

Terms of Reference – Final Version

Harington Project Control Group (HPCG) - 40 Harington Street
8 September 2020



Purpose

The purpose of the “Harington Project Control Group (HPCG)” is to act as an advisory body; to provide overview and ensure integration across the various workstreams.

Workstreams covered under this HPCG structure are:

- related to remediation and future redevelopment of the site and
- are of a capital value of more than NZ\$20 Million, and/or
- are of high political and/or TCC external stakeholder interest.

Workstream 1. Physical Structure

Workstream 2. Strategic Property Options

Workstream 3. Legal Claim

Workstream 4. Regulatory (Information only and noting that the BCA is an independent body within TCC).

Role and Scope

The HPCG responsibilities are to:

- Oversee progress, risk, costs, planning and strategic alignment of the workstreams within the project.
- Provide direction or approve activities as required, including gateway approval as part of TCC’s project lifecycle process.
- Provide review and input into key reports before these are presented to council for decision making.
- Provide comments on recommended staging of workstream decisions within the programme to ensure practical and financially sustainable implementation of TCC capital works programme.
- Identify and make project team aware of other TCC initiatives and projects to ensure alignment between them.
- Keep abreast of project development and outcomes to be achieved and ensure appropriate and early consideration for strategic council decision making (resourcing, city development, etc).
- Attend project governance group meetings.
- Oversee and agree to a clear Engagement & Communications Strategy.
- Decision making as per normal delegations and accountabilities.
- Review this Terms of Reference on an as-needed basis.
- Specifically excluded from scope is responsibility for the TCC parking strategy & TCC building and land ownership strategy.

Governance Structure

The HPCG includes the GM - Strategy and Growth, GM - Corporate Services, GM – Infrastructure, GM – Regulatory and Compliance, and the Independent Chairman. The Chief Executive and two Elected members will provide governance overview and observation. Workstream Leads will be invited to HPCG meetings to provide regular updates on specific programmes within the Project.

The relationship of HPCG, Independent Chairman and workstreams is shown on the attached diagram and current personnel for each role is shown on the attached list. These will be revised as required.

Administration

The Independent Chairman responsibilities will provide oversight to ensure regular meetings are being held, and material for each meeting is well prepared.

Meetings shall be held on a fortnightly basis at either TCC’s Cameron Rd or Willow Street offices. Formal reporting from each workstream and an overarching HPCG programme report (including financial & risk & RAG metrics) will be provided to the HPCG before each meeting.

Decision Making

All decisions would be made by the respective GMs/CEO/Elected Members as per normal delegations and accountabilities; the HPCG is an advisory body, not a decision-making body.

Scope and Key Purpose

WORKSTREAM	PURPOSE	DESCRIPTION OF WORKSTREAM
HPCG Governance - Chaired by Independent Chairman	Programme Oversight / Management and Administration	Overarching Programme Programme Milestones/reporting Advice Financials Meetings / Administration Programme Risk - Risk Assessment/ Management Health and Safety
Workstream 1: Physical Structure	To manage TCC asset and infrastructure related construction requirements and compliance, including contracts relating to current build	Construction Delivery Contract Management Design and Build -dependant on Building Compliance Health and Safety (Site)
Workstream 2: Strategic Property Options	To assess all viable strategic property options against current situation, manage any property transactions as required, and extract maximum value from the property (may include non-financial attributes)	Property Options Next Steps market sounding S40 – PWA public works processes (RFR, Offer back etc.) EOI – market sounding Advance partnership agreements / Sale and Purchase agreements etc. Property transactions / LINZ
Workstream 3: Legal Claim	Legal workstream will manage risk and provide advice/leadership on any statutory process or legal requirements.	Mediation / Negotiation Public Consultation Managing relationship between TCC as a regulatory authority and property owner.
Workstream 4: Regulatory / Building Consent Authority (BCA)	THIS WORKSTREAM IS THE STATUTORY REGULATORY FUNCTION OF COUNCIL AND IS EXTERNAL TO THE SCOPE OF THE HPCG. ONLY RELEVANT FACTUAL UPDATES WILL BE PROVIDED TO THE HPCG (IN THE SAME WAY THEY WOULD BE PROVIDED TO AN EXTERNAL DEVELOPER).	
	The purpose of this workstream is to ensure appropriate consenting and compliance as BCA, including implementing required resource or building consent processes. TCC as BCA must perform the roles and responsibilities and functions as a territorial authority as defined by The Building Act 2004.	Building Consents and compliance Notification (Public) Processes Resource Consents
OTHER Comms & Engagement	<i>Provide a Communications & Engagement Strategy and Implementation Plan</i> <i>Work across HPCG and all Workstreams</i>	<i>Timeline</i> <i>Key stakeholders' matrix</i> <i>Executive Briefing notes</i> <i>Manage any internal communications / channels</i> <i>Public Consultation</i>

Structure

