

REGIONAL HOUSE PALMERSTON NORTH PROJECT

Panel Terms of Reference

Document Approval

Status	Name	Date	Signature
Drafted by	Craig Grant	May 2025	
Reviewed by			
Approved by			

Revision History

Status	Comment	Date
Rev 0.0		May 2025
Rev 0.1		
Rev 0.2		
Rev 0.3		

1. Statement of Purpose

- 1.1. To provide strategic oversight and governance for the planning, development, and delivery of the RHPN Project.
- 1.2. To facilitate transparent decision-making and accountability through regular reporting to Council.

2. Membership

- 2.1. The RHPN Project Panel (Panel) shall be a subordinate decision-making body of the Council made up of 3 elected members.
- 2.2. The Panel shall be appointed by the Council and shall consist of the Chair of the Council and the Chair of the Audit and Risk Committee, and one other Councillor.
- 2.3. The Programme Director will be the reporting officer, but the Chief Executive will remain ultimately responsible for executing instructions of the Panel, acting on the authority of Council.
- 2.4. For the avoidance of doubt, the Panel is not a committee or subcommittee of the Council and is not a Council Organisation.
- 2.5. The Council may revoke appointments and make new ones at any time. The membership of the Panel shall be reconfirmed following the triennial general election to be held in October 2025.

3. Meeting Quorum

- 3.1. As the delegations to the Panel are to the group, the presumptive quorum shall be 3, with a quorum of 2 if a member is unavoidably unavailable, and then only for minor and operational decisions.

4. Meetings

- 4.1. Meetings will be held monthly, or as required to meet the project tempo.
- 4.2. Meetings may be held in person, by audio link, by audio visual link, or by any combination of these.
- 4.3. An agenda and any relevant reports shall be circulated prior to any meeting with as much notice as is practicable in the circumstances.
- 4.4. Decisions shall be made by consensus where possible, and otherwise by majority.
- 4.5. A written record shall be kept of all decisions (and to the extent practicable, the reasons for them).
- 4.6. Standing Orders do not apply to the Panel unless partially or wholly adopted by the Panel.
- 4.7. Meetings of the Panel are not subject to LGOIMA but information provided to the Panel and its decisions may be subject to requests for information to which LGOIMA would apply.

5. Operating Principles

- 5.1. The Panel is subject to Council direction and policies, including internal policies, and any legislative requirements relevant to decision-making by the Council.
- 5.2. The Panel Chair shall call a meeting of the Panel if so requested by any Panel member or the Council, or when there are project issues to consider.
- 5.3. The Panel shall report to Council, as required.
- 5.4. The Panel has the authority to seek any information it requires from any officer or employee of the Council and is authorised to take such independent professional advice, as it considers necessary, for the account of the Council.

6. Responsibilities

- 6.1. Provide high-level oversight of the Project from initiation through to completion, ensuring it remains on track with Council objectives.
- 6.2. Report to Council via Workshops throughout the design phases of the project.
- 6.3. Provide updates to Council on expenditure tracking and budget forecasting on a three-monthly basis, or more frequently as required, during construction.
- 6.4. Regularly review project progress, timelines, budget performance, and risk management plans, and report findings to Council, as required.
- 6.5. Oversee engagement strategies to ensure effective communication with stakeholders, including community members, contractors, and regulatory bodies.
- 6.6. Ensure the project adheres to relevant legislation, Council policies, planning and environmental regulations and procurement requirements throughout the project lifecycle.
- 6.7. Review and provide input into financial plans, funding proposals and budget adjustments, ensuring fiscal responsibility and value for money.
- 6.8. Support the development and review of tendering, contracting, and procurement processes related to the project.
- 6.9. Evaluate and make recommendations on proposed changes to project scope, timelines, or budgets.
- 6.10. Oversee the transition from construction to operational use, ensuring readiness for occupation, maintenance, and long-term asset management.
- 6.11. Ensure the project aligns with Council objectives, community needs, and long-term asset management plans.

7. Procurement

- 7.1. The Panel will ensure the project adheres to Horizons' Procurement Policy.

8. Delegations

- 8.1. As per Horizons' Delegations Manual the project is designated as a Special Delegated Project / Activity. Accordingly, Council has delegated decision making to the Panel subject to the conditions and exceptions set out below.
- 8.2. The Panel has delegated authority for total expenditure in the design phases up to \$5,000,000 ex GST, noting that some components of the design phases will be a mix of Opex and Capex.
- 8.3. The budget range for expenditure within the construction phase will be resolved by Council on completion of the Detailed Design phase.
- 8.4. The Panel has delegations for all decision making for the project except for the following decision points:
- Treatment of Regional House Palmerston North,
 - Funding arrangements for the project, including design and construction,
 - Approval of Concept Design,
 - Approval of Detailed Design,
 - Approval for tender for Main Contract.
- 8.5. The Panel and employee delegations for the project are as shown in the table below:

Project Expenditure	Project Lead	CFO	Programme Director	CE	Panel
Expenditure up to \$100,000 within the project budget	✓				
Expenditure up to \$200,000		✓			
Expenditure up to \$300,000 within the project budget			✓		
Expenditure up to \$400,000 within the project budget				✓	
Expenditure over \$400,000 within the project budget					✓

- 8.6. The Panel can appoint working groups if required.