

Project Lead Appointment Form

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

Project title: Warkworth Pool

Elected member: Beth Houlbrooke

Local Board Plan priority:

Parks and sports facilities are easy to access and enjoy (2014)

Parks and sports facilities that everyone can enjoy (draft 2017):

Key Initiative: *Support and advocate for the construction of a swimming pool or aquatic facility in Warkworth and identify other swimming pool needs in Rodney*

Work programme alignment:

CS:PSR:Active Recreation (item 895) – *Warkworth: Planning for Swimming Pool Provision 2017/2018*

Local Board Committee: Parks & Recreation

Start date: October 2016

End date: October 2019

Project description:

Partner with a funding / operating partner to advance the construction of a swimming pool for the wider Warkworth area.

Purpose

This project aims to:

- Identify a suitable funding / operating partner by June 2017
- Identify a pool site which may or may not be council-owned
- Work with the funding partner to agree to the terms of community use/access

Outcome

List specific project outputs/ things member wants to achieve:

- Announcement of the funding partner, pool location and expected delivery date, by June 2018

Resources	Outline any specific resourcing requirements: <ul style="list-style-type: none"> • Council officers' time to do the negotiations • Access to independent expert industry advice • Joint update meetings with funding partner and council staff
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"> • Avoid acting as a 'broker' between the parties but remain independent and impartial to ensure correct open and transparent process.
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 checked="" type="checkbox"/> Request an officer report to the board <input checked="" type="checkbox"/> Provide media comment on the project (Chair discretion)
Internal stakeholders	List key staff /departmental contacts: <ul style="list-style-type: none"> • Neil Coventry – Sport & Recreation Advisor • Anita Coy-Macken – Sport & Recreation Lead Team Leader
External stakeholders	List key community contacts: <ul style="list-style-type: none"> • Ruth Mills – Mahurangi Community Sport & Recreation Collective
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>[INSERT Committee Resolution]</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.