



MEMBER NETWORK CHARTER

LGMA NSW INTEGRATED PLANNERS MEMBER NETWORK

Name

The Integrated Planners Member Network of the Local Government Managers Australia (LGMA) NSW.

Mission Statement

The Integrated Planners Member Network is to provide leadership, advocacy, professional development and support to Local Government managers and professionals who are responsible for corporate and strategic planning and/ or who have a connection to the implementation of the Integrated Planning and Reporting framework.

The Network will provide research, networking and management and professional development opportunities to the sector. It is committed to best practice in the integrated planning and reporting interest area as well as related policy formation through the LGMA NSW.

Goal

To build the excellence and capacity of the professionals involved in integrated and corporate planning and by doing, assist improve the performance of Local Government in NSW.

Objectives of the Member Network

The main objectives are to:

- Provide a forum for the discussion of all aspects of corporate planning, integrated planning, community engagement, performance reporting and resource management (asset, finance and workforce)
- Provide a variety of networking and mentoring opportunities within the Local Government corporate planning industry
- Play an active role and provide contemporary expertise in determining the content of relevant LGMA NSW professional development opportunities
- Support regional and rural initiatives including utilisation of technology to overcome communication issues with regional and rural participants
- Provide opportunities to help Councils access specialist integrated planning expertise as required
- Provide strategic direction to LGMA NSW with respect to the sector's planning - related issues

Participation

The Integrated Planners Member Network will invite participation from Local Government professionals who are involved in planning or committed to learning about integrated

planning and reporting and dealing with the related challenges facing Local Government. It is not restricted to one level of management or operations within Local Government, rather it reflects the reality of Local Government and that many people in different areas of Councils have an interest in integrated planning and reporting.

Objectives of the Integrated Planners Member Network Executive Committee

The primary objectives of the Integrated Planners Member Network Executive Committee include to:

- Hold a minimum of four Member events per year (subject to LGMA NSW Calendar schedule availability).
- Work for and with Local Government professionals in their quest to develop personal and professional skills to facilitate advocacy, learning, networking and to maximise benefits from LGMA NSW membership
- Represent the interests of the professionals involved in integrated planning and reporting to the LGMA NSW
- Communicate with the LGMA NSW Members and participants
- Assist the LGMA NSW on a range of policy and advocacy objectives
- Identify and address issues impacting on professionals involved in integrated planning and reporting
- Focus on corporate and management planning related items within the Integrated Planning and Reporting framework and support other LGMA NSW Member Networks as requested
- Address standing agenda items agreed by the Executive Committee
- Recommend to LGMA NSW the best vehicle to promote, advocate and resolve issues of pertinence

Responsibilities of the Member Network Executive

- Assist the Integrated Planners Member Network participants in developing professional development opportunities and networking skills
- Assist the Integrated Planners Member Network participants develop management and professional skills
- Assist the Integrated Planners Member Network participants in maximising the benefits from LGMA NSW membership
- Provide recommendations in relation to issues raised by the participants and interested parties
- Ensure communications and interaction between the Executive Committee, regions, Member Networks and LGMA NSW
- Providing appropriate representation and assist the parent body - LGMA NSW

Values

The Integrated Planners Member Network has the following core values:

- **Leadership** – lead by setting a good example and seek to improve outcomes, processes and relationships
- **Innovation** – nurture and promote examples of best practice, excellence and continuous improvement
- **Working together** – for the best interests of the Member Network participants and Local Government
- **Inclusiveness** - two way support with relevant Local Government stakeholders

Expected outcomes

The Integrated Planners Member Network participants would expect to gain:

- knowledge and learning,
- professional and management development,
- networking opportunities,
- opportunities to discuss and develop Local Government best practice,
- new skills and career development.

Chair

The Chair will be a LGMA NSW Member with suitable facilitation and relevant experience for the Integrated Planners Network.

A term will be twelve months.

The Chair can be re elected to serve two years (i.e. two 12 month terms), or longer if no other nominations are received for the Chair position at the end of the second year – i.e. there is no time limit to holding the Chair position if no other nominations are forthcoming. If there are new nominations then the Chair who has been in position for 2 years or more will allow a change and step down.

The Chair will be responsible for distributing a draft agenda at least four weeks before the next meeting and communicating this via the LGMA NSW Office.

A standing invite will always open to an LGMA NSW employee to attend Executive Committee meetings.

The LGMA NSW office via the Events Department will be provided with meeting agendas and minutes.

Committee Composition

As per 1.4 of the LGMA NSW Member Networks Policy, Practices and Procedures 2009, the Executive Committee must have a minimum of five and up to nine Members plus a Chair. Where achieving at least five Members is not possible then the Network should communicate with LGMA NSW to establish an amended Executive. At a minimum, the amended Executive should consist of Chairperson and a Secretary/ Treasurer.

All Executive Committee Members will be LGMA NSW Members. Should an Executive Committee Member move out from Local Government while on the Committee and become

a Corporate Member, they are able to complete their term and must also be subject to the same rule regarding length of time and rotation.

The Chairperson and the Executive Committee are elected by the Integrated Planners Member Network at the Annual General Meeting. Executive positions other than that of the Chair may be allocated at the first meeting of the Executive Committee after the annual meeting.

Should a Corporate Member be on a Committee there should be a maximum of one Corporate Member per Executive Committee.

The Members appointed to the Executive Committee should represent the range of skills and responsibilities indicative of the Integrated Planners Network. The selection of the Committee will be discussed with the LGMA NSW Office.

The Committee may second other persons to the Committee for the purpose of individual initiatives or projects as required, provided such individuals shall not be a Member of the Committee and their appointment shall be limited to the time necessary to undertake the initiative.

All Committee Members of the Member Network will be bound by the Constitution and articles of LGMA NSW.

Executive Committee Tenure

(refer item 1.6 in The Member Networks Policies, Practices and Procedures document)

Executive Committee Members can also serve for longer periods of time than two years, but the Committee should try and have overall, around one third of Executive positions rotate every two years as a goal as this is to allow newer Members to come onto the Committees and would suggest that the long standing Executive Members should stand down to allow this to occur. Nominations will be called for at least 6 weeks before the Annual General Meeting.

Review of Executive Committee

An annual review of the Executive Committee membership and charter will be undertaken by the Members and in co-ordination with the parent body – the LGMA NSW.

A peer review process should be considered as a means of monitoring performance of the Committee and contribution of Committee Members. Where Members of the Committee are unable to actively contribute to the Committee, continued involvement should be reviewed by the Executive Committee.

The Committee is to review its progress annually in line with its objectives and purpose. The LGMA NSW Office and (through the Office) the Board will be provided with an update on operations and activities quarterly.

Executive Committee Meetings

The Executive Committee will meet a minimum of one time per annum, at a time and date agreed to by all Members of the Executive Committee.

Formal meetings may be either face-to-face or via telephone conference as considered appropriate by the Executive Committee. In addition, the Chair should consider calling a meeting if requested to do so by not less than three (3) Members.

Access

The Executive Committee shall have access to LGMA (NSW) for support and guidance.

The Committee shall also have the ability to recommend the use of independent experts where they consider it necessary to carry out their duties but shall not directly incur costs or purport to bind LGMA NSW.

Executive Committee Decisions

Decisions made by the Executive Committee will be arrived at by consensus, or if this is not possible, carried and ratified with a majority of Executive Committee Members present at a meeting. Further, recommendations of the Executive Committee shall not otherwise be binding on LGMA NSW Division unless ratified by LGMA NSW.

Annual Budget and Business Plan

The Executive Committee shall have an annual business plan and budget, which will reflect, as appropriate the goals of the Integrated Planners Network and the parent body – the LGMA NSW and be submitted to LGMA by 1 May each year with an interim half yearly budget and plan review 1st December each year.

The development of the budget will be coordinated with the LGMA NSW Office and reporting will be required from the Executive Committee to the LGMA NSW.

Reporting

The Executive Committee will have a rotating Secretary position. All agendas and minutes will be supplied by the Secretary to the Chair who will in turn present a report to LGMA NSW Office for their archive and information. As the Executive Committee conducts business on behalf of the Integrated Planners Member Network, between the quarterly meetings, information of importance can be communicated out to the Network along with regular communications, on an as needed basis for important matters to keep the Network up to date.

Confidentiality

The discussion of business within each Executive Committee meetings will remain within each Executive Committee and the LGMA NSW Office. Information will not be discussed with any other party unless agreed to by the Executive Committee and LGMA NSW Office.

Advocacy and Representation

The Executive Committee may be invited to make submissions or representation on Integrated Planning and Reporting matters in Local Government from time to time on behalf of the LGMA NSW. The LGMA Office will be responsible for coordinating responses to requests, arbitrating on questions of membership and interpreting the relevance of submissions and or requests received for support or representation.

Communications and Public relations

The LGMA NSW Office will promote and distribute all promotional material on the Member Network. Please refer to section 2.1 of the Member Networks Policy, Practices and Procedures document regarding public statements as LGMA NSW is responsible for any public statements made on behalf of the Member Network unless otherwise delegated.

Travel Arrangements

Travel, accommodation and out of pocket expenses will be met by each individual Member.

Amending the Charter

This Charter may be varied or amended from time to time by special resolution of the Executive Committee and the LGMA NSW Office. A copy of the Charter must be sent to Network participants and the LGMA NSW Office.