

## Project Initiation and Approval Process

*Adopted – Council 5 May 2006*

### Scope Of Project Initiation Process

This process will be used in any of the following situations.

- a) Any project that is not specified in the LTCCP, which exceeds 8 hours in duration, and / or \$5,000 in cost, and relating to the following:
  - i. Policy development;
  - ii. New capital works;
  - iii. Any proposal to change levels of service (e.g. water quality, hours of opening, etc);
  - iv. Any collaboration with outside bodies (e.g. ORC).
- b) Any request to substantially vary a project beyond the approved scope.

Note there are a number of situation which will not be captured by this process:

- i. Work that the Chief Executive needs to undertake to resolve current issues (e.g. legal advice on complex resource consent applications). This is necessary as resource consents must meet statutory time frames. The work being done on technical solutions for individual properties in Stoney Creek are a case in point.
- ii. Projects that are not individually specified in the LTCCP (e.g. minor safety projects).
- iii. The detailed implementation of some projects (e.g. discussions over the best means to implement additional funding for street cleaning).

### Resourcing Additional Projects

It needs to be remembered that, while it is always possible to bring in consultants to carry out the work, the scarce resource actually occurs within the 12 elected members of the council and the critical managers (Mark, Vicki, Stewart, Paul, Gordon and their limited staff) who have to collectively scope, tender, provide background and context to consultants, evaluate tenders, contract for, evaluate, mentor, and present the outcome of consultants work. Both elected members and the key managers are, and will increasingly be, fully and maybe over committed to approved LTCCP projects.

### Capturing The Projects For Future Consideration

Council has a number of ways it can deal with project initiation proposals which it does not consider should commence immediately:

- a) The preferred position should generally be to 'refer the matter for consideration in the next annual plan'. The relevant manager will maintain a database of such projects, much as we do now for amendments to the district plan.
- b) To refer the matter for monitoring for a period, e.g. 12 months, (as long as monitoring itself does not require additional resources).
- c) To refer the proposal to another agency (e.g. Transit NZ, ORC, etc).

### Approval Processes

From more than a technical perspective, new projects are a variation to the LTCCP. The approval process will be either direct to the Council (with the approval of the Mayor) or through the relevant committee (the normal route).

The approval of the initiation will then be approved by Council on the basis of the chair's committee report each month.

The more common approach will be for the relevant officer to prepare the project initiation report. The process calls for both the chair of the relevant committee and the manager to endorse the project before it goes forward. However, should an officer not support the need for the project, or should they not have the time to prepare the proposal, then councillors have the option of completing the proposal form and submitting it as part of a notice of motion under standing orders.

One of the implications of this is that individual councillors need to seek support for their initiatives from their chair at an early stage.

### Scope Of Requirement

Beyond the basic Project Initiation Form, the level of justification will depend upon the scale and significance of the proposal. The point needs to be made however that the project feasibility for a project during the year needs to be 'compelling'.

## PROJECT INITIATION FORM

Brief Description Of Project  
(Describe work to be done)

Connections To Other Council or Outside Agency Programmes  
(e.g. is work critical to another activity. Can work be done elsewhere in more effective way)

Value That Project Would Add To Community Outcome  
(What benefit do we get)

Reason For Urgency  
(there must be a very strong and obvious case for this project to proceed immediately such as statutory obligation, major loss of amenity, large economy of scale, etc. Also describe timeline for project).

### Implications

what are obvious risks / impediments of not proceeding promptly? Can these be managed?

What are risks of proceeding promptly? Can we manage these?

Implications For Growth / Grow Modelling Projections Used  
(describe relevance to growth management strategies and basis for projections)

Projects To Be Re-prioritised In Order That Project may Proceed.

(Whose workload is going to be re-prioritised, in what ways, in order that project can proceed?)

Source Of Funding

(requires confirmation by Finance Manager)

Endorsed by:

------(Chair)

------(Manager)