</p> <p>all scheduling for the planned maintenance and planned replacement programme having regard to the times at which the</p>	<p>First draft to be provided [redacted]</p>	<p>Document to be Finalised [redacted]</p>	<p>Document to be updated:</p> <p>annually (at least 10 Business Days before 30 June);</p> <p>upon any event requiring a material change to the document; and</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>TG Project is routinely used by the Users or the Transport Agency; and</p> <p>any anticipated effects of the planned maintenance or planned replacement programme on the delivery of the Operational Services;</p> <p>a summary of all maintenance (planned or otherwise) actually undertaken for the current calendar year to June 30 under the previous Annual Work Plan, noting any differences between the works undertaken and the works previously scheduled to be undertaken and, in relation to reactive maintenance, measures taken or intended to be taken to prevent reoccurrence; and</p> <p>the Quarterly Maintenance Schedule.</p>			<p>as and when reasonably required by the Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Quarterly Maintenance Schedule</b></p> <p>(part of the Annual Work Plan)</p>	<p>The Quarterly Maintenance Schedule must be consistent with the Asset Management Plan and the Annual Work Plan and must include:</p> <p>any activities which may cause disruption to the Users or to the delivery of the Operational Services, the nature of any such disruption and the time and date of such disruption;</p> <p>how the Contractor intends to minimise or avoid disruption to the Users or to the delivery of the Operational Services;</p> <p>a report on any proposed testing to be undertaken;</p> <p>an update in relation to the maintenance requirements set out in the previous Quarterly Maintenance Schedule;</p> <p>a summary of all inspections and maintenance (planned or otherwise) actually undertaken in the previous Contract Quarter, noting any differences between the works undertaken and the works previously scheduled to be undertaken and, in relation to reactive maintenance, measures taken or intended to be taken to prevent reoccurrence;</p>	<p>First draft to be provided</p> <p>[REDACTED]</p>	<p>Document to be Finalised</p> <p>[REDACTED]</p>	<p>Document to be updated:</p> <p>no later than 10 Business Days before the commencement of each Contract Quarter; and</p> <p>upon any event requiring a change to the document,</p> <p>by submission of the updated document to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>a summary of all inspections and maintenance undertaken in the previous Contract Quarter in response to any Incidents or investigations, including measures taken or intended to be taken to prevent reoccurrence of such Incidents;</p> <p>details of any maintenance eligible for Maintenance Relief in accordance with Schedule 13 (Performance Regime); and</p> <p>a summary of all inspections and maintenance planned to be undertaken in the following Contract Quarter.</p>			
<p><b>TG Project Operations Plan</b> (part of the Contract Plan)</p>	<p>The TG Project Operations Plan must describe the processes for all operations required under Schedule 12 (Service Requirements), including in relation to:</p> <p>the approach, processes and responsibilities necessary to facilitate the management of traffic for maximum safety and operational efficiency, with the following objectives:</p> <ul style="list-style-type: none"> <li>○ that the TG Project remains available for the safe, continuous and efficient passage of vehicles;</li> <li>○ that interruptions to the operation of the TG Roads are minimised;</li> <li>○ to provide safe passage for vehicles during planned and unplanned activities; and</li> <li>○ to provide adequate notification of upcoming planned and unplanned closures;</li> </ul> <p>the systems and processes for monitoring the network operations, including traffic flow, Incident management, Special Event management, User travel information, weather station monitoring, route performance monitoring, traffic management support and monitoring, traffic signal optimisation;</p>	<p>Outline draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED]) [REDACTED] provided [REDACTED]</p>	<p>Document Finalised [REDACTED]</p>	<p>Document to be updated:</p> <p>annually (at least 30 Business Days before the end of the Contract Year);</p> <p>upon any event requiring a material change to the document; and</p> <p>as and when reasonably required by the Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>the incident response plan, which must document the processes and responsibilities necessary to facilitate the effective management of Incident response by identifying:</p> <ul style="list-style-type: none"> <li>○ the Incident response processes and methodology</li> <li>○ interaction and co-operation with Emergency Services in relation to lane closures;</li> <li>○ mechanisms to manage Incident response;</li> <li>○ assignment of responsibilities for implementing processes,</li> </ul> <p>with the objective of ensuring a quick and efficient response to Incidents (including minimising response times and optimising the coordination between the parties involved in the Incident management process) and informing Users about the Incident and providing them with an opportunity to manage their travel;</p> <p>the process by which operational facility management including, scheduled, unscheduled and planned maintenance, will be undertaken;</p> <p>the policies, procedures, work practices, liaison procedures and other operational matters in respect of the delivery of the Operational Services;</p> <p>the procedures used for management of the TG Project;</p> <p>the procedures used for minimising disruption to the Users during servicing, repair and maintenance work;</p> <p>the procedures for the use, storage and disposal of equipment, materials and consumables;</p> <p>instructions for operating and maintaining all aspects of the TG Project, including all information that would be expected to be included in a maintenance manual for roads similar to the TG Project;</p>			

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	<p>the systems and processes, including IT systems, that will be used for managing scheduled maintenance, planned maintenance, unscheduled maintenance and operations;</p> <p>the processes in relation to the management of the passage of heavy, overweight, high-productivity and overdimension vehicles on the TG Project;</p> <p>the supervision of the movement of overweight or over-dimension vehicles;</p> <p>the procedures for information management and ensuring data accuracy and integrity of data repositories, including in relation to all Transport Agency databases the Contractor is required to update;</p> <p>the management, isolation and/or limitation of the risk and consequence of asset failure throughout the TG Project, and the management of any impact on the Operational Services;</p> <p>ensuring the statutory compliance of the TG Project;</p> <p>the qualifications and experience required for key personnel and how these requirements will contribute to the effective delivery of the Service Requirements;</p> <p>the environmental compliance, sustainability and efficiency concepts that will be incorporated within the facility operations and maintenance function;</p> <p>how whole of life cycle will be achieved when performing all planned and unscheduled tasks, how these tasks will be undertaken in an optimal manner, and how continuous improvement will be achieved; and</p> <p>ensuring the backup and storage of all Background IP and other applicable records in accordance with Good Industry Practice,</p> <p>and includes the following sub-plans:</p>			

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>the Emergency Procedures and Business Continuity Manual (as further described below);</p> <p>the Operational Environmental Management Plan (as further described below);</p> <p>the Operational Quality Assurance Plan (as further described below);</p> <p>the Operational Fire Management Plan; and</p> <p>the Operational Health and Safety Plan (as further described below).</p>			
<p><b>Emergency Procedures and Business Continuity Manual</b> (part of the TG Project Operations Plan)</p>	<p>The Emergency Procedures and Business Continuity Manual must, in relation to any emergency event, damage, or identified threat or risk to the TG Project, include the following:</p> <ul style="list-style-type: none"> <li>specific procedures for the mitigation and management of any emergency event, damage, threat or risk, including the actions and responsibilities of each party that may be involved in the event;</li> <li>contingency plans associated with the partial or total closure of the TG Project, the State Highway network and/or adjoining roading networks for any reason, such contingency plans to include detailed procedures, detour plans, signage and communication protocols;</li> <li>plans and maps providing an immediate list of the signs; including Variable Message Signs and barriers, required and the locations at which they must be erected for detours;</li> <li>an effective communication and recording system;</li> <li>procedures for the provision of timely and accurate information updates to the Transport Agency, including integration with the Transport Agency’s call centre systems;</li> </ul>	<p>Outline draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED])</p>	<p>Document Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days before the end of the Contract Year);</li> <li>upon any event requiring a material change to the document; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the</p>



Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>the name, contact number and specific duties of Contractor Personnel nominated to respond to an emergency event, threat or risk;</p> <p>the nominated Incident manager;</p> <p>the contact numbers of other parties required to be notified of the emergency event, threat or risk (including the Emergency Services);</p> <p>pre and post seasonal Severe Weather Event planning and processes;</p> <p>sustainability of resources (people and plant) over an extended period and beyond the Contractor’s capability;</p> <p>details of civil defence emergency management;</p> <p>details of the facilities for both Users and Emergency Services in the event of an emergency;</p> <p>details of how business continuity will be managed, including:</p> <ul style="list-style-type: none"> <li>○ a disaster recovery and business continuity plan in respect of the Contractor’s operations centre and WTOC, including in the event that WTOC (including the WTOC’s ICT System) is not available;</li> <li>○ plans for sourcing replacement equipment and machinery (including electronic data processing equipment) and making such equipment and machinery operational in respect of the TG Project; and</li> <li>○ plans for continuity of operations during the period equipment and machinery (including the Contractor’s ITS Equipment and the Contractor’s Network Communications) is unavailable, which may include manual surveillance of the TG Roads; and</li> </ul> <p>any other requirements as set out in Schedule 12 (Service Requirements).</p>			<p>Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
<p><b>Operational Environmental Management Plan</b> (part of the TG Project Operations Plan)</p>	<p>The Operational Environmental Management Plan must include:</p> <ul style="list-style-type: none"> <li>all obligations with respect to environmental matters including each specific consent requirement and conditions;</li> <li>identification of the ongoing operations and maintenance requirements relating to social and environmental aspects of the TG Project, including:                             <ul style="list-style-type: none"> <li>o all statutory approvals, Consents and related requirements for monitoring, measurement and reporting;</li> <li>o ongoing liaison or consultation matters; and</li> <li>o maintenance regimes for featured environmental or social aspects of the TG Project;</li> </ul> </li> <li>sediment and stormwater control, noise control, pest control, control of application of herbicides, storage of hazardous substances and refuelling of plant;</li> <li>systems, work practices and actions to manage environmental outcomes;</li> <li>the hazards to which the environment may be exposed in the process of carrying out work;</li> <li>activities for which permission must be obtained before undertaking any work;</li> <li>the appropriate protective measures to be used;</li> <li>any standard practices for environmental risk mitigation;</li> <li>consistency with the relevant regional pest management strategies, district plans, pest management plans and any other requirements of Local Authorities;</li> <li>air quality monitoring responsibilities as determined by the relevant Local Authorities;</li> </ul>	<p>First draft to be provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the document;</li> <li>to ensure compliance with the mandatory content; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>

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	<p>areas within the network with specific environmental issues to be addressed in any physical works appropriately in terms of environmental management best practice;</p> <p>an up-to-date schedule of no spray zones; and</p> <p>emergency procedures for dealing with accidental pollution, spillage, contamination or imminent danger.</p>			

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<p><b>Operational Quality Assurance Plan</b> (part of the TG Project Operations Plan)</p>	<p>The Operational Quality Assurance Plan must include:</p> <ul style="list-style-type: none"> <li>the systems, procedures and methods that will be used to deliver and monitor the delivery of the Operational Services;</li> <li>implementation of quality processes and internal audits, including a summary of all internal audits undertaken, the results of such audits and the implementation of findings and recommendations from such audits;</li> <li>organisational structure, roles and responsibilities;</li> <li>quality recording and reporting;</li> <li>the procedures for information management and ensuring data accuracy and integrity of data repositories, including in relation to all Transport Agency databases the Contractor is required to update;</li> <li>evidence of certification to AS/NZS ISO 9001:2008 or equivalent; and</li> <li>the Annual Audit Plan.</li> </ul>	<p>First draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED])</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days before the end of the Contract Year);</li> <li>upon any event requiring a material change to the document; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Operational Health and Safety Plan</b> (part of the TG Project Operations Plan)</p>	<p>The Operational Health and Safety Plan must foster a responsible attitude towards occupational health and safety, comply with the Health and Safety and Employment Act 1992 and include the following detail:</p> <ul style="list-style-type: none"> <li>hazard identification and management;</li> <li>personal protective equipment, as a minimum, complying with the Transport Agency Minimum Requirements - Workplace Personal Protective Equipment;</li> </ul>	<p>First draft to be provided [REDACTED]</p> <p>Full draft (based on draft provided [REDACTED])</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days before the end of the Contract Year);</li> </ul>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>management of Sub-contractors;</p> <p>training and induction;</p> <p>incident reporting;</p> <p>site safety;</p> <p>precautions including fire precautions; and</p> <p>all other aspects required to be covered in accordance with industry best practice and the Contractor’s health and safety certification and accreditation.</p>	<p>( provided</p>		<p>upon any event requiring a material change to the document; and</p> <p>as and when reasonably required by the Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Performance Data Management Plan</b> (part of the Contract Plan)</p>	<p>The Performance Data Management Plan must include:</p> <p>the methodology, systems, processes, protocols and calculations for:</p> <ul style="list-style-type: none"> <li>○ capture and verification of each element of Hourly Observations required under Schedule 13 (Performance Regime);</li> <li>○ determination and verification of Excluded Observations under Schedule 13 (Performance Regime);</li> <li>○ determination and verification of the Modelled Fundamental Diagrams and Fundamental Diagram Envelopes in accordance with Schedule 13 (Performance Regime);</li> <li>○ determination of the observed or modelled <span style="background-color: black; color: black;">[REDACTED]</span>;</li> <li>○ determination of Reliability Travel Time (as defined in Schedule 13 (Performance Regime)); and</li> </ul>	<p>First draft to be provided <span style="background-color: black; color: black;">[REDACTED]</span></p>	<p>Document to be Finalised <span style="background-color: black; color: black;">[REDACTED]</span></p>	<p>Document to be updated:</p> <p>annually (at least 30 Business Days before the end of the Contract Year);</p> <p>upon any event requiring a material change to the document; and</p> <p>as and when reasonably required by the</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<ul style="list-style-type: none"> <li>o the measurement of Ramp performance;</li> </ul> <p>verification of the application of the required methodologies and determinations in accordance with Schedule 13 (Performance Regime); and</p> <p>protocols for exchange of any data between the Contractor, the Transport Agency and/or any relevant third party contractor.</p>			<p>Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>Lane Closure Protocols</b> (part of the Contract Plan)</p>	<p>The Lane Closure Protocols must describe all operational procedures in respect of all Lane, Shoulders and/or Ramp closures, including:</p> <ul style="list-style-type: none"> <li>the process for the Contractor to request a Requested Closure;</li> <li>a list of all relevant Lane Closing Authorities, including a list of the relevant representatives of each Lane Closing Authority that have delegated power or authority to close a road to traffic;</li> <li>how the Contractor will verify that the party that has ordered a Required Closure is a Lane Closing Authority, and that the lane closure direction from that party constitutes a Required Closure Instruction;</li> <li>how the Contractor will communicate Required Closures with the Transport Agency and to other interested parties, including the information to be provided, the form of communication, to whom the communication should be directed and the timing of the communication;</li> <li>the actions that the Contractor will take in response to a Required Closure Instruction, including the process to confirm the specific lane closure requirements (where, how many lanes, length, Closure Period etc); and</li> <li>the actions that the Contractor will take to give effect to the Required Closure or Requested Closure, with appropriate</li> </ul>	<p>First draft to be provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>annually (at least 30 Business Days before the end of the Contract Year);</li> <li>upon any event requiring a material change to the document; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>

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	<p>linkage to the TG Project Operations Plan and any relevant traffic management plan (as applicable),</p> <p>in accordance with Schedule 12 (Service Requirements) and Schedule 13 (Performance Regime).</p>			
<p><b>Accelerometer Plan</b> (part of the Contract Plan)</p>	<p>The Accelerometer Plan must include:</p> <ul style="list-style-type: none"> <li>details of the Accelerometers installed on the TG Operating Site, including brand, model and functionality;</li> <li>details of the location of the Accelerometers (by reference to chainages) and the foundation material on which each Accelerometer is placed; and</li> <li>details of the ongoing maintenance and monitoring (including calibration and testing every five years and the maintenance and monitoring after the occurrence of a Natural Event) of the Accelerometers.</li> </ul>	<p>First draft to be provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>upon any event requiring a material change to the document; and</li> <li>upon any changes to the TG Operating Site that would have an impact on the document; and</li> <li>as and when reasonably required by the Transport Agency,</li> </ul> <p>by submission of the updated document to the Review Procedures.</p>
<p><b>User Survey Plan</b> (part of the Contract Plan)</p>	<p>The User Survey Plan must describe the methodology for conducting the User Satisfaction Survey and must include:</p>	<p>First draft to be provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated as and when reasonably</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>the process for conducting the survey, including consideration of survey method, population, sample frame, sampling method and bias;</p> <p>the survey questions, which must be designed to objectively measure User satisfaction, including in relation to:</p> <ul style="list-style-type: none"> <li>○ perception of safety;</li> <li>○ usefulness and sufficiency of information;</li> <li>○ travel time;</li> <li>○ enjoyable journey;</li> <li>○ ride quality;</li> <li>○ visual appearance;</li> <li>○ signage and guidance;</li> <li>○ interaction with maintenance and operations activities;</li> <li>○ maintenance response times; and</li> <li>○ experiences interacting with Contractor Personnel; and</li> </ul> <p>the methodology for processing the results of the survey, with the outcome of the survey to be a percentage measure of the level of satisfaction.</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>required by the Transport Agency by submission of the updated document to the Review Procedures.</p>
<p><b>Communication Plan</b> (part of the Contract Plan)</p>	<p>The Communication Plan must be prepared in accordance with Schedule 20 (Communication).</p>	<p>First draft to be provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated:  promptly on any material change to the document;  to ensure compliance with the</p>



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				mandatory content; and  as and when reasonably required by the Transport Agency,  by submission of the updated document to the Review Procedures.
<b>ICT Implementation Plan</b>  (part of the Contract Plan)	The ICT Implementation Plan must include:  specifications for the Contractor's ITS Solution;  specifications of Configuration requirements for the Contractor's ITS Equipment;  specifications of Configuration requirements for the Contractor's Network Communications;  capacity plan for the systems network, hardware and software requirements;  specification of the Contractor's data extract and data warehousing solution;  specification for the connectivity of the Contractor's ITS Equipment that does not form part of the Configuration requirements;  programme for the implementation, testing, commissioning of the Contractor's ITS Solution;	Plan provided in accordance with Part 1 (Works Documentation)	Plan Finalised in accordance with Part 1 (Works Documentation)	Plan to be updated:  promptly on any material change to the document;  as and when reasonably required by the Transport Agency,  by submission of the updated document to the Review Procedures.

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>project resourcing arrangements, including expected WTOC involvement in the implementation of the Contractor’s ITS Solution;</p> <p>WTOC acceptance test plan and Completion signoff arrangements;</p> <p>WTOC Personnel training plan;</p> <p>document plan;</p> <p>arrangements with third party suppliers for the implementation of the Contractor’s ITS Solution and its ongoing licensing, maintenance and support;</p> <p>arrangements with the Meteorological Service NZ Ltd and GNS Science Ltd for the connection of the Contractor’s ITS Equipment; and</p> <p>specification for the provision of off-site back-up access to the WTOC’s ICT System,</p> <p>and in accordance with Schedule 24 (WTOC Arrangements) and the Service Level Agreement.</p>			
<b>Location Supplement</b>	<p>The Location Supplement must include the finalised locations of the Specific Zones, Ramp Demarcations and Ramp Zones for the purposes of Appendix 4 (Specific Zones) of Schedule 13 (Performance Regime), in accordance with the document titled ‘Location Supplement Principles’, as initialled by the parties as at the Execution Date.</p>	<p>First draft to be provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Any update to the document will be dealt with in accordance with Part 12 (Changes) of the Base Agreement.</p>
<b>Handover Package</b>	<p>The Handover Package must assist the Transport Agency in ensuring that the Operational Services can continue if the Contractor ceases to provide (permanently or temporarily) some or all of the Operational Services whether as a result of the Transport Agency exercising its Step-in Rights, termination or expiry of this Agreement, or for any other reason whatsoever, and must include:</p>	<p>First draft provided [REDACTED]</p>	<p>Document to be Finalised [REDACTED]</p>	<p>Document to be updated: promptly on any material</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>a list and copies of all agreements, manuals and documents material to delivery of the Operational Services;</p> <p>a list of systems and all other information key to the daily operation of the Operational Services;</p> <p>detailed maintenance requirements and plans, considerations and risks for the TG Project, including the forward works annual requirements for each asset, with the level of detail necessary to enable the Transport Agency to develop its own plans and procedures to deliver the Operational Services;</p> <p>a 10 year forward works programme of routine maintenance, refurbishments and replacements;</p> <p>a comprehensive asset maintenance history, including inspection records and reports;</p> <p>the residual life of all assets;</p> <p>a comprehensive spare parts inventory and critical spare parts requirements;</p> <p>a schedule of all known defects and the response to each defect;</p> <p>user manuals, equipment, and any required training documentation for all assets, including those with unique/bespoke maintenance and operation requirements;</p> <p>a hand back report, including:</p> <ul style="list-style-type: none"> <li>○ certification that testing was conducted in accordance with the accepted hand back test procedures;</li> <li>○ certification of the results of the testing with respect to each of the hand back test procedures, including a determination of the extent to which the assets comply with the applicable performance requirements;</li> </ul>			<p>change to the document;</p> <p>to ensure compliance with the mandatory content; and</p> <p>as and when reasonably required by the Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<ul style="list-style-type: none"> <li>○ all data measured and recorded during the hand back tests, including instrument calibration and measurements;</li> <li>○ all calculations used in determining test results; and</li> <li>○ records of equipment outages, failures, and preventative maintenance performed during the hand back tests;</li> </ul> <p>details of the employees of the Contractor and the Major Sub-contractor that are responsible for the delivery of the Operational Services for the time being;</p> <p>records relating to the TG Project, the Works Infrastructure and the External Infrastructure;</p> <p>up-to-date copies of all planning and consent correspondence and documentation;</p> <p>up-to-date copies of all Services Documentation;</p> <p>up-to-date copies of all TG Project plans, including as-built drawings;</p> <p>up-to-date programmes and asset data; and</p> <p>all records and correspondence relating to the management and maintenance of the TG Project or the Works Infrastructure.</p>			
<b>Disengagement Plan</b>	<p>The Disengagement Plan must:</p> <ul style="list-style-type: none"> <li>specify the processes and procedures to give effect to the seamless migration of responsibility for the provision of the Services in accordance with the terms of Schedule 19 (Disengagement);</li> <li>specify the tasks, the resources and the personnel to be used to effect Disengagement and ensure the seamless migration of responsibility for the provision of the Operational Services during the Disengagement Period;</li> </ul>	<p>First draft to be provided either:</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Document to be Finalised either:</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>Document to be updated:</p> <ul style="list-style-type: none"> <li>promptly on any material change to the document;</li> <li>to ensure compliance with the</li> </ul>

Document name	Mandatory content	Date first draft must be provided	Date by which document must be Finalised	Updates
	<p>specify the assets, Fitout, records, information, data and other tangible or intangible deliverables deliverable to the Transport Agency on or prior to the last day of the Disengagement Period; and</p> <p>include a detailed description of the following:</p> <ul style="list-style-type: none"> <li>○ the items that make up the Handover Package;</li> <li>○ the tasks to be performed to effect Disengagement, including the Disengagement Services;</li> <li>○ the Disengagement Deliverables to be delivered to the Transport Agency at the end of the Contract Term (which must include all Contractor Consents then-subsisting, to the extent held in the Contractor’s name);</li> <li>○ the timing and methodology for undertaking a final survey of the TG Project to ensure compliance with the Hand Back Requirements;</li> <li>○ a timetable (based on the likely scenarios) incorporating staged handovers of different parts of the Operational Services;</li> <li>○ key dependencies and risks;</li> <li>○ risk mitigation planning including provision of the Services during the Disengagement Period; and</li> <li>○ the rights of access to, and use of, any premises owned or leased by the Contractor and used in the provision of the Operational Services by the Transport Agency or a New Contractor (together with the charges payable (if any)).</li> </ul>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>mandatory content; and</p> <p>as and when reasonably required by the Transport Agency,</p> <p>by submission of the updated document to the Review Procedures.</p>