

Project Lead Appointment Form

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

Project title: Local Paths (Greenways) Priorities

Elected member: Allison Roe

Local Board Plan priority:

Parks and Sports Facilities are easy to access and enjoy (2014)

Roads, paths and public transport enable us to get around easily and safely (2014)

We can get around easily and safely (2017 draft)

Work programme alignment:

CS:PSR:Parks Services - Rodney Local Board consolidated Greenways Plan 2017/2018 (item 885)

CS:PSR:Parks Services – Rodney greenways plans project selection 2017/2018 (item 883)

CS:PSR:Parks Services – Rodney Local Board greenways plan delivery investigation 2017/2018 (item 1115)

Aligns with regional and local strategies and aspirations for the Auckland / Rodney Local Board Plans

Local Board Committee: Transport, Infrastructure and Environment

Start date: August 2017

End date: June 2018

Project description:

Assist in the assessment and development of Local Paths (Greenways) priorities for the adopted Greenways Plans in Wellsford, Kumeu-Huapai and Puhoi-Pakiri.

Purpose	<p>This project aims to:</p> <ul style="list-style-type: none"> • Identify the priority Local Paths (greenways) projects for investigation, design and delivery from the adopted greenways plans • Develop a programme of funding priorities and partnership funding opportunities across the adopted greenway plans areas • Develop a trails/greenways stakeholder network group
Outcome	<p>List specific project outputs/ things member wants to achieve:</p> <ul style="list-style-type: none"> • An agreed, programmed and focused set of local paths (greenways) priorities for the local board and the community to deliver • Agreed greenways priorities align with the agreed local board footpaths priorities • Enable the proposed partnership funding to be aligned with the community partners to deliver local paths (greenways) priorities and establish new ways of working together e.g. public/private partnerships, match funding, shared responsibility • Seek opportunities for shared funding for implementation through leveraging stakeholders, private enterprise, charitable trusts, networking and events • Priority Matrix and potential trail-group-assessment tool • Trails/Greenways Stakeholder Network Group (a group for the network for discussion(s), possible problem solving, idea generation and priority setting)
Resources	<p>Outline any specific resourcing requirements:</p> <ul style="list-style-type: none"> • Work alongside Parks staff to develop priority options • Support for a Stakeholder network group establishment
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>
Additional authority	<p>The Project Lead is also authorised to:</p> <ul style="list-style-type: none"> <input 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"> • Don Lawson (AC contractor) and other key PSR staff • Sue Dodds
External stakeholders	List key external contacts: <ul style="list-style-type: none"> • Once priorities are confirmed there will be a need to look at the partnership funding opportunities and the potential partners • Possible trails/greenways stakeholder network group • NZ Walking Access Commission
Reporting	The Project Lead will report back to the board – every 8 weeks. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other

Confirmation of appointment	
<p>[INSERT Committee Resolution]</p>	
<p>_____</p> <p>Chairperson Date:</p>	<p>_____</p> <p style="text-align: center;">Project Lead</p> <p>Date:</p>

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.

