

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

Work programme alignment:

Local Board Committee: Transport & Infrastructure

Start date: July 2018

End date: 2019

Project description:

Work with staff on the individual public transport, footpath and park and ride projects that make up the transport targeted rate package, and act as the conduit between the local board, Auckland Transport and Auckland Council staff regarding the use of the local board's transport targeted rate where required.

Purpose	This project aims to develop and enable the delivery of the transport projects selected by the local board using their transport targeted rate.
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Outcome	List specific project outputs/ things member wants to achieve: <ul style="list-style-type: none"> Quality transport projects are developed in consultation with the local board and Auckland Transport. A timetable is established that enables the prompt delivery of the local board's transport priorities. Transport projects are delivered using the local board's transport targeted rate without undue delay and the local board is kept up to date on progress.
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Resources	Outline any specific resourcing requirements:
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	<ul style="list-style-type: none"> • Support from Finance and Auckland Transport Staff.
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"> • n/a
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	<p>List key staff /departmental contacts:</p> <ul style="list-style-type: none"> • Cameron Brewer TIE Committee Chair • Finance staff – Mark Purdie • AT Staff - various
External stakeholders	<p>List key community contacts:</p> <ul style="list-style-type: none"> • n/a
Reporting	<p>The Project Lead will report back to the board:</p> <ul style="list-style-type: none"> • Monthly

Confirmation of appointment

[INSERT Committee Resolution]

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.