

## Rodney Local Board project lead guidelines

### Overview

- 1) Project leads are appointed by agreement of local board using the template appointment form.
- 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 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 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 local board on their activities in a defined project leads reporting time at workshops
  - f) Involve other local board members where deemed necessary
  - g) Act responsibly at all times
  - h) Treat all council, agency staff, and members of the public 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 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 (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 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.