



Corporate Planners Special Interest Group

Terms of Reference

June 2011

1. Purpose and Scope

These Terms of Reference have been established to guide the operations of the Corporate Planners Network Special Interest Group. This document should be read in conjunction with the *General Terms of Reference for LGPRO Special Interest Group 2009/2010*.

2. Role

The Corporate Planners Network Special Interest Group offer a valuable forum for practitioners and officers working in Local Government in the fields of Corporate and Community Planning and performance improvement to network and share best practice.

The Group's objectives are to influence corporate planning and performance reporting policy and practice through:

1. An ongoing dialogue with the State Government both directly and through LGPro. In particular the Department of Planning & Community Development (DPCD), Auditor Generals Office and the Essential Services Commission (ESC).
2. Provision of an opportunity for specific corporate planning, performance and reporting discussions to be shared, projects to be undertaken, and for successful projects/programs to be showcased.
3. Provide an opportunity for cross-disciplinary meetings and/or workshops, which may be held in partnership with other SIG's, on matters relating to community engagement and development.
4. Providing professional development opportunities through networking, workshops, guest presenters.

4. Membership

Membership of the Group is open to Council officers who have an interest in, are working within, or have responsibility for, strategic / business planning, community planning, performance reporting and continuous improvement.

The Corporate Planners Network SIG membership is restricted to current council employees. Anyone who is not directly employed by a council who wishes to attend a SIG meeting can attend by invitation only.

5. Meetings

The CPN will convene a program of regular meetings and workshops where appropriate and look to provide a conference each year, supported by LGPro. Opportunities will be provided for interested members of the network to participate in committees to support and coordinate these initiatives.

6. Convenor

Convenors lead the Special Interest Group, and are elected/appointed by the membership every 12 months. Convenors must be LGPro members.

The role of the Convenor is to:

- Provide a leadership role in terms of encouragement and involvement in keeping the group operational
- Be the contact point for the group and its activities
- Ensure arrangements are in place for planning of topics, times, dates and venues for meetings
- Convene and ensure arrangements are in place for the meetings to be Chaired and appropriately recorded
- Provide information for the LGPro Corporate Planners web pages and other publicity/marketing material
- Ensure coordination and liaison with LGPro office on issues, notices for meetings, content of meetings, venues and catering arrangements
- Maintain contact with other SIGs through regular LGPro convenors meetings at least twice per year.

7. Conflict Resolution

Any dispute regarding the activities or operations of the Corporate Planners Network Special Interest Group should be discussed at a full meeting of the Group. Notice of this discussion should be given in advance through the agenda.

It is expected that in most cases, a resolution will be achieved through discussion that represents a consensus position among the Corporate Planners Network Special Interest Group members. Such a resolution should be documented in the minutes and accepted by all members.

Where a consensus position cannot be reached, Group members may vote to resolve the dispute. In the event of a tie, the Convenor may exercise a casting vote. Any Group member may declare a conflict of interest and abstain from voting.

8. Contact

LGPro Membership