

Planning and Accountability Working Party

Terms of Reference

Introduction

1. SOLGM is a national membership organisation. Our vision is *“professional local government management, leading staff and enabling communities to shape their future”*. SOLGM exists to build capability within the local government sector, and to provide sector leadership in the issues of relevance to local government professionals.
2. In undertaking its core businesses SOLGM relies on the input of local government professionals to help it:
 - identify the training and professional development opportunities and good practice that build the capability of the local government sector; and
 - provide technical and policy advice to support SOLGM’s sector leadership activity.

Purpose

1. The Planning and Accountability Working Party (PWP) supports achievement of SOLGM’s vision by promoting high standards of integrated planning and policy development, and the associated accountability and reporting arrangements.
2. PWP shall focus on, but is not limited to, planning and reporting under the Local Government Act 2002, district planning, spatial/integrated strategic planning, and the planning requirements of other legislation.

Scope

5. PWP will:
 - a. identify statutory and other requirements and assist the sector in meeting these requirements
 - b. contribute to the development of SOLGM positions on issues relevant to planning and policy development
 - c. identify and promote leading practice in planning and policy development
6. In doing so PWP shall focus on:
 - a. the role of planning and policy development in promoting the purpose of local government

- b. the promotion of effective long-term planning in local authorities, including the effective development and delivery of planning and reporting under Part Six of the Local Government Act
 - c. the promotion of integrated strategic planning within local authorities – including development of a legislatively mandated integrated strategic plan and mechanisms to support implementation of an integrated strategic plan
 - d. promoting the development of effective planning and policy documents in general
 - e. developing tools that support high quality planning and policy development
 - f. effective means of building community capacity to contribute to local authority planning and policy development processes, including effective means for building the capacity of Māori to contribute to, and encouraging the participation of Maori in these processes.
 - g. developing effective interdisciplinary cooperation.
7. If there is doubt as to whether a particular issue falls within the scope of PWP, the Chief Executive of SOLGM shall make a binding decision, having consulted first with the Chair of PWP.

Accountability

- 8. PWP is accountable to the SOLGM Chief Executive, and may not undertake any action not in accordance with these terms of reference without the approval of the Chief Executive.
- 9. PWP must prepare a proposed annual work programme for consideration by the Chief Executive. That proposed work programme will include sufficient detail of financial, staffing, and consultancy needs to enable accurate costing of the proposals.
- 10. PWP must provide the Chief Executive with a report on its activities, at least once per year, or at other times as the Chief Executive determines. In turn, the Chief Executive will report to the Executive Committee.

Responsibilities

- 11. The Chief Executive expects PWP to:
 - a. monitor the environment within which local authorities operate and provide the Chief Executive with timely advice on issues that fall within its scope (as defined in paragraph 6. Above)
 - b. develop and present sector responses on issues in response to developments in the policy and operational environment, or in anticipation of such developments. Development of such responses may be in conjunction with other bodies (for example, Local Government New Zealand, the New Zealand Planning Institute etc)

- c. identify good practice in local authority planning and disseminate this to the local government sector
- d. identify training and professional development needs relevant to planning, and develop or commission programmes to meet those needs
- e. build relationships with those stakeholders with interests in, or the ability to influence, planning policy and practice in local authorities.

Powers

- 12. In fulfilling its purpose and responsibilities, PWP may;
 - a. appoint subcommittees to cover subject areas of particular interest
 - b. appoint working groups or teams
 - c. recommend the retention of specialist advisors to the Chief Executive of SOLGM for one-off projects.
- 13. In fulfilling its purpose and responsibilities, PWP must
 - a. ensure that its activities do not conflict with the policies and procedures of SOLGM
 - b. ensure that its advice meets any SOLGM standards for policy advice.

Membership

- 14. The SOLGM Executive may, at its discretion, appoint the Chair and Deputy Chair of Working Parties. All other working party members will be appointed or removed by the Chief Executive. Any vacancy on PWP may only be filled by the Chief Executive having first called for nominations from amongst the membership of SOLGM.
- 15. Members of PWP must be a full member of SOLGM. Members of any subcommittees or project teams need not be members of SOLGM. The appointment of members from outside the sector to a subcommittee or project team (other than observers appointed under paragraph 17) will require the approval of the Chief Executive of SOLGM or their nominee.
- 16. Except as provided for in paragraph 15 above, PWP may appoint and remove members to its subcommittees or project teams as it sees fit
- 17. At its discretion, PWP may invite representatives from other organisations to attend meetings in an "observer" capacity. Observers will have speaking rights, but may not move or vote on recommendations. Participation in meetings by observers does not bind those organisations to any statement, submission or other release or publication, however issued, by the PWP and may not be taken as the position of any or all of the other participating organisations.

Review of Terms of Reference

18. PWP will review these Terms of Reference not less than once every three years. At this time it may make recommendations to the Chief Executive that it considers will ensure PWP can effectively achieve its purpose.
19. The Chief Executive may review these Terms of Reference at any time.