

Project Lead Appointment Form

*[*Local Board staff can assist with completion of the form if necessary]*

Project title: Healthy Waterways Fund

Elected member: Phelan Pirrie

Local Board Plan priority: Our Environment is Healthy, Cared for and Enjoyed (2014 LBP)

Work programme alignment: We care for the environment / Communities and valued as key to the success of environmental and sustainability initiatives.

Local Board Committee: Transport, Infrastructure and Environment

Start date: 1-1-17

End date: July 2018

Project description:

This is the establishment of a \$200,000-260,000 fund aimed at improving the water quality of our main harbours. The fund aims to achieve this by assisting land owners and community groups with riparian improvement projects that will improve water quality. This project will look to involve entities such as Fonterra and the agricultural industry plus external environmental groups to improve the reach and effectiveness of the fund.

Purpose

This project aims to:

- Improve water quality in harbours and achieve better ecological systems within our waterways.
- Achieve a measureable improvement in Councils report cards for our harbours.
- Work with industry, private individuals and community groups on projects that avoid duplication of existing work and better environmental outcomes.

Outcome

List specific project outputs/ things member wants to achieve:

- Work with industry groups such as Fonterra and council staff to enhance the reach of the fund.
- Work with groups and funders to attract additional funds from the

	<p>private sector, government or private grants schemes.</p> <ul style="list-style-type: none"> • Work with staff to develop a strategy and program that involves minimum input from the Board in its operational management. • Work with staff to iron out any issues in the first year of operation so the scheme can be fully implemented for three years in the next Local Board Plan.
Resources	<p>Outline any specific resourcing requirements:</p> <ul style="list-style-type: none"> • Occasional meetings with staff.
Parameters	<p>In addition to the mandatory requirements set out in Appendix A the Project Lead must adhere to the following <u>additional</u> requirements:</p> <ul style="list-style-type: none"> • n/a
Additional authority	<p>The Project Lead is also authorised to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Meet with staff, members of the public, external agencies <input checked="" type="checkbox"/> Request an officer report to the board <input checked="" type="checkbox"/> Provide media comment on the project (Chair discretion)
Internal stakeholders	<p>List key staff /departmental contacts:</p> <ul style="list-style-type: none"> • Infrastructure and Environmental Services staff
External stakeholders	<p>List key community contacts:</p> <ul style="list-style-type: none"> • Industry and community groups involved in environmental improvement
Reporting	<p>The Project Lead will report back to the board:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other

Confirmation of appointment

[INSERT Committee Resolution]

Chair
 Date:

Project Lead
 Date:

APPENDIX A

Rodney Local Board Project Leads Framework

Overview

- 1) Project leads are appointed by agreement of the relevant committee or the full local board (as the case may be) using the template appointment form below.
- 2) Being a project lead allows members to pursue particular priorities and initiatives of the local board without the need to require staff or officers to meet with the entire local board in a formal setting. It is anticipated this will speed up projects while ensuring good lines of communication exist between members and that developments are reported back to the local board regularly.
- 3) By allowing members to operate with a degree of trust it is hoped that will enable projects to progress quicker and members to take a degree of ownership and responsibility for projects and initiatives.
- 4) The committee/local board will set parameters around the responsibilities and powers of a project lead on a case by case basis. Certain requirements are mandatory for all project leads. The powers and responsibilities of project leads are set out below.

What Project Leads Must Do

- 5) All project leads must:
 - a) Complete a written application to be a project lead on a particular project and present this to the relevant committee or full local board for approval.
 - b) Ensure that any application to become a project lead relates to a project set out in a departmental work programme that has been approved by the Rodney Local Board.
 - c) Include the chairperson(s) in all correspondence relating to the project/initiative for which they are the project lead.
 - d) Operate under a 'no surprises' policy with chairperson(s) and notify them immediately of any issues, conflicts or any other problems with the project.
 - e) Report regularly to the full board or committee that appointed them a project lead on their activities in a defined project leads reporting time at workshops.
 - f) Involve other local board members where they deem necessary.
 - g) Act responsibly at all times.
 - h) Treat all council and agency staff with respect.
 - i) Adhere to the terms of their project lead appointment at all times.

What Project Leads May Do

- 6) If approved by the relevant committee or the full local board, project leads may:
 - a) Meet with staff, the public and agencies to progress the goals stated in their project lead appointment
 - b) Request an officer report to the local board/committee (as required).
 - c) Comment to the media specifically around the project, at the chairperson's discretion.

What Project Leads Must Not Do

- 7) Project lead's must not, unless explicitly stated otherwise in a committee or full local board resolution:
- a) Approve any expenditure.
 - b) Imply or promise that the local board or council will commit to any future expenditure.
 - c) Make landowner approval for any project to proceed or confirm the details of any final placement or design of any structure.
 - d) Sign off on a project as complete.
 - e) Change the scope of a project from what was agreed to in the project lead appointment.

Review

- 8) This project leads framework will be reviewed by the local board within 12 months to assess its effectiveness.

