

Main Action	Achieved / Pending-Status	Project Delivery Lead	Subject to Alternative Funding (e.g., not rate revenue)	Ongoing	Priority 1 2024 to 2027	Priority 2 2028 to 2031	Priority 3 2032 to 2036	Priority 4 2037 to 2053
A. PROJECT PLANS FOR FUTURE DEVELOPMENTS								
A.1 Project Team								
Arrange a project team to develop a project plan.		ICC officers			☒			
Determine reporting line and frequency of reporting to elected members.		ICC officers			☒			
Appoint other consultants as required for soft engineering services, geotech engineer, plant procurement		ICC officers	☒					
Establish key objectives for the Donovan Park project.		ICC officers			☒			
Determine and refine projects and approximate timing.		ICC officers		☒				
A.2 Progress Reporting		ICC officers		☒				
Report on progress annually to Council.								
A.3 Masterplan Review								

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Review Masterplan every 5 years (or earlier if required) and seek approval for amendments from Council.		ICC officers				☒		
B. PROJECT PREPARATION								
B.1 Preliminary Site Investigations								
Obtain site wide services and infrastructure report (electrical, plumbing, hard surfaces, buildings, fencing etc.) with commentary and advice on existing condition and capacity.		ICC officers or consultants			☒			
Obtain arboriculture report to identify the condition of trees on site to inform plans for removal, retention and species selection for detail design Obtain Hydrology report to predict performance of pond and proposed wetlands		ICC officers or consultants			☒			
Obtain geotechnical engineering and liquefaction report, including ground conditions in event space in preparation for possible development to host large scale events		ICC officers or consultants			☒			
Obtain archaeological report for site.		ICC officers or consultants, with Mana Whenua			☒			

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Undertake soil testing to identify contamination		ICC officers or consultants			☒			
B.2 Mana Whenua Engagement								
Consult with Mana Whenua on site investigation findings to determine appropriate design, development and ongoing operational management strategies from Iwi perspective.		ICC officers or consultants, with Mana Whenua			☒			
Determine the presence of culturally significant features.		External specialist			☒			
Agree on points in the project programme for hui to share information and agree on preferences and actions		ICC officers and Mana Whenua		☒				
B.3 Park User Requirements								
Produce needs and Options Assessment (led by Equestrian NZ) as per the National Equestrian Facilities Strategy 2023. Includes investigating impacts of potential displacement at Donovan Park and opportunities at Sandy Point Domain.		ICC officers or consultants			☒			
Understand requirements and preferences for community led cultivation on site and the supporting infrastructure.		ICC officers or consultants			☒			

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Produce needs assessment for A & P Society.		ICC officers or consultants			☒			
Produce needs assessment for education groups.		ICC officers or consultants			☒			
Community Hub – review the driving range concept. Develop preferred option for rebuild or upgrade of hub and address future ownership options.		ICC officers or consultants			☒			
Review agricultural area in line with LTP, land provision requirements and community needs – develop preferred design option.		ICC officers or consultants			☒			
Utilities – determine Level of Services required to support public use of spaces, particularly toilets and capital infrastructure. Develop a preferred option for demolition/ rebuild or upgrade of toilet block.		ICC officers or consultants			☒			
Identify general location and quantity/capacity of future infrastructure and utility services.		consultants			☒			
C. DESIGN								
C.1 Engagement and Consultation Engage and consult with Mana Whenua, stakeholders and the wider community to establish views and preferences for development of the Park.	A							

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		ICC officers or consultants						
C.2 Prepare Draft Masterplan for Donovan Park Express the development preferences in a Draft Masterplan	A	Landscape Architects						
C.3 Adopt Masterplan for Donovan Park Present the Draft Masterplan to elected members for adoption as a final document upon which further discussion and design will be based.		ICC officers and Landscape Architects			☒			
C.4 Collate advice for Concept Design Based on Project Preparation work collate information to inform Concept Design and possibly refine the landscape architect's design brief. Concept design to respond to: a. Staff, event and visitor safety of infrastructure and whole site (i.e. service areas) b. Accessibility c. Consider how condition and presentation of wet areas will affect the amenity and biodiversity at Donovan Park d. Civil engineering advice e. Soft engineering specialist wetland/blue infrastructure advice f. Develop scope for scalable play sites to support play outcomes for masterplan themes.		ICC officers and Landscape Architects		☒				

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C.5 Produce Concept Design for whole site or for each stage Timing of Concept Design work to match Project Programme but for Stage 1 treat as Priority 1.		Landscape Architects		☒				
C.6 Produce Detail Design for each stage Timing of Detail Design for each stage to match Project Programme		Landscape Architects		☒				
C.7 Cost Estimate Develop cost estimates to achieve desired outcomes in terms of quality and desired outcomes, acknowledging the key objectives for the Donovan Park project and preferences identified by Mana Whenua and stakeholders as design progresses. Several cost estimates will be required through the project to establish affordability and to inform construction contract expectations. Key points to obtain cost estimates include: • Masterplan adoption (high level overall costing, noting assumptions) • Concept Design (for each stage) • Detail Design (for each stage)		Quantity Surveyor		☒				

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C.8 Value Engineering								
Undertake value engineering to align design, preferences and available budget throughout the project, but especially at pre-tender stages.		Project Team with Quantity Surveyor		☒				
D. PLANNING								
D.1 Project Plan and Project Programme								
Develop an overall Project Plan and Project Programme		Project Team			☒			
Develop a detailed Project Plan and Project Programme for each stage, that aligns with the intentions of the overall Project Programme		Project Team		☒				
Identify risks and mitigations in Project Plans		Project Team						
D.2 Consenting								
Identify consenting issues and decide how to deal with District Plan requirements efficiently and transparently. Options include:		ICC officers and consultants			☒			

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• Making multiple applications and obtain required consents to match the staged works; or • Anticipate consent requirements for entire project and make single application; or • Submit a notice of requirement under S168 of the RMA seeing a designation over the Donovan Park properties that allows development outlined in the Masterplan to proceed.								
D.3 Compliance Monitoring Statutory Compliance Monitoring to achieve compliance with the Resource Management Act and consent conditions		ICC and Environment Southland		☒				
D.4 Communication Plan Develop a Communication Plan for the overall Project and refresh it as the project progresses.		ICC officers			☒			

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Develop Communication Plans for each stage of the project, to align with the intention of the overall Communication Plan. The nature of the work, stakeholders and implications for the community will vary for each stage.		ICC officers		☒				
D.5 Alternative Land Use Determine whether part or all of Donovan Park may be surplus to the Council's requirements for reserve land in accordance with Reserves Act 1977 requirements. Deal with this prior to reviewing the Reserve Management Plan.	P	ICC officers or consultants			☒			
D.6 Reserves Act Administration Undertake a review of the current Donovan Park Reserve Management Plan and update the plan in accordance with Reserves Act 1977 requirements. The Plan will outline, at a general level, the intention to improve Donovan Park which will reduce reporting requirements. Review and Develop Draft updated Reserve Management Plan. Specify the purposes of the site and outline the permitted and prohibited activities in the revised Reserve Management Plan.		ICC officers or consultants		☒	☒			

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D.7 Asset Management As each stage is completed and handed over to Council, integrate assets into ongoing operational maintenance schedules with specifying services levels that will meet the design intent and community need. Address future ownership options for Community Hub.		ICC officers or consultants ICC officers		☒	☒			
D.8 Communication Plan Develop an overall Communication Plan for the Donovan Park project. Develop Communication Plans for each stage of the project that align with the overall Communication Plan		ICC officers or consultants ICC officers or consultants		☒	☒			
D.9 Ecological and Recreational connections Plan and fully establish ecological and recreational connections to nearby reserves and places		ICC officers and Landscape Architects						☒
E. FEASIBILITY REPORTING								

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E.1 Viability Testing Test the viability of significant items included in the Masterplan and assess whether the design is an appropriate and practical solution to meet the needs of the community, event organisers and Council. Community feedback from the Masterplan work would be considered also Park User Requirements as identified in B.3.		ICC officers or consultants			☒			
E.2 Feasibility report Produce overall feasibility report (or individual reports) based on the Masterplan to inform design, funding requirements and timeframes. Include recommendations for significant proposed items eg the expanded event space, wetland/pond/stormwater works and road relocation		ICC officers or consultants		☒				
F. FUNDING								
F.1 Agree where funding responsibilities fall Identify which pieces of the Donovan Park development work should be funded or part funded by users/lessees and seek approval from elected members (possibly a brief strategy to guide decisions)		ICC officers or consultants	☒					

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F.2 Develop a Funding Plan Prepare a plan that includes goals, and measurable targets to track progress made towards achieving the funding outcomes necessary to deliver the staged Donovan Park project. Outline the benefits external funders could enjoy. Outline the resources (staff, volunteer, consultant) required to implement the funding plan. As design work, feasibility work and cost estimates are refined, amend the funding plan.		ICC officers or consultants			☒			
F.3 Research and Identify potential funding opportunities Research potential funding sources (Council and other) that will secure sufficient project funding to meet the requirements for each state plus and funding for ongoing operations and renewals.		ICC officers or consultants		☒				
F.4 Secure Funding Make funding applications or assist others with this work.		ICC officers, consultants or community groups	☒					

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Gain approval for Council funding through LTP and AP processes				☒				
G. PROCUREMENT								
G.1 Procurement Plan overall Develop an overall Procurement Plan in line with Council's Procurement Policy. Identify long lead items, eg eco-sourced contract grown plants and plan for them to be supplied to match the Project Plan		ICC officers or consultants			☒			
G.2 Procurement Plan for each stage Develop a Procurement Plan for each stage, outlining the preferred procurement approach, the evaluation methodology, risks and probity, and a timeline		ICC officers or consultants		☒				
G.3 Social Outcomes Identify any social service outcomes and output that Council expects from the Donovan Park project.		ICC officers		☒				

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G.4 Form of Contract				☒				
Decide on the forms of contracts		ICC officers						
G.5 Contract Documentation and Legal Advice				☒				
Develop contract documentation that will achieve the intentions of the Masterplan and subsequent design and commitments within the limits of available resources and the expected timeframe. Obtain legal advice on contract documentation.		ICC officers or consultants						
H. CONSTRUCTION								
H.1 Proceed with enabling works				☒				
For each stage, prepare the site for the construction phase to enable the main project works to be undertaken		Main Contractor						
H.2 Proceed with construction to match Masterplan and Detail Design				☒				
Proceed in stages, including elements, that may include, for example - Earthworks - Demolishment, development, of services, utilities, amenities and structures		Main Contractor						

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- Soft landscape treatments as set out in the Masterplan (lawn, garden, trees, revegetation) - Blue infrastructure enhancement as set out in the Masterplan - Changes and development of hard surfaces and internal park roading, car parking and trails/paths - Community cultivation and supporting infrastructure as set out in the Masterplan - Removal of old and installation of new park furniture, fencing and signage - Removal/relocation of internal fencing and gates - Development that supports play across the park as set out in the Masterplan								
H.3 Construction Management Measure and manage performance during construction		ICC officers or consultants		☒				