

Waikato Strategic Planning Network

Terms of Reference

Date Approved: October 2017

1 Purpose

The core purpose of the Waikato Strategic Planning Network is to:

- Provide a mechanism for inter-Council and inter-agency **communication, co-ordination, and collaboration** in the Waikato region with regard to strategic planning matters
- Develop a shared understanding of regional and local community issues
- Identify opportunities to increase the efficiency and effectiveness of local government.

This purpose will be achieved through the sharing of information and resources, developing and promoting good practice models as organisations work together and by providing professional development, networking and bench-marking opportunities.

2 Background

The Local Government Act 2002 (LGA) promotes collaborative and cooperative approaches between local authorities and other agencies to achieve priorities for the community through resource efficiency.

The Waikato Strategic Planning Network began informally in the late 1990s and was established for planners of local authorities in the region. Over time the Strategic Planning Network has evolved to include other agencies that contribute to the community well-being of the region.

The first formal Terms of Reference document was prepared in 2003. These were updated in 2010 to keep pace with changes to the Local Government Act and the evolving nature of the Waikato Strategic Planning Network. A further revision of the document was undertaken in 2017. These terms of reference describe how Network participants will work together cooperatively to ensure that the best possible information-sharing occurs to support strategic planning in the region through transparent and robust decision-making processes.

3 Functions

As the core purpose of the Waikato Strategic Planning Network is to provide a forum for inter-Council and inter-agency **communication, co-ordination, and collaboration**, the Strategic Planning Network has a number of functions. These functions are to be carried out with the recognition that constraints (including timeframes, resources and statutory requirements) which are imposed on participating agencies must be considered.

The network will provide a **communication** forum for members to:

- Share information of common interest with network members
- Share success stories and best practice examples
- Gain efficiencies through shared learnings from individual agencies' programmes
- Discuss strategic issues of local and regional significance.

The network will provide a **co-ordination** forum to:

- Collectively identify responses to strategic planning issues, problems or proposals
- Provide a collective voice to promote strategic input on key initiatives that will impact the region. To support this members are encouraged to contact the network between meetings to seek feedback on strategic issues
- Provide opportunities to develop strong strategic planning practices for participating organisations.

The network will provide a **collaboration** forum to:

- Work together to identify strategic issues for the sector
- Promote and, where appropriate, monitor progress on the region's social, economic, environmental and cultural well-being

- Identify processes or programmes where efficiencies and synergy can be gained from developing a collaborative process
- Provide opportunities for individual agencies to contribute to a collective voice.

4 Membership

Membership may comprise of representation from those working in strategic planning fields which have community wellbeing as a key organisational objective. Members will undertake an annual review of organisations on the contact list with a view to inviting new groups who will add value to the discussions, and will themselves gain benefit from attending.

Membership may include representation from Waikato Regional Council; all Territorial Authorities wholly or partly in the Waikato Regional Council area; Central Government agencies in the Waikato area; and other agencies e.g. Iwi and relevant non-government organisations.

Participation in the group is voluntary — the participating organisations will endeavour to make consistent personnel available to attend and contribute.

The **Waikato Regional Triennial Agreement** outlines how local government in the Waikato region will consult in order to work collaboratively, maximise efficiency and promote wellbeing in our communities. The agreement was signed by all parties before the required date of 31 March 2017. For those Network member authorities who are also signatories to the Waikato Regional Local Authorities Triennial Agreement, the principles of that agreement will underpin the operation of this Network.

5 Responsibilities

Participation in the Strategic Planning Network requires members to commit to:

- Hosting a meeting, which includes providing the Chairperson, venue and catering and liaison with regional co-ordinator to call for items and distribute the agenda
- Providing staff and resources as above
- Openly sharing information as discussed at strategic planning network meetings
- Providing up to date contact details for organisational representatives as changes occur.

Participation in the Strategic Planning Network entitles you to attend meetings, receive meeting notes and provides the ability to access other Strategic Planning Network members easily.

6 Maintenance of email list

The main method of communication of SPN meetings will be through emails. The email list is to be available to all members on the SPN webpage hosted by Waikato Regional Council:

<https://www.waikatoregion.govt.nz/community/about-the-waikato-region/marco/spn/> .

The contact details on the email list will be maintained by Waikato Regional Council.

Appendix A – Meetings

Meeting structure

The structure of the meeting will be at the discretion of the hosting organisation. This may include a focus on one particular theme or presentations relating to a range of topical issues.

Agenda

The development of the meeting agenda is the responsibility of the host organisation.

Chair

The Chair of the meeting will be a member of the Strategic Planning Network and of the host organisation.

Minutes

Minutes will be taken by the host organisation at its discretion and made available to Waikato Regional Council for posting on the webpage. Powerpoint presentations from the meeting will also be available on the SPN webpage within two weeks of the meeting being held.

Speakers

Guest speakers will be invited by the host organisation to present to the Strategic Planning Network. Topical issues of direct relevance to participating agencies are the most preferred guest speaker topics.

Meeting frequency

Meetings will take place approximately every quarter. A draft timetable will be prepared at the beginning of each year by the Strategic Planning Network (SPN) membership and meeting dates will be confirmed by the host organisation throughout the year. Meetings in June (main Annual Plan time) or in school holidays should ideally be avoided.

From time to time the Waikato SPN may choose to arrange a combined meeting with the Bay of Plenty SPN. There are no set guidelines as to how often this may occur, or if it would occur in place of one of the quarterly Waikato meetings.

Agenda distribution

A call for agenda items by the host will be made at least four weeks prior to the established meeting date. A final agenda will be distributed approximately four working days before the established meeting date.

Other

All administrative tasks, and costs associated with holding the meeting, will be met by the host organisation.

Appendix B – Sample agenda template

Waikato Strategic Planning Network < *Day and Date* >

Hosted by
<*name of hosting Council/organisation*>

<Venue address and time>

Chaired by < Chair's name >

9.45 – 10.00	Coffee
10.00 – 10.10	Welcome– Apologies and confirm agenda (Mihi/Whakatau optional)
	Introductions
10.10 – 10.30	<Presentation 1 > – <Presenters name and organisation>
10.30 – 11.00	<Presentation 2 > – <Presenters name and organisation>
11.00 – 11.30	<Presentation 3 > – <Presenters name and organisation>
11.30 – 12noon	<Presentation 4 > – <Presenters name and organisation>
12 noon – 12.45pm	LUNCH
12.45 – 1.00	<Presentation 5 > – <Presenters name and organisation>
1.00 – 1.30	<Presentation 6 > – <Presenters name and organisation>
1.30 – 2.00	<Presentation 7 > – <Presenters name and organisation>
2.00 – 2.30	<Presentation 8> OR General discussion / other topical matters
2.30 - 2.45pm	Closing and farewells