

(Insert company name)

Leadership and Management Structure

Note: This template has been developed as a guide for developing leadership and management structure. Further assistance can be provided by the Special Purpose Vehicle Unit, within the Department of Infrastructure and Planning.

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1 Purpose

Outline the purpose of the leadership and management structure. This should include provision of a map of this structure.

1.1 Scope

Outline the scope of the leadership and management structure.

1.2 Objectives

Develop a set of objectives. The objectives may include: ensuring the effective management, administration and direction of the Special Purpose Vehicle (SPV); provision of advice and support to the SPV's Board; and provision of a strong leadership role in identifying priorities, setting directions and driving initiatives.

2 Membership

Membership to the leadership and management structure should comprise of team leaders from each work area/unit. Please refer to Appendix 1 for further information. This may include representatives from alliances or joint ventures which have been assigned to a project leadership team to design and construct the project.

3 Meetings

Outline how the meetings of the leadership and management structure will be conducted.

3.1 Frequency

Outline the timing and frequency of meetings.

3.2 Minutes

Highlight that for transparency and accountability, minutes should be taken of committee meetings.

3.3 Other attendees

Outline whether the leadership and management structure will allow for non-members to attend meetings and if so, what authority is required.

4 Duties and responsibilities

Outline the primary functions that will be fulfilled by the leadership and management structure. Functions may include: sharing directions and decisions from the Board of Directors; discussing significant management issues with regards to operations and project delivery (including continuous improvement); and updating the Board on major activities.

5 Reporting

It is essential that the leadership and management structure undertakes necessary reporting, including reporting to the Board.

6 Performance

This section should include how the leadership and management structure's performance can be measured and reviewed.

Appendix 1

Please note that this is a guide only.

