

## Project Lead Appointment Form

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

**Project title: Transport Targeted Rate**

**Elected member: Phelan Pirrie**

**Local Board Plan priority:**

We can get around easily and safely (2017 draft)

**Work programme alignment:**

**Local Board Committee: Transport & Infrastructure**

**Start date: March 2017**

**End date: 2019**

**Project description:**

*Work with staff to put together Targeted Rates options for the LBP consultation.*

**Purpose**

This project aims to:

- Enable the Board to have a number of targeted rates options for transport infrastructure to present at the LBP consultation.

**Outcome**

List specific project outputs/ things member wants to achieve:

Have options for potential targeted rates to pay for transport projects in Rodney investigated and modelled ready for consultation.

**Resources**

Outline any specific resourcing requirements:

- Support from Finance and Auckland Transport Staff.

**Parameters**

In addition to the mandatory requirements set out in Appendix A the Project Lead must adhere to the following additional requirements:

	n/a
<b>Additional authority</b>	The Project Lead is also authorised to: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Meet with staff, members of the public, external agencies</b></li> <li><input checked="" type="checkbox"/> <b>Request an officer report to the board</b></li> <li><input checked="" type="checkbox"/> <b>Provide media comment on the project (Chair discretion)</b></li> </ul>
<b>Internal stakeholders</b>	List key staff /departmental contacts: <ul style="list-style-type: none"> <li>• Cameron Brewer TIE Chair</li> <li>• Finance staff – Andrew Duncan</li> <li>• AT Staff - various</li> </ul>
<b>External stakeholders</b>	List key community contacts: N/a
<b>Reporting</b>	The Project Lead will report back to the board:  Monthly
<b>Confirmation of appointment</b>	
<p><i>[INSERT Committee Resolution]</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>_____</p> <p><b>Chair</b> Date:</p> </div> <div style="width: 45%;"> <p>_____</p> <p><b>Project Lead</b> 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.