

Arena Masterplan Steering Group (AMSG) Terms of Reference

Background

The original Arena Masterplan was adopted by Palmerston North City Council (PNCC) in 2014. It formed part of the current long term plan.

In April 2016 an MOU between PNCC and Sport Manawatu was entered into to establish a relationship between the parties in order to;

- Collaborate to develop Central Energy Trust Arena as the city's central sports hub with development of Sports House and associated activities for the Manawatu at Central Energy Trust Arena;
- Recognise both parties' common interests;
- Develop mutual benefits from collaboration and co-operation to increase programmes and participation in recreation and the activation of the site;

This MOU recognises Sport Manawatu as a key stakeholder in delivery of the Arena Masterplan and projects moving forward as it was not envisaged in the original masterplan.

A revised Masterplan incorporating Sports House has been developed by Council for inclusion in the new Long Term Plan 2018-28.

The Steering Group is established to keep focus with key partners/ stakeholders and to drive the external funding and investment that is critical to its success of the various projects in the Masterplan. Minor amendments to these terms of Reference can be made the AMSG.

What is AMSG?

It is a collaborative Central Energy Trust Arena stakeholder working group, led by the Mayor.

Aim of AMSG

To contribute to the implementation and delivery of the Arena Masterplan and development of the precinct through the specific projects identified.

Purpose and Scope of AMSG

The purpose of the Master Plan Steering Group is to provide direction, advice, feedback and endorsement to the Arena Masterplan projects at key milestone points during the delivery of the Masterplan.

This includes providing feedback on the following Master Plan components:

1. To actively contribute to the Arena Masterplan and its vision.
2. To take a City/ Region/ Community-wide approach.
3. To build and successfully tenant Sports House as a priority.

4. Foster consensus among key stakeholders, including Arena users, neighbouring residents and businesses in Palmerston North City and the wider Manawatu region.
5. To be a mechanism through which consultation and community engagement happens with sectors including business, community, sport and Iwi.
6. To identify opportunities for collaborative innovation.
7. To provide input into the development and design of the Arena Masterplan components and to champion its projects.
8. To embrace a collaborative approach to Arena Masterplan projects.
9. To build effective coordination between Council and stakeholders.
10. To assist in external funding and investment of projects.
11. To support the delivery of the Arena Masterplan projects.

Major Outcomes

1. Delivery of Arena Masterplan projects in line with the LTP 10 year plan.
2. Effective communication and engagement.
3. Championing of the Arena Masterplan within the community.

Timeline

The AMMSG will be set up in November 2017 and stay in place for the life of the Masterplan. The membership of the AMMSG will be reviewed at the beginning of each election cycle.

Meetings

Steering Group meetings will be convened on a regular basis at Central Energy Trust Arena as determined by the AMMSG. Steering Group members will be invited to key meetings with stakeholders and any relevant project delivery meetings during the delivery of the projects.

The Steering Group will be provided with documentation and information relating to each step of any of the projects in advance of the meeting. Lengthy documentation will be posted to a common use secure web access site for use of Steering Group.

Meeting Minutes

Meeting notes will be made for each Steering Group meeting and will be circulated to the Steering Group following each meeting for review and comment. Notes will be approved by the Steering Group at the following meeting.

Administration support for the Steering Group will be provided through the Venues Division of Council who manage Central Energy Trust Arena.

Roles and Responsibilities of Steering Group Members

As a Steering Group member, each participant will:

- Liaise with the organisation each is representative of (as applicable) and bring forward advice, issues or comment from their respective group or representative to the Steering Group;
- Ensure that any matters that may affect other groups or departments within the organisation they are representative of are brought to the attention of the appropriate party and those persons views are communicated to the Steering Group;
- Consider any matters, issues or information referred to them by the Steering Group relating to the Arena Master Plan and provide advice, endorsement or recommendations as required;
- Identify other stakeholders or user groups and seek their input and views to ensure that these are available for consideration by the Steering Group;
- Strive to operate in a consensus mode, where participants openly discuss views and opinions, and seek to develop common ground and narrow areas of disagreement to the best of their ability;
- Ensure that the results of Steering Group discussions are accurately recorded in the meeting records or additional reports that members determine may be needed; and
- Ensure that the advice, endorsements, recommendations and consensus positions from the Steering Group are fully considered in the development of the preferred solution for projects within the Arena Masterplan.

Masterplan Steering Group Membership

The Mayor will Chair the AMSG. Other members are drawn from Council, stakeholders and Iwi.

Appointment Process

Nominations to be invited from but not limited to:

- PNCC Councillors (Mayor plus 2 Elected Members)
- PNCC City Enterprises (Unit Manager)
- Sport Manawatu (1 Board Representative)
- Robertson Holden International Speedway (1 Representative)
- Marist Sports Club (1 Representative)
- Central Energy Trust (1 Representative)
- Rangitane Iwi (1 Representative)
- Manawatu Rugby Union (1 Representative)
- Co-opted member(s) as required as necessary

The Steering Group will be supported by

- Sports Manawatu (Chief Executive)
- City Enterprises (Venues Manager)
- City Networks (Asset Manager)
- City Future (Urban Design Planner)
- City Corporate (Project Investment Coordinator)
- Robertson Holden Speedway (Operations Manager)

Criteria

1. Ability to take a city-wide approach
2. Ability to bring fresh thinking and innovation
3. Ability to influence and galvanise action within their organisation/ sector
4. Ability to bring resource to the table to implement projects
5. A passion for Central Energy Trust Arena
6. Strong networks in the community