

2012

Protocol between NZPI and PAC

This document establishes the way in which the New Zealand Planning Institute and the Planning Advisory Committee will work together for the benefit of all NZPI members.



Protocol**Between****The Board of NZPI and The Planning Advisory Committee****2012-2015**

This is an agreement between the Board of NZPI, hereafter called ‘the Board’ and the Planning Advisory Committee, hereafter called “PAC”.

PAC was formed in May 2012 under clause 26 of the NZPI Constitution (2012).

This document seeks to articulate the agreed roles and responsibilities of both the Board and PAC and establishes an agreed process for working together over the ensuing three years.

1.0 Purpose of MOU

This agreement is intended to enhance, regularise, make efficient and clarify the roles and relationship of, and between, the Board and the newly formed PAC.

1.1 Review of MOU

This agreement will be reviewed by the PAC and Board in May 2013. Subsequent review periods will be determined by the Board.

2.0 Constitutional Recognition

In 2011 NZPI reviewed and revised its governance framework and constitution. The new constitution came into effect in May 2012. The new NZPI Constitution includes the following clauses:

- a) A Planning Advisory Committee (PAC) shall be established by the Board
- b) The membership of PAC will consist as a minimum of:

- The Chairs, of all recognised NZPI branches.
- A Young Planner representative to be elected by Young Planners membership
- The Chairs of all Special Interest Groups recognised under Clause 25.1

c) The Chair of PAC will be nominated and elected by the members of PAC. The Chair will be the official point of contact between the PAC and the Chair/CEO.

d) Membership of PAC may be added to between elections if the Board of NZPI considers it appropriate, following a referendum of full members.

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3.0 Generic Roles and Responsibilities under this MOU

3.1 Generic Roles and Responsibilities of the Board

The NZPI Board is entrusted to work on behalf of all members and is accountable for NZPI's performance. The Board emphasises strategic leadership, sets the vision for the organisation and ensures that it complies with legal and policy requirements.

Policies are at a governance level and outline clear delegations to the CEO. The Board and CEO form the leadership team with the role of each documented and understood. The CEO reports to the board as a whole with committees used sparingly and only when a need is identified in order to contribute to Board work. The Board is proactive rather than reactive in its operations and decision making and does not involve itself in the administrative details of the day to day running of NZPI.

Duties of the Board:

- Set and, as needed, modify the vision, mission and values and outcomes
- Protect the special character/values of the organisation
- Ensure a sensible and feasible Strategic Plan
- Approve and monitor the Annual Plan
- Develop and review the general policy direction
- Monitor and evaluate outcomes of product and services
- Support and contribute to the performance review of the CEO
- Act as good employers and have an understanding of how NZPI operates
- Provide financial stewardship
- Oversee, conserve and enhance the NZPI's resource base
- Account to members for the products and services of NZPI
- Approve major policies and program initiatives
- Manage risk
- The Board is committed to a program of professional development that includes the induction of new Board members
- Build a broad base of community support
- Enhance the NZPI's public image

- Assess its own performance
- Exercise governance in a way that fulfils the intent of the Treaty of Waitangi by valuing and reflecting New Zealand's dual cultural heritage
- Proactively work with the members of PAC

3.2 Generic Roles and Responsibilities of PAC

PAC has been charged with the following responsibilities under clause 26.4 of the Constitution:

All PAC activities will align with the NZPI Strategic Plan and Constitution. PAC will be expected to contribute to the following NZPI activities and to advise the Board in the following areas:

- Progress against Strategic Plan Objectives
- Policy and submissions programme
- Potential additions/revisions to the Strategic Plan
- Potential issues through reports
- Report /communicate to NZPI Board at least twice annually
- Actively explore and determine what matters and issues are faced within the branches and advise the Board of what actions may be required

PAC members will also be encouraged to:

- Facilitate consistency in process and approach where appropriate across branch and SIG operations
- Support implementation of NZPI Strategic Plan

The above generic roles and responsibilities of the Board and PAC set the scene for the following allocation of specific responsibilities under this MOU.

4.0 Information Sharing

4.1 Specific responsibilities of PAC:

- The PAC Chair may be nominated and elected by PAC on a rotational basis at each quarterly meeting
- The acting PAC Chair commits to providing the Board with a short quarterly report on his/her understanding of PAC issues during his /her role as Chair. A template to be provided by the CEO.
- All PAC members commit to conveying non confidential PAC discussions to their branch or SIG membership on a regular basis.
- All PAC members commit to providing the Editor of Planning Quarterly with a paragraph or more for the regional round up section of the magazine on a quarterly basis. The regional round up will be focussed on planning matters that will be of interest to other members throughout the country i.e. a special planning project, initiative or issues that are occurring within each region. Please note the content is different from Branch Out where the focus is on Branch matters, as opposed to regional planning matters. Please provide text to Christina Kaiser in the first instance Christina.kaiser@planning.org.nz
- All PAC members commit to providing timely policy input to the NZPI Senior Policy Officer, Christina Kaiser, when requested.
- The acting Chair of PAC will be the initial point of contact for the Chair and CEO of NZPI.
- All items for the PAC agenda to be provided to the acting Chair of PAC two weeks prior to PAC meeting.
- PAC commits to meeting with the Board Chair, at least twice annually, either by video conference or face to face.
- Budget/project requests will typically be made by PAC through the strategic planning process.
- A drop box account will be used to enable information sharing between the Board and PAC.

- PAC members may nominate an alternative representative to PAC meetings. .

4.2 Specific Responsibilities of the Board:

- The CEO will, on behalf of the Board provide PAC members with all non confidential Board agenda items and draft minutes as they become available.
- The CEO and Chair of NZPI will endeavour to attend all PAC meetings.
- The CEO will work with the acting Chair of the PAC to develop the PAC meeting agenda and minutes.
- All PAC agendas will be provided to PAC members ten days before the meeting.
- All minutes of PAC will be provided within two weeks after the meeting.
- The CEO will provide administrative support to PAC including, videoconferencing, coordination of travel and the drafting of agendas and notes.

5.0 Strategic Planning

5.1 Specific responsibilities of PAC:

- PAC members commit to providing branch and SIG input to the review and monitoring of the NZPI Strategic Plan.
- PAC members will align branch/SIG strategic plans to the NZPI Strategic plan.
- It will be up to individual PAC members to determine how best to do this i.e. At a branch or committee level.
- PAC members commit to providing the CEO with strategic planning feedback in a timely manner using the matrix provided.
- PAC members will be invited to monitor the success of the Strategic Plan annually.

5.2 Specific Responsibilities of the Board:

- The CEO will provide a package of materials to each PAC member to support their input into the strategic plan.
- The CEO will make him or herself available to facilitate workshops on the strategic plan where requested.
- The results of the Strategic Planning undertaken by PAC will be considered by the Board as a part of their formal strategic planning workshop.
- The results of the Board's formal workshop will be provided to PAC members before being circulated for comment to the broader membership.

6.0 Continuing Professional Development and Branch Events

NZPI has a responsibility to provide CPD opportunities to members. To ensure this responsibility is carried out in the most effective and efficient way and delivers maximum value to members, a co-ordinated approach is required between the Board and PAC

6.1 Specific Responsibilities of PAC

PAC members will make best endeavours to:

- Provide ideas for CPD to NZPI
- Advise the NZPI national office as early as practicable of Branch/SIG programmes or events
- Set Branch/SIG CPD programmes to avoid conflicts with the national CPD programme;
- Align Branch/SIG CPD programme with the interests of NZPI, as guided by the Board.
- Encourage Branch/SIG based events. These may be social and /or CPD credit

bearing and may or may not involve an attendance fee.

6.2 Specific Responsibilities of the Board

- The Board is charged with delivering the opportunity for CPD to all members
- The Board commits to advising PAC members of the proposed content of national CPD course programmes and additions to those programmes at the earliest opportunity and certainly prior to the programme/additions being publicised.
- The Board shall advise PAC members where a Branch/SIG event proposal conflicts with the interests of the national CPD programme and should not proceed or should be altered.
- The Board commits to enabling PAC to utilise the NZPI Learning Centre for the promotion and administration of all regional CPD events.
- The Board commits to promoting all regional networking events through the NZPI website.

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Signed: Chair of NZPI, Bryce Julyan



Date 27 September, 2012

Signed: Acting Chair of Planning Advisory Committee, Phil Gurnsey



Date 27 September, 2012