

Independent Process Review of the Kāpiti Gateway Centre Project

30 March 2021

Terms of Reference

We are seeking an independent process review of the Kāpiti Gateway Centre project, for the period from 2018 to the end of February 2021. The objective is to identify lessons learned that could be applied to future projects of a similar nature.

It is anticipated that the process review will require reviewing project documentation and conducting interviews with stakeholders (both internal and external) to inform an analysis of the robustness of project processes to date.

The following specific requirements and/or deliverables must be met:

- An examination of project processes, including but not limited to:
 - How key decisions were made and how they were communicated;
 - Appropriateness of project phasing and timeframes;
 - Whether we followed our guidance for good practice in terms of what was communicated and when;
 - The impact of external circumstances, such as the COVID-19 pandemic, on the project (such as changes to central government funding as a result of COVID, and how this might have affected council processes or engagement).
- Interviews with a number of internal and external stakeholders, to be agreed in advance. We will provide an initial list.
- Delivery of a draft report with initial findings
- A final report.

We will provide access to council documentation and records regarding the project and the processes that were followed.

The required timeframe for delivery is by the end of June 2021.