



Regulations of the New Zealand Planning Institute® Incorporated / Te Kokiringa Taumata

Effective 4 December 2020

In accordance with Rule 11.14 of the New Zealand Planning Institute Constitution

1.0 These Regulations may be cited as the Regulations of the New Zealand Planning Institute® Incorporated / Te Kokiringa Taumata

2.0 Designatory Letters

2.1 The designatory letters of Full Members of the Institute shall be MNZPI®.

2.2 The designatory letters of Graduate Members shall be Grad.NZPI®.

2.3 The designatory letters of Technicians of the Institute shall be Tech.NZPI®.

2.4 The designatory letters of Fellows of the Institute shall be FNZPI®.

2.5 The designatory letters of Associate of the Institute shall be Assoc.NZPI®.

2.6 The designatory letters of Intermediate Members of the Institute shall be Int.NZPI®.

2.7 'Non or Partially Active Member' means any Member who is not currently a **full time** practicing professional planner.

2.8 'Retired Member' means any person who having been elected to Membership of the Institute subsequently retires from practice and requests to be transferred to the 'Retired Members list'.

2.9 The designatory letters denoting membership only apply to the person who has attained and completed the membership entry requirements of these Constitution and Regulations. No designatory letters may be used to imply an organisation has membership of the Institute.

3.0 Board

3.1 In special circumstances determined by the Board, of which it shall be the judge, the Board shall have the power to remit any subscription, levy or fee, or part thereof.

3.2 A meeting of the Board may be called at any time by the Chair or by another Board Member. Such meeting shall be held within fourteen days of the receipt by the Chair of requisition signed by three or more members of the Board, specifying the nature of the business to be brought before such meeting.

3.3 At every meeting of the Board a quorum shall be a number not less than five.

3.4 The first meeting of the Board shall be held as soon as practical after the Annual General Meeting at which the Board takes office.

- 3.5** Any member of the Board who absents themselves from three consecutive Board meetings without being granted leave of absence shall be deemed to have resigned from the Board and except with the consent of the Board such member shall not be reappointed to the Board until the next Board takes office.
- 3.6** The Board shall, as far as possible, carry out the instructions of the Institute in General Meetings.
- 3.7** No Board Member shall take individual action in the name of the Institute without authority from the Board.
- 3.8** The Chair shall have the power to set portfolios and convenor roles for Board Members and appoint Board Members to these positions
- 3.9** The Board shall require permission by means of a Membership poll or General Meeting to borrow monies in excess of 25% of the Institute's current annual budget. Such monies borrowed shall be applied for the purposes of advancing or achieving the objectives of the Institute.
- 3.10** The Board shall have the power to make a per capita levy on all members or on any group of members to meet any extraordinary expenditure.
- 3.11** Additional Procedures for the election of Board Members
- 3.11.1** All elections will conform to clauses 11.2 – 11.7 of the Constitution
- 3.11.2** Any Nominations received after the date set according to clause 11.4 (b) of the Constitution shall be declared invalid and shall not be included on any ballot papers prepared.
- 3.11.3** In the event that no valid nominations are received fresh nominations for the vacant office(s) shall be called as soon as possible and the Full Member(s) holding those office(s) at the time of calling the election shall remain in office until replaced by subsequent nominees and after any necessary elections are complete.
- 3.11.4** The Board will consist of 9 Full members
- 3.11.4.1** Full Members within prescribed areas shall elect eight financial Full Members, who normally reside in the respective areas, to be Board Members. The number of Board Members to be elected and regions are as below:
- a.** 3 members from Auckland/Northland
 - b.** 2 members from Rest of North Island (excepting Wellington)
 - c.** 1 member from Wellington
 - d.** 2 members from the South Island
- 3.11.4.2** All Full Members shall elect the ninth Board Member. The ninth Board Member will be a Full financial Member. All applications will include
- a.** Pepeha

and

- b.** Biodata or Statement of Commitment to Maori Planning in the NZPI

Additionally, all applicants' need to show

- a.** their iwi affiliation registration

or

- b.** Applicants submit a statement of whakapapa. That whakapapa must be sighted/validated by the Chair of the relevant Marae Committee. Committee contact details must be supplied.

3.11.5 Voting for the nine Board Members shall be by secret postal or electronic ballot delivered to the last known postal or electronic mail address.

3.11.6 Eligible Members shall have at least fourteen days to complete an electronic nomination and ballot. No fewer than fourteen days shall elapse the posting date and the last date for the return of nominations or ballot papers that are delivered and received by postal mail or fax.

3.11.7 Any ballot paper which does not conform to such instructions as have been given to the members voting may be rejected either in part or in its entirety as the scrutineers shall decide.

4.0 Committees

4.1 The Board may appoint Committees for any purpose in accordance with the Constitution

4.1.1 The Convenor of any Committee shall be either

- a.** a member of the Board appointed by the Chair,
- b.** a Full Member of NZPI that is appointed by the Board
- c.** a recognised expert in his/her field appointed by the Board

4.1.2 Any Committee may co-opt any Member or any person whom the Committee considers may be of assistance to it, provided the Convenor advises the Board immediately of the names of those who have been so co-opted and the period for which it is intended they are to serve on the Committee

4.2 Operational issues for Committees

4.2.1 A record in the form of simple minutes, shall be kept of all Committee meetings. Such minutes, as a minimum, are to (a) record the date of the meeting, (b) the names of those present, (c) topics discussed (d) any conclusion/s reached and (e) any actions agreed, including timeframes for completion of such actions and who such actions are assigned to. The minutes of all Committees shall be lodged with Chief Executive Officer of the Institute on a regular basis

- 4.2.2** Convenors shall prepare a written report for each Board meeting agenda. This report, according to circumstances, may be quite brief, but shall contain, as a minimum, the number of meetings held, and a list of the topics discussed. Where no meetings have been held the Board shall be so advised. If more convenient, copies of the minutes of Committee meetings may be submitted to the Board in place of the report. A copy of the minutes, shall be supplied to the Chair as ex-officio member of all Committees
- 4.2.3** The terms of reference for all Committees shall be defined by the Board and may be amended during the course of the term of the Committee by the Board. Additionally, the Convenor of a Committee may seek consent of the Board to amend the terms of reference as they consider circumstance may require.
- 4.2.4** Convenors of all Committees shall present an Annual Report of the year's work of Committees for incorporation in the Annual Chair's Annual Report of the Institute

5.0 Branches

- 5.1** The Board may approve the establishment of a Branch of the Institute for the purposes of advancing or achieving the objectives of the Institute on application from five or more Members resident in the area of the proposed Branch
- 5.2** The boundaries of any branch area shall be determined by the Board from time to time.
- 5.3** The general purpose of a Branch is to support the Board and the objectives of the Institute through
- a.** Providing local networking opportunities for Branch members
 - b.** Providing local representation of the planning profession
 - c.** Being a voice on local planning issues
 - d.** Giving effect locally to NZPI strategic plan
 - e.** Providing policy support/leadership
 - f.** Mentoring local branch members
- 5.4** Branches are unincorporated and operate under the constitution of the NZPI. Branches are empowered to formulate their own bylaws which shall sit under the NZPI Constitution, and which are subject to the approval of the Board and which shall not conflict with the Constitution of the Institute in any way.
- 5.5** The Board can request amendment of Branch constitution or bylaws. The Branch Chair can request exemption from any requested amendment. Unless a request for exemption is granted by the Board any requested changes must be actioned and are binding on a Branch.
- 5.6** Branches shall keep minutes of all Branch meetings, a copy of which shall be forwarded to the Chief Executive for the Institute's records.
- 5.7** Each branch shall pay the Institute its share of any GST liability for the year being calculated by reference to its total income less total expenditure as contained in the two monthly financial reports forwarded to the Chief Executive

- 5.8** Each branch treasurer shall submit to the CEO a two monthly report containing expenditure and income on a timely basis as required. Each branch must have available financial records which shall be subject to an internal audit no less than every two years by the Chief Executive
- 5.9** Each branch shall pay the Institute its share of any tax liability for the year being calculated by references to its net income for the year as determined for taxation purposes multiplied by the effective tax rate less any taxes deducted at source from income derived by the branch. The effective tax rate equals total tax payable for a given year divided by the taxable income of the Institute for a given year.
- 5.10** Branches may offer to the Board to host the Institute's Annual Conference and nominate a Branch sub-committee to support as required the Institute in the organisation of this conference. Where this offer is accepted and approved by the Board, the Board may grant seeding money to the Branch sub-committee to enable planning for the Annual Conference to commence, as per the directions and operating procedures set down by the National Office

6.0 Special Interest Groups

- 6.1** The Board may approve the establishment of a Special Interest Group of the Institute for the purposes of advancing or achieving the objectives of the Institute on application from twenty or more Members provided that they are drawn from four or more branches.
- 6.2** The purposes of the group, its responsibility, delegations, and nature of membership, shall be determined by the Board prior to the group's establishment.
- 6.3** The general purpose of a Special Interest Group of the Institute is to support the Board and the objectives of the Institute by
- a.** Acting as a Member forum aligned with the NZPI strategic plan and focused on a discrete area of planning and/or professional development
 - b.** Building a community of practice and/or extending capacity and capability in that area
 - c.** Operating under a national frame
 - d.** Fostering knowledge exchange in focus area between Board/SIG and SIG/Branches
 - e.** Providing policy support/leadership to the Board/Institute
- 6.4** Special Interest Groups are unincorporated and operate under the constitution of the NZPI. Special Interest Groups are empowered to formulate their own bylaws which shall sit under the NZPI Constitution, and which are subject to the approval of the Board and which shall not conflict with the Constitution of the Institute in any way.
- 6.5** The Board can request amendment of Special Interest Group constitution or bylaws. The Special Interest Group Chair can request exemption from any requested amendment. Unless a request for exemption is granted by the Board any requested changes must be actioned and are binding on a Special Interest Group.
- 6.6** A Special Interest Group shall be financially self supporting and may levy a subscription on its members to cover the cost of running the Special Interest Group. However, the Board may, at its discretion, make a grant from the general funds of the Institute to assist the group.

- 6.7** Special Interest Groups shall keep a record of all meetings and a copy of the minutes of the annual meeting of such a group shall be forwarded to the Chief Executive Officer.

7.0 University Courses Approved by the Board

- 7.1** Courses approved by the Board will include:

7.1.1 Those the Board approve as Accredited Courses in line with its Accreditation Policy as set out in the Education Policy and Accreditation Procedures Manual; and

7.1.2 Applicants from Lincoln University who have undertaken a course approved by Council in 7.1.1 above and then completed additional papers specified by the Membership Convenor to enable the applicant to meet their relevant course accreditation requirements

7.1.3 The Board has the power, but not the obligation, to approve any other course of study completed at a level higher than the highest Accredited Courses (such as a PhD in Planning)

8.0 Entry to Membership

- 8.1** These Regulations may only be waived when a person is admitted under the terms of a reciprocity agreement with another planning institute

8.2 No person shall be admitted to any class of membership unless they comply with the requirements for the class of membership referred to in Rules 2.2 and 9.1 – 9.9 of the Constitution

8.3 The date of completing a recognised course shall be the date of notification of the completion of all requirements for that course

8.4 No applicant shall be admitted to the class of Full Member pursuant to Rule 9.1 of the Constitution unless:

8.4.1 They have completed no less than three years of practical experience of which two years must be in New Zealand and acceptable to the membership Convenor. Where a candidate has completed an accredited planning degree while employed in a full-time planning role they must complete no less than three years practical experience comprising at least two years post graduation practical experience all of which must be undertaken in New Zealand, which is deemed acceptable by the Membership Convenor. Where the said experience is not deemed acceptable by the Membership Convenor, they will prescribe a period of practical experience required which will not exceed three years of post-graduation practice experience.

8.5 For the purposes of admission to Full membership under the provisions of Section 9 of the Constitution the applicant must meet the following procedures and requirements of these Regulations:

8.5.1 Applications for membership will be accompanied by detailed evidence of the nature and extent of the applicant's training and experience sufficient to

show that the applicant is likely to have a thorough and mature knowledge and understanding of planning and has held a position of responsibility in planning work as demonstrated by the following membership competencies

Competency	Criteria:
<i>Professionalism, integrity, and ethics</i>	<ul style="list-style-type: none">• Understanding and compliance with NZPI Code of Conduct.• Understanding of role of a professional planner.
<i>Understanding planning</i>	<ul style="list-style-type: none">• Application of planning theory and skills to achieve social, economic, cultural, and environmental outcomes.• Awareness of inter-generational issues and competing interests and values.• Ability to relate own career experience to the wider context of professional planning including planning processes and outcomes.
<i>Evaluation skills</i>	<ul style="list-style-type: none">• Use of multidisciplinary and evidence-based approaches.• Demonstrates objectivity and sound judgement.• Understanding and demonstrating appropriate decision-making process.• Understanding of role of qualitative and quantitative research.• Demonstrates use of critical analysis.
<i>Communication and engagement</i>	<ul style="list-style-type: none">• Communicates effectively to inform, consult, and engage others in planning processes.• Demonstrates ability to collaborate and work in partnership with others.• Can identify affected/interested parties.• Awareness and use of a variety of communication and engagement methods and tools, and appropriate application of these.

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- Written and oral communication skills.
 - Ability to manage conflict.
 - Understands the value of closing the loop (i.e. what did you do with the outcome of the engagement process?).

Understanding and working with planning frameworks

- Understand and work within legislative and other relevant frameworks appropriate to their context and professional application.
- Understands the role of politics in planning.
- Awareness of current practice and issues.

A range of technical knowledge

Demonstrate understanding and application of (including but not limited to):

Research, such as:

- Survey and analysis for the preparation of plans.
- Feasibility studies.
- Research directed towards the development of planning methods.
- Study of economic, health, social, demographic, landscape, architecture, water resource or transport issues impacting on regional, urban and/or rural communities.

Plan Preparation, such as:

- The preparation and/or review of national, regional and/or district policy statements and plans including an understanding of the process.
- The preparation of comprehensive development or redevelopment project, or conservation projects.
- The preparation of any other plans, e.g. development or structure plans for urban, rural, or coastal

environments.

- The preparation of schemes for comprehensive urban or landscape design.
- Constructive contributions to the evolution of specific planning proposals e.g. reviewing proposed plans, writing submissions on a plan proposal, preparing and/or presenting evidence on behalf of an organisation or client.

Administration/Regulatory, such as:

- Preparation and review of resource consent applications.
- Resource consent processing.
- Environmental Effects Assessment - overall AEE as part of a resource consent and/or a separate supporting specialist/technical assessment e.g. social impact assessment, traffic impact assessment.
- Judicial decisions and legislation.
- Implementation of policy statements and plans.
- Policy analysis and development.

Maori perspectives

- Understand tangata whenua values in the environment and how to provide for these values as planners within NZ planning frameworks.
- Understand the legislative requirements under the RMA and LGA for engaging with tangata whenua and Maori, and its application with Iwi/Maori entities within Maori kaupapa and tikanga framework.
- Understand and make provision for how Treaty Settlements impact on RMA and LGA processes and Council decision making.
- Understand the context for and application of Iwi Management Plans and Cultural Value Assessments.

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- Demonstrate skills and knowledge to undertake effective engagement with tangata whenua.

*Contribution and
commitment to
profession*

Including, but not limited to:

- Supporting others
 - Involvement with Emerging Planner's
 - Involvement with local Branch
 - Involvement with special interest group(s)
 - Mentoring
- Supporting the profession
 - Presenting papers
 - Making submissions
- Planning related engagement with wider community/other organisations.
- Demonstrate future goals for participation and commitment to the profession.

8.5.2 Applications for membership will be assessed by the Membership Convenor. The Membership Convenor will decide, on the basis of information from and about the applicant, whether the application for membership should proceed;

8.5.3 Where the Membership Convenor approves the application to proceed a Membership Interview Panel will conduct a personal interview supplemented, where necessary, by any other form of assessment, and may request the production of additional evidence from or about the applicant.

8.5.4 An applicant will be admitted to membership only upon approval by the membership interview panel referred to in Section 9 of these Regulations.

8.6 Intermediate Members are required to apply for full membership of the Institute after six years of full time equivalent work within the planning profession as a Graduate/ Intermediate Member, unless an extension of up to two years has been sought and granted. If this requirement has not been met then the individual's membership status of the Institute shall be deemed to have been terminated.

8.6.1 A written request for an extension of up to two years must be made to the Membership Convenor prior to the six years full time equivalent date being reached.

8.6.2 The Membership Convenor will then make a decision on whether an extension will be granted based on the criteria stipulated in 8.6.3 of the Regulations.

8.6.3 Grounds for seeking an extension include:

- a. Illness
- b. Non or partially-active membership status
- c. Criteria for entry to membership (see Clause 8.0 of the Regulations) have not been met.
- d. Extraordinary circumstances

8.7 Unless otherwise determined by the Board and subject to the provisions of Regulations 8.2 and 8.4, practical experience shall be in any of the four groups above or set out in regulation 8.5.1

For the purposes of Section 9 of the Constitution and these Regulations practical experience shall comprise:

a. Research and assessment, such as for example:

- i) Mātauranga Māori o te Taiao, Cultural Values Assessments and/or Cultural Impact Assessments
- ii) Survey and analysis for the preparation of plans for regional, urban, or rural development and redevelopment.
- iii) Feasibility Studies
- iv) Research directed towards the increase of planning methods
- v) Study of economic, health, social, demographic, landscape, architecture, water resource or transport issues impacting on regional, urban, or rural communities.
- vi) Assessment of environmental effects

b. Plan Preparation such as for example:

- i) The preparation and review of Iwi Management Plans
- ii) The preparation and review of national, regional or district policy statements and plans, and/or plans and strategies prepared under other relevant legislation.
- iii) The preparation of comprehensive development or redevelopment projects, or conservation projects.
- iv) The preparation of schemes for the development of urban or rural land such as shopping centres, tourist areas, industrial estates, housing schemes, infrastructural services, and coastal areas.
- v) The preparation of schemes for comprehensive urban or landscape design.
- vi) Constructive and substantial contributions to the evolution of specific planning proposals.
- vii) The preparation and review of plans/strategies under other relevant legislation

c. Implementation and administration such as for example:

- i) Implementation of Iwi Management Plans, Cultural Values Assessment and/or Cultural Impact Assessment including Cultural Monitoring
- ii) Administration and organisational work of planning
- iii) Judicial and legislative work of planning

- iv) Implementation of policy statements and plans
- v) Preparation and processing of applications

d. Planning Teaching

8.8 Understanding of Planning

8.8.1 For the purposes of Section 9.2 of the Constitution, and before election to membership, the Board must be satisfied that the Applicant:

- a.** Has a considered perception of:
 - i) The historical, philosophical, and theoretical context, and function, of planning and its associated activities
 - ii) The political context and structures relating to planning and its associated activities
 - iii) The legal context and processes relating to planning and its associated activities
 - iv) Professional ethics and practice
- b.** Is able to show that training and experience in planning and its associated activities have contributed meaningfully to a) above.
- c.** Has a mature understanding of the political and professional responsibilities in taking and making decisions and has the quality and ability to make sound judgements.
- d.** Can demonstrate understanding of and/or experience in each of the competencies listed in 8.5.1

8.8.2 That for the purposes of this section of the regulations 'associated activities' shall mean those activities directly related to planning including matters such as economic, transport, natural resources, social, cultural and other resource management activities.

8.9 The Board will require any applicant for admission to the class of Full Member (pursuant to Section 9 of the Constitution) to satisfy it or a Membership Convenor appointed by it of the right of the applicant to be so admitted under these regulations and shall request the production of appropriate evidence and a personal interview before admission is granted.

8.10 Personal membership interviews shall be run in the following manner:

8.10.1 NZPI Officers shall hold a list of Full Members approved by the Board -who can be convened to form membership interview panels around the country;

8.10.2 Each panel is to have a minimum of three people on it of which the Chairperson is a Full Member approved by the Executive Board;

8.10.3 The list in 8.10.1 shall be used to establish membership interview panels to undertake personal interviews of applicants who meet the entry requirements of Section 9 of the Constitution and have been approved for interview by the Membership Convenor;

8.10.4 If on the day of an interview a panel member other than the Chairperson is unexpectedly unable to attend the membership interview or does not arrive at the appointed time, the Chairperson, remaining panel member and interviewee must all agree to continue. In the event one person declines to

have the interview go ahead it must be rescheduled;

- 8.10.5** If on the day of an interview the Chairperson is unexpectedly unable to attend the membership interview or does not arrive at the appointed time, the interview must be rescheduled;
- 8.10.6** Standardised interview procedures shall be used for the conduct and evaluation of the interviewee.
- 8.10.7** Other procedures may be stipulated by the Board from time to time and shall be enacted by NZPI Officers.
- 8.11** Notwithstanding the foregoing provisions, the Board or a committee appointed for the purpose shall have discretion to waive or modify any of the provisions of these Regulations in any case it considers is warranted in dealing with any particular application for admission to the classes of Full Member.
- 8.12** The Membership Convenor may require any applicant for admission to Associate, to satisfy it, or a committee appointed for the purpose, that the person is suitable, and may request appropriate evidence.

9.0 Non-Active and Partially Active Membership

- 9.1** Any Full, Intermediate or Graduate Member may request a move to Non-Active or Partially Active membership for up to one year under the following conditions:
 - 9.1.1** Non-Active membership is available to Members who have ceased to practice planning as their primary profession on a temporary basis. Non-Active membership must be renewed annually by written request. Non-Active membership will not be renewed for more than 5 consecutive years.;
 - 9.1.2** Non-Active Members rescind all rights and privileges of Institute membership for the period in which they are Non-Active;
 - 9.1.3** Partially active membership may be reviewed annually by written request;
 - 9.1.4** Partially active membership maintain all rights and privileges of Institute membership for the period in which they are partially-active.

10.0 Awards

- 10.1** The procedures for the consideration of awards shall be as follows:
 - a.** The Board shall appoint an Awards Committee of Board to consider the merits of nominations for awards and to make decisions on awards. The Awards Committee shall be constituted from members of the Board including the Te Ao Maori representative, and in the event that Board Members are conflicted, the Board may appoint a Full Member to sit on the Committee
 - b.** Award nominations may be drawn to the attention of the Awards Committee in any of the following ways:
 - i) The committee may conduct an independent survey
 - ii) Any Member of the Institute may commend an applicant to the Awards Committee at any time

- iii) Any Member of the Institute may submit evidence of his/her own suitability as an applicant at any time
- c. The Awards Committee shall make a decision on the awards nomination having regard to the relevant criteria applying to each class of award.
- d. The Awards committee shall have the discretion to apply the most appropriate award category, notwithstanding the category under which the nomination is made.
- e. Those submitting nominations for awards shall be advised of the Awards Committee's decision, and successful award recipients also to be advised.
- f. Awards are to be presented, supported with an appropriate citation, at the annual conference of the Institute, or at such other time as determined by the Council.
- g. Record of Award recipients are to be kept at all times by the Institute Executive.

11.0 Compulsory CPD

- 11.1** Full, Graduate, and Intermediate Members are required to submit an annual CPD activity return and are required to complete the relevant hours of approved CPD activity per year. The CPD Guidelines document outlines qualifying activities. The document may be amended from time to time at the discretion of the Board.

The minimum hours of approved CPD activity per year is 25 hours for a Full Member, 20 hours for an Intermediate Member and 15 hours for Graduate Member.

Should a member's submission not achieve the approved qualifying hours in a given year, the following will apply:

- a. The Member will be given the opportunity to make up any deficit of the year under audit over the following year.
- b. Should a Member fail to achieve the above, they will be given the opportunity, within 14 days, to give a written explanation as to why the requirement was not met.
- c. The CEO or delegate in consultation with the Chair of the Professional Standards Committee may advise the option of completion of 75 hours for a Full Member, 60 hours for an Intermediate Member and 45 hours for a Graduate Member over a 3 year period; otherwise, the Professional Standards Committee may impose a sanction as they see fit within the limitations of their powers as defined in section 12 of the Constitution.

11.2 Non - or Partially Active Members

A Non-active Member is not required to undertake CPD.

A Partially Active Member should seek advice on their compulsory CPD requirements from the CEO.

11.3 Re-joining NZPI

A Members CPD record will continue to be held by NZPI and will be revived should the former Member choose to re-join the Institute at a later point.

12.0 Referendums

12.1 At a request made in writing by fifty or more Members the Board shall submit any matters detailed in such request to each Full Member and shall take a poll to obtain the general opinion of Full Members, but such ballot shall not be binding and operative on the Board unless the proposal submitted to Full Members be approved by more than half the Full Members entitled to vote.

12.2 The Board may, on its own initiative, hold a referendum using the process identified for Board election.