

Project Lead Appointment Form

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

Project title: Implementing the Rodney Youth Voices Plan

Elected member: Tessa Berger

Local Board Plan priority:

Communities are empowered and plan for their own futures (2014)

Communities are influential and empowered (2017 draft)

Work programme alignment:

CS:ACE Community Empowerment (item 625) - Increase diverse participation: Community engagement and partnering:

“implement the Rodney Youth Voice Plan – regular youth forums, resourcing for youth-led projects, engagement on local projects”

Local Board Committee: Parks and Recreation Committee

Start date: May 2017

End date: 30 July 2018

Project description:

The Rodney Youth Voices Plan, approved in May 2016, replaces the previous youth panel with a more integrated “whole of local board” approach that focuses on developing the role of young people in relation to the things they are interested in within their local communities. It actively seeks out more opportunities to talk with young people about the services, programmes and projects the local board is delivering in their areas. Staff routinely have conversations with young people about what equipment they would like in their local playgrounds and skateparks but engagement with young people on other local board activities is not common. There is a need to be more robust and intentional in talking with young people about what the local board is doing in their areas as young people care about many of the activities the local board is involved with and are keen to express their views. Additionally, the Rodney area has a representative on the Youth Advisory Panel and both that representative and the local board would benefit from working together closely to ensure that the views of both parties are considered in relation to youth related activities in Rodney.

Purpose	<p>This project aims to:</p> <ul style="list-style-type: none"> • create new engagement opportunities by providing more opportunities for young people to have a say on what they would like to see happen in their local areas, and obtain feedback and input from larger numbers and a wider variety of young people than at the present time. • hold open youth forums to provide an opportunity for local board members and staff to discuss what is planned in that area and also for young people to talk about their issues and concerns. • encourage more youth led events and projects to build the capacity of youth people so they can do things for themselves.
Outcome	<p>List specific project outputs/ things member wants to achieve:</p> <ul style="list-style-type: none"> • Work with the Strategic Broker to prepare an updated Youth Voices Plan with new targets for youth engagements events and forums for the 2017/2018 year • Work with staff and the Rodney youth representative on the Youth Panel to ensure that the targeted number of engagement opportunities (which are to be agreed in the revised Youth Voices Plan) are planned and undertaken in a way that is appealing to youth • Work with staff to ensure that the feedback from youth indicates that youth participation is strong and consistent across all projects which require community consultation. • Work with staff to plan and deliver a Youth Forum events during the year.
Resources	<p>Outline any specific resourcing requirements:</p> <p>The Rodney Local Board has allocated \$15,000 LDI Opex towards this item in the ACE work programme (CS:ACE:Community Empowerment item 625). No additional resourcing is required at this time.</p>
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"> • NA
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	List key staff /departmental contacts: <ul style="list-style-type: none"> • Strategic broker • Local Board Services Staff
External stakeholders	List key community contacts: <ul style="list-style-type: none"> • Youth Advisory Panel (YAP)
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> <div style="display: flex; justify-content: space-between;"> <div data-bbox="165 1066 662 1133"> <p>_____</p> <p>Chair Date:</p> </div> <div data-bbox="842 1066 1339 1133"> <p>_____</p> <p>Project Lead Date:</p> </div> </div>	

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.