

City Hub Strategy: Project Steering Group - Terms of Reference

1. Purpose

This document describes the terms of reference for the City Hub Strategy Project Steering Group. It documents the expectations of members and sets out the mechanics of Steering Group meetings to support the successful delivery of the project.

2. Objectives

The role of the Steering Group is to formulate and deliver the City Hub Strategy by fulfilling the following objectives:

- Providing an overview to ensure that the goals of the City Hub Strategy are aligned to the strategic vision as set by Council.
- Ensuring appropriate management practices are in place.
- Ensuring effective communication with key stakeholders.
- Ensuring the project is successfully delivered according to objectives, scope, time, quality, cost, and risk.
- Provide support and guidance to the Project Delivery Manager to ensure successful delivery of the programme of work.
- Ensure any documentation going to the Council is appropriate, clear, and concise, allowing governance to make well informed and timely decisions.
- Ensure project work program remains within the bounds of the Terms of Reference and Project Plan.

3. Steering Group Membership

The City Hub Strategy Project Group is made up of the following members:

Name	Project Steering Group Role
Mayor Nigel Bowen	Chairperson
Cr Steve Wills	
Cr Allan Booth	
Cr Barbara Gilchrist	
Sharon Taylor – GM Community Services	Group Secretary
Frazer Munro – Development Manager	
Simon Davenport – Transportation Team Leader	
Nigel Gilkison – Chairperson of CBD Group	Deputy Chairperson
Shaun Stockman - Managing Director Stockman Group Ltd	
Karl Jackson - General Manager Te Runanga Arowhenua	

4. Steering Group Role and Responsibilities

- Appoint an External Project Delivery Manager to oversee the technical delivery of the City Hub Strategy.
- In consultation with the Project Delivery Manager prepare a Project Management Plan to be approved by Council.
- In consultation with the Project Delivery Manager appoint members to the Project Team.
- Approve the key elements that contribute to the Vision and will constitute the content / work streams of the Strategy.
- Oversee the Project Delivery Managers' compilation of the work streams into a coherent Strategy for approval by Council
- Provide regular reporting to the Council by;
 - Providing advice and recommendations on key project decisions, documents and issues.

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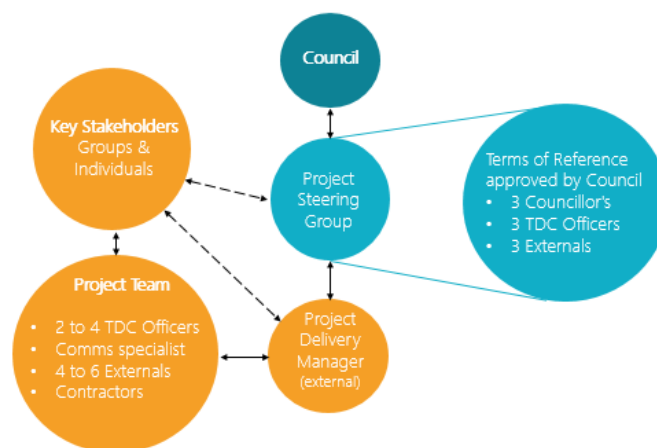
- Providing information which gives assurance that the project is within agreed bounds and on budget to deliver outcomes.
- Be responsible for the allocation of financial resources.
- Manage and escalate significant risks and issues for the project.
- Provide support for project communications.
- Champion the project
- Any other responsibilities or requests as set by Council

5. Membership Expectations

That each Steering Group member:

- Has read and understood the Terms of Reference
- Is aware of their responsibilities as set out in the Terms of Reference
- Is able to provide constructive input and advice to the project
- Is able to actively assist with issue resolution
- Is committed to the project and understand the importance of their contribution to the project's success
- Is committed to prepare for and attend Steering Group meetings

6. Project Structure



7. Meetings

The Steering Group will meet monthly and will consider the following;

- Minutes and actions of the previous meeting;
- Consolidated project information – status information, risks, issues, communication requirements;
- Documents for approval;
- Other business as appropriate to support the project.

More frequent meetings may be scheduled as required.

A quorum of the Steering Group will be met by attendance of at least two Councillors and at least 3 of the other members of the Steering Group.

Other staff may be asked to attend Steering Group meetings to support the information presented.

The Timaru District Council will provide administration support for the meetings of the Steering Group.

8. Terms of Reference Review

The terms of reference shall apply for the duration of the project. They be approved by Council, review annually and may be altered or amended by the Timaru District Council as required.