

PORTFOLIO HOLDERS AND PROJECTS LEADS – ORAKEI LOCAL BOARD

DRAFT

In this paper,

- “Portfolio” is the name given to the Board’s Fields of Activities viz. “environment”, “community”, etc.
- “Activities” are listed under the Portfolio name, for which the Board’s allocated Member is responsible for oversight and reporting to the Board.
- Each activity will usually have a project agreed by the Board in its Plan, and various divisions of the Council bureaucracy will have a programme to deliver those projects for the Board.

Portfolio Holder’s Role:

- No permanent committees are implied or made unless the Board specifically establishes a team or working party for a specific project, purpose or outcome.
- Unless clearly delegated to the portfolio, any decision on a project by project basis, project approval, community consultation plan and project or programme budget, is specifically reserved for decision by the Board.
- Each portfolio holder is the programme lead and champion for the Board approved work programme within the area of responsibility.
- Each portfolio holder acts a contact point for department staff to work with and as a sounding board on portfolio projects.
- All portfolio holders have project and work programme oversight, progress and completion within approved budgets which includes financial oversight in delivering the expected outcomes.
- Each portfolio holder should consider and develop new ideas and initiatives for inclusion in the Board’s Agreement and work programme.
- All portfolio holders have advocacy, information and policy leadership for an area of responsibility.
- It is vital that all portfolio holders keep other members of the Board team up-to-date at members’ workshops, and/or in monthly Board Members’ reports in the agendas of the Board’s business meetings, as all members of the Board have a collective responsibility for the actions of the individual Members in delivering on the projects and work programme and any other issue arising from the Member’s Portfolio. Therefore, no new ideas or initiatives are progressed without being considered and approved by the Board usually at workshops in the first instance.

- Requests from staff on landowner consents, local transport and roading issues, resource consents and event permits will be sent to all Board members with the Lead responsible for coordinating a response to staff.
- If the Lead is unavailable, then the alternate will act in their place.

Portfolios and Fields of Activities and responsible Board Member

Environment: Lead – Carmel Claridge Alternate – Kit Parkinson

- Infrastructure and Environmental Services Work Programme
- Clean water programme/projects
- Ecological restoration
- Tamaki River protection (Environmental Forum)
- Environmental Education for Sustainability Programmes (Enviroschools)
- Watercare

Community: Lead – David Wong Alternate – Rosalind Rundle

- Community Places line items in the Arts, Community and Events Work Programme
- Community facility renewals line items in the Community Facilities Renewals Work Programme
- Community Empowerment line items in the Arts, Community and Events Work Programme
- Council-owned community places and halls (Ōrākei Community Centre, Glendowie Community Hall, Meadowbank Community Centre, Ellerslie War Memorial Hall, Leicester Hall, Tāmaki Ex-Services Association Hall (TESA), Tahapa Crescent Hall)
- Community partnerships (Community of St. Luke, St Heliers Church and Community Centre)
- Youth empowerment and elderly initiatives
- Young Enterprise Scheme

Arts, Events and Libraries: Lead – Colin Davis Alternate – Toni Millar

- Arts and Culture line items in the Arts, Community and Events Work Programme
- Events line items in the Arts, Community and Events Work Programme
- Local events (incl. ANZAC Day)
- Libraries (facilities and services)
- Libraries Work Programme
- Library renewal line items in the Community Facilities Renewals Work Programme
- Local events permit feedback

Heritage: Lead – Colin Davis Alternate – Toni Millar

- Local place –making street environment
- Heritage (incl. heritage signage)

Parks and Reserves and Community Leases: Lead – Kit Parkinson Alternate – Carmel Claridge

- Local Parks Work Programme
- Sports Parks Work Programme
- Sport and Recreation Work Programme
- Leisure Work Programme
- Landowner consents
- Parks Management Plans implementation
- The Landing
- Hobson Bay Action Plan
- Community facilities: Leases Work Programme
- Community facilities: Parks renewals Work Programme

Resource Consenting and Regulatory: Lead – Troy Churton Alternate – Colin Davis

- Resource consents
- Bylaws and regulatory (incl. compliance and liquor licensing)

Transport: Lead – Toni Millar Alternate – Troy Churton

- Local transport and roading issues and feedback
- Auckland Transport Capital Fund Work Programme

Economic Development: Lead – Ros Rundle Alternate – David Wong

- Local economic development (ATEED) Work Programme
- Business Improvement Districts (BID) Local Economic Development Initiatives
- Business Associations (Ellerslie, Remuera, St Heliers, (BIDs); Mission Bay)
- Visitor Strategy
- Economic Development Plan

Civil Defence and Emergency Management: Lead - Toni Millar Alternate – Colin Davis

24 November 2016