

## SERVICE LEVEL AGREEMENT

Between

Auckland Council (the Administering Authority)

And

Hauraki Gulf Forum (the Forum)

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### Background

Section 28 of the Hauraki Gulf Marine Park Act 2000 (the Act) establishes that one of the constituent parties must be appointed as the administering authority for the Hauraki Gulf Forum (the Forum). The administering authority must administer and service the Forum and ensure as far as practicable that the functions, powers, and duties set out in Part 2 of the Act are carried out.

For administrative purposes, the Forum is to then be treated as a committee of the administering authority (s.28(5)).

The purpose of this agreement is to formalise accountability between the Hauraki Gulf Forum and the administering authority (as per section 28 of the Act). This Agreement provides clarity regarding the range of support required to support the Forum, including democracy and meeting services, management services, financial services and communication services. The extent of these services should be agreed between the Forum and the administering authority, during approval of the annual work programme and budget.

Section 27 of the Act requires that the Auckland Council must store the Forum's records and make them available when the Forum requires.

**The Administering Authority will:**

1. Provide **democracy services** for Hauraki Gulf Forum meetings and workshops, including:
  - a. Preparation of a schedule of Forum meeting dates, and agenda deadlines, prior to the commencement of each calendar year.
  - b. Developing with the Chair, a meeting forward work programme (to be tabled at every meeting) to support the members of the Forum to direct the nature and the purpose of their meetings for the year.
  - c. Providing for meetings with the Chair and relevant support staff/providers ahead of Forum meetings to ensure meetings are effective and productive.
  - d. Preparation and distribution of the agenda as directed by the Chair
  - e. Provision of secretarial and democracy support to the Chair and the Forum meetings to ensure that resolutions are run effectively, and decisions are recorded correctly.
  - f. Advertising Forum meetings as required under the Local Government Act 2002 and Local Government Official Information and Meetings Act 1987.
  - g. Providing governance advice regarding conduct of Forum meetings and develop or review any policy or standard of the Forum that supports effective interaction between the members of the Forum and also any interaction with the public at a meeting.
  - h. Arranging an effective and safe meeting venue for Hauraki Gulf Forum meetings and workshops.
  - i. Arranging any catering services required by the Chair.
  
2. Provide **general management** support, including:
  - a. Being the first point of contact for Forum inquiries and work closely with the democracy services provider, the financial services provider, and the communications service provider to ensure meetings cover the relevant matters.
  - b. Supporting the Chair and the Forum to develop an annual staff work programme, a meeting forward work programme and an annual budget, for approval at Forum meeting.
  - c. Keeping the Chair updated of any variances to the annual budget and report half yearly to the Forum on actual and forecast expenditure.
  - d. Leading, coordinating and project managing the successful delivery of agreed Forum projects.
  - e. Managing contracts/contractors to support the delivery for the Forum's work programme.
  - f. Supporting the Forum to deliver its statutory reporting obligations, including the Annual Report and State of the Environment report.
  - g. Coordinating constituent party reporting in a manner that supports the Forum to co-ordinate activity and budget across jurisdictional boundaries.
  - h. Meeting with constituent party bodies at least once annually to inform them of the work of the Forum
  - i. Coordinating the Technical Officers Group meetings, including scheduling, hosting, preparing agendas and minutes as required.
  - j. Providing technical and governance advice and input to the Forum, Forum members, consistent party representatives, stakeholders and the general public.

3. Provide **financial management** support, including:
  - a. Administering the member contributions.
  - b. Producing financial reports as required, but not less than biannually.
  - c. When directed, seeking funding contributions from other funding agencies and administering these funds in a transparent manner.
  - d. In conjunction with the Forum Chair, set internal policies for the oversight and management of the Hauraki Gulf Forum revenue and expenditure.
4. Provide **communications management** support, including:
  - a. Development of press releases to support the effective work of the Forum.
  - b. Management and use of any logo or proprietary material developed by the Forum.
  - c. Co-ordination with other agencies (including individual Forum constituent parties) on the public release of documents or media announcements including the use of their logos.
5. Provide adequate records to the Auckland Council to enable the Auckland Council as the Administering Authority to meet its records requirements as set out in Section 27 of the Hauraki Gulf Marine Park Act.

**The Hauraki Gulf Forum members agree that:**

6. On an annual basis at a Hauraki Gulf Forum meeting, the Forum will formally agree the work programme and associated budget for the following financial year including:
  - a. The quantum of membership contribution payable for the following financial year.
  - b. The costs of administrative and servicing functions of the Forum, to be supplied by the Administrative Authority in accordance with this agreement.
7. On an annual basis when formally agreeing the budget for the following financial year, consider appropriate allocation of any accumulated funds.
8. A review of the effectiveness of the Administering Authority support will be undertaken at least every three years as directed by the Chair.

**Agreement term**

9. The term of this agreement is from date of resolution and will expire on date of resolution plus three years (as per section 28(1) of the Act, a minimum of three years), with an option to renew for a further three years.
10. The Forum acknowledge that the administering authority employs staff to fulfil the Administering Authority functions, and therefore, should there be an intention not to renew this decision, will take into account the employment arrangements of the Auckland Council.

**Date adopted**