

# NZPI Annual Plan 2015



**DRAFT Annual Plan for Jan 1- December 31 2015**

Strategic Objectives	Task	Responsibility	KPI
<b>Enhance the profile of the Institute and planning profession</b>			
	Make a step change in quality and reach of NZPI Conference	Events Manager	Green Event Survey shows overall score above 4.1 and Surplus is met
	Utilise appropriate technology to support communication strategy.	Communications Officer	Facebook and Twitter followers increase by 10%  Water Cooler in use by members.
	Utilise all NZPI events and communication vehicles to enhance profile of NZPI and the planning profession.	Events Manager	Membership application forms on display at all events.
	Develop an implement and aligned membership plan that promotes and grows NZPI membership appropriately	CEO	Plan completed and endorsed by the Board

	Explore technological options for raising the profile of the Institute	CEO	Report provided to the Board on applications that could be used by NZPI
	Explore relationships with MBIE and Treasury	CEO	Contact made and opportunities for liaison determined
	Explore opportunity for collaborative CPD with allied professional institutes	Events and CPD Managers	Four collaborative CPD events held with willing sister institutes.
	Development of promotional material for use at Careers Expo	CEO	Promotional material developed and available on website and in printed form
	Development of no less than three position papers on relevant matters as identified by the Board with input from PAC.	Senior Policy Advisor	All papers completed and endorsed by the Board and CEO.
	Development of submissions in response to RMA reforms	Senior Policy Advisor	All submissions completed in accord with NZPI engagement policy.

	Implementation of Communication Strategy continued	Media Liaison Officer	
<b>Empower member involvement and create a sense of ownership at all levels of NZPI</b>			
	Review membership/non membership costs relating to CPD and conferences to incentivise membership of NZPI	CPD and Events Manager	New pricing structure introduced
	Board elections held	CEO	Elections held and results announced
	New Board members provided with an orientation/induction	CEO	Orientation delivered
	Membership satisfaction survey carried out.	CEO	Results provided to Board.

	Review Young Planner's Strategic Plan and progress implementation	CEO in concert with YP's	New YP Strategy completed and endorsed by the YP's and Board
	Progress changes to membership structure and categories with a view to enhancing both the quality and perception of the planning profession	CEO	New Structure proposed to members through a formal vote.
	Develop online forms for advertisers, Award nominees, membership applicants.	Communications Officer, Membership Liaison Officer	Online forms option for all aspects of NZPI business on the website.
	Establish a proactive contribution to international organisations such as CAP, GPN, PIA and RTPi		
	Review pricing and packaging of Jobs Online	Communications officer	Review completed and implemented.
	Encourage a Careers Expo programme in the YP Strategic Plan	CEO	Careers Expo programme embedded within YP Strategic Plan
	Refresh NZPI Strategic Plan	CEO	Strategic Plan refreshed by

			incoming Board
	Encourage greater contributions to PF and PQ by members and international speakers at NZPI conference	Communications Officer, Events Manager and Policy Advisor	Measurable increase in contributions.
	A movers and shakers section to be explored for inclusion in PF or PQ – i.e. list of those who have moved jobs	Communications officer	Recommendations to CEO made following exploration of opportunities.
	Development of “Planning on Demand series.	CEO, CPD and Events Manager	15 interviews completed and available to members on website.
	Expand and consolidate Mentoring programme for YPs	CPD Manager	Mentoring programme available for YPs nationally
	Analyse participation in CPD programme	CPD Manager	Review of data Report written and provided to Board
	Analyse roll-out and response to 2015 programme	CPD Manager	Report provided

	A social event to be run for all branches by Events Manager	Events Manager	Social event successfully held in each branch with worthy charity identified for proceeds
	Inclusion of new members in PF	Communications Officer	Each PF contains list of new members
	Review and update delivery of PF using more user friendly email template i.e mailchimp	Communications officer	Members receive PF in new format that allows NZPI to check how many read it
<b>Improve the quality of planning practice</b>			
	Support the Quality Planning website and partnership	Membership Liaison Officer and CEO	Contractual obligations met and MfE satisfied with service.
	Develop and implement opportunities for a planner exchange and shadowing both within and beyond NZ	Learning Manager	Recommendations to Board completed.
	New CPD programme to be rolled out	Events and CPD Manager	Membership Satisfaction survey shows increase in satisfaction levels to 85%.

	Support and encourage members in their professional development careers via toolbox.	CEO	New Talent Hub created and raft of material developed and online for members to access.
	Review of Membership data collected upon application for membership to be undertaken	Membership Liaison Officer	All members profiles completed, including company affiliation.
	Accreditation of Auckland University to be completed	CEO	Visit completed and report provided to Board.
	Greater collaboration with Universities	CEO	CEO to attend ANZAPS, Meeting of Universities held at Conference and make one visit per annum to each University.
Operations			
	Explore opportunities to save money, cut costs.	Operations manager	Recommendations to CEO completed.
	Salary Survey to be completed and made free to members only	CEO	Fee for salary survey to non members established and published on website. Salary



			Survey distributed to all members.
	Establish a job seeker service for student and recent graduates	Communications officer	Service established and on website
	PQ to be available to non members at a cost	Communications Officer	Fee for PQ to non members established and published on website
	Customer service to be reviewed with a view to a seamless experience for members	Operations Officer	Recommendations to CEO completed and implementation underway
	Explore intellectual property and copyright laws for PQ, Conference papers, recordings and CPD events	CEO	Completed.