

Project Lead Appointment Form	
Project title: Opahi Bay traffic and community management	
Elected member: Tessa Berger	
Local Board Plan priority: Roads, paths and public transport enable us to get around safely and easily	
Work programme alignment: NA	
Local Board Committee: Transport, Infrastructure and Environment Committee	
Start date: May 2017	End date: September 2019
Project description: <i>Working with the community on clarifying and resolving their concerns and issues with traffic management in Opahi Bay, including parking, speeding and safety. Additionally, concerns with foreshore usage, beach access and associated issues.</i>	
Purpose	This project aims to: <ul style="list-style-type: none"> • Identify community concerns • Identify possible solutions • Liaise with the community and AT to implement solutions. •
Outcome	List specific project outputs/ things member wants to achieve: <ul style="list-style-type: none"> • Community is happy that their concerns have been addressed • Adequate solutions have been examined and implemented. •
Resources	Outline any specific resourcing requirements: <ul style="list-style-type: none"> • NA

Parameters	In addition to the mandatory requirements set out in Appendix A the Project Lead must adhere to the following <u>additional</u> requirements: <ul style="list-style-type: none"> • NA
Additional authority	The Project Lead is also authorised to: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Meet with staff, members of the public, external agencies <input type="checkbox"/> Request an officer report to the board <input type="checkbox"/> Provide media comment on the project (Chair discretion)
Internal stakeholders	List key staff /departmental contacts: <ul style="list-style-type: none"> • AT stakeholder liaison (Ellen Barrett) and other AT staff as needed.
External stakeholders	List key community contacts: <ul style="list-style-type: none"> • Members of the Opahi Bay community
Reporting	The Project Lead will report back to the board: <ul style="list-style-type: none"> <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Other
Confirmation of appointment	
<p><i>[INSERT Committee Resolution]</i></p>	
_____ 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.