

1. Introduction

- 1.1. The Tāmaki Estuary Environmental Forum (TEEF or the Forum) is an unincorporated group of people with a strong interest in the environmental health of the water, vegetation and wildlife of the Tāmaki Estuary and its catchment. The group was formed in 1988 and is supported by Auckland Council and local boards within the immediate area of the Tāmaki Estuary (see appendices A & B).
- 1.2. Being unincorporated means the group is free to organise its structure and deliver its operations as it chooses. These terms of reference set out agreed processes for managing the Forum's affairs and making decisions. It also includes a code of conduct, which provides guidance for the involvement and behaviour expected of Forum participants.
- 1.3. These terms of reference should be reviewed on a recurring basis, approximately every three years, at a Forum meeting that has been advertised through the circulation of a meeting agenda to Forum participants.

2. Vision and Purpose of the Tāmaki Estuary Environmental Forum

- 2.1. **Vision:** That Te Wai o Taiki (Tāmaki Estuary) is a thriving, dynamic and healthy ecosystem that is loved and used by the community and which positively enhances and connects with the Manukau Harbour, the Waitematā Harbour and the Hauraki Gulf.
- 2.2. **Purpose:** To protect, sustain and enhance the health of the Tāmaki Estuary by promoting integrated environmental management, reduced pollution and striving to achieve high levels of water quality and biodiversity.

3. Role of the Tāmaki Estuary Environmental Forum

- 3.1. Host meetings; facilitate events and generally engage in activities that help to identify and problem-solve issues relevant to the life and health of the Tāmaki Estuary (including its catchments, local communities and flora and fauna).
- 3.2. Encourage information sharing and promote collaboration between Auckland Council departments, council-controlled organisations, central government agencies, iwi, environmental groups, businesses and members of the local community to improve the health of the Tāmaki Estuary.
- 3.3. Initiate and enable community led advocacy and responses to issues adversely affecting the health of the Tāmaki Estuary.

4. Governance

- 4.1. TEEF is a single committee (aka the Forum) led by an executive group consisting of (but not limited to) a chair and any other roles deemed useful. These positions, including the coordinator and council staff working closely with the executive, are collectively referred to as the Forum's executive
- 4.2. The Forum's executive members hold responsibility for maintaining positive and constructive relationships with council and local board members, staff and Forum participants.
- 4.3. Executive roles are generally held for a three-year term which may be renewed provided the individuals hold the confidence of Forum participants.
- 4.4. Executive roles are usually confirmed by Forum participants at a normally constituted meeting where an agenda including this item has been circulated not less than two weeks prior to the meeting.
- 4.5. Where two people seek a single role, the role may be shared, or a vote may be taken. In these circumstances proxy votes are not accepted.
- 4.6. In the event of an anticipated change in executive roles, a notice of the change, including the names of those seeking appointment to the executive,

must be included on an agenda circulated to participants not less than two weeks prior to the meeting at which those roles are to be confirmed. This is to enable Forum participants on the email list to be informed of upcoming changes to the executive, the names of those seeking to hold executive roles and provides opportunity for participants to attend the meeting.

4.7. Community (volunteer) representatives holding a place on the executive will usually have their role confirmed by Forum participants every three years at a normally constituted Forum meeting.

4.8. Local board members seeking a place on the executive will usually have their candidacy arranged through their local board and have the role presented for confirmation by Forum participants at a normally constituted meeting. They will usually hold the position for their three-year term of office.

4.9. Where-ever possible changes in executive roles should be staggered, so that continuity of experience and knowledge are maintained.

4.10. At any Forum meeting a motion for a volunteer or local board member to hold an executive role, or stand down from the executive, may be moved but must be seconded. No proxy votes are permitted. This motion must be recorded in minutes circulated at least two weeks before the next Forum meeting. In this way all Forum participants can be informed of proposed changes in the executive and have the opportunity for discussion.

4.11. The Forum is supported by a facilitator / coordinator / manager. The conditions of this appointment and oversight of duties carried out by that person are delegated to the executive and council staff for whom participation in the Forum is a delegated responsibility. This role is normally jointly funded by local boards and/or other supporting organisations.

4.12. Decisions about the expenditure of funds and use of resources provided by Auckland Council and local boards rest with council staff – see the Forum’s organisational structure Appendix B. Forum participants are asked to provide guidance and express preferences.

5. Roles of chair / executive members

5.1. The Forum chair(s) is (are) responsible for chairing meetings. If a chair is not available, chairing may be delegated for that meeting. The chair may delegate any task to another Forum executive member (see 5.4).

5.2. The role of the chair(s) is to:

- a) be the official spokesperson for the Forum – in the first instance all media enquiries about Forum business should be referred to the chair (or chairs);
- b) confirm the dates and venues of Forum meetings;
- c) set and circulate agenda (or approve the circulation of);
- d) facilitate Forum meetings and activities to operate as per the Code of Conduct;
- e) confirming as correct minutes or notes taken at the Forum meeting and circulating minutes (or approve the circulation of) ensuring a record is kept of the finalised minutes.

5.3. Where there is more than one chair, the spokesperson will be agreed between the chairs. When no chair is available to make public comment, either a spokesperson will be agreed by executive consensus, or the Forum will not make any public comment

5.4. The chair(s) may appoint/allocate individuals to roles such as convening working parties, sub-committees or as spokesperson on specific issues. Prior to confirming the appointment of any individual to a role, the chair will usually notify the executive and Forum participants of their intention to make this appointment. This will preferably happen at a scheduled meeting in a way that permits consideration and discussion by all Forum participants.

5.5. Executive members are expected to support the chair to ensure:

- a) meetings are effectively planned and appropriately notified;
- b) the Forum operates according to these terms of reference and code of conduct;
- c) matters are dealt with in an orderly, efficient and respectful manner;
- d) policies and procedures are in place and available;

- e) working with and supporting staff and/or contractors occurs constructively;
- f) the Forum is appropriately represented to media; and
- g) a list of current Forum participants is kept and available for participants.

6. Code of Conduct

The effective functioning of the Forum depends on promoting and maintaining good relationships and trust between its participants. Forum participants are asked to:

- a) comply with these Tāmaki Estuary Environmental Forum terms of reference;
- b) attend meetings regularly or send apologies to the chair for absence;
- c) treat others with respect;
- d) help create an environment where people are comfortable expressing their views;
- e) help others concentrate on the meeting by discouraging side conversations;
- f) act in good faith, having the best interests of the Forum in mind;
- g) contribute to discussions in a positive and constructive manner;
- h) notify the Forum executive of potential (or actual) conflicts of interest in a timely manner;
- i) act as an accurate and effective conduit for relevant information to and from representative organisations and communities; and
- j) respect the confidentiality of matters brought to the Forum and the privacy of participants. No material that is shared during a meeting which is identified as private or sensitive by either the person sharing it, or by any other person at the meeting, should be repeated or referred to outside of that meeting without specific agreement from individuals involved or implicated.

7. Failure to comply with the code of conduct

7.1. Breach of code of conduct: If any Forum participant believes someone is in breach of the code of conduct, they should in the first instance inform the chair (or chairs) in writing of the circumstances and the detail of their concerns.

- 7.2. The Chair involved: If the concern/allegation involves the chair, the issue should be raised with another executive member, who must promptly notify other executive members.
- 7.3. Seek Auckland Council professional advice: If the executive believe the concern/allegation has substance and is of a nature to disrupt Forum business and relationships then the issue must be raised with the appropriate Auckland Council support staff. A decision will be made by the executive and council/local board staff as to whether the circumstances of the concern/allegation should be investigated or discussed at a Forum meeting.
- 7.4. Inform subject of concern: An individual who is the subject of an allegation should be informed (preferably both verbally and in writing), and if appropriate provided with the correspondence containing the concern/allegation. This must be provided in a way that provides them with adequate opportunity to seek advice and respond.
- 7.5. Principles of Natural Justice to be adhered to: Any Forum participant who is the subject of a concern/allegation must always be given full opportunity to respond to the issues raised – either in person at a meeting or in writing.
- 7.6. Sanction by resolution at a properly notified Forum meeting: Where Forum participants consider the code of conduct has been breached by an individual, the chair (or appropriate member of the executive) and a second Forum participant may move a motion at a normally constituted and notified meeting that the person who is considered to have breached the code of conduct, be asked not to attend Forum meetings – for either a set number of times or until such time as participants consider appropriate.

Appendix A

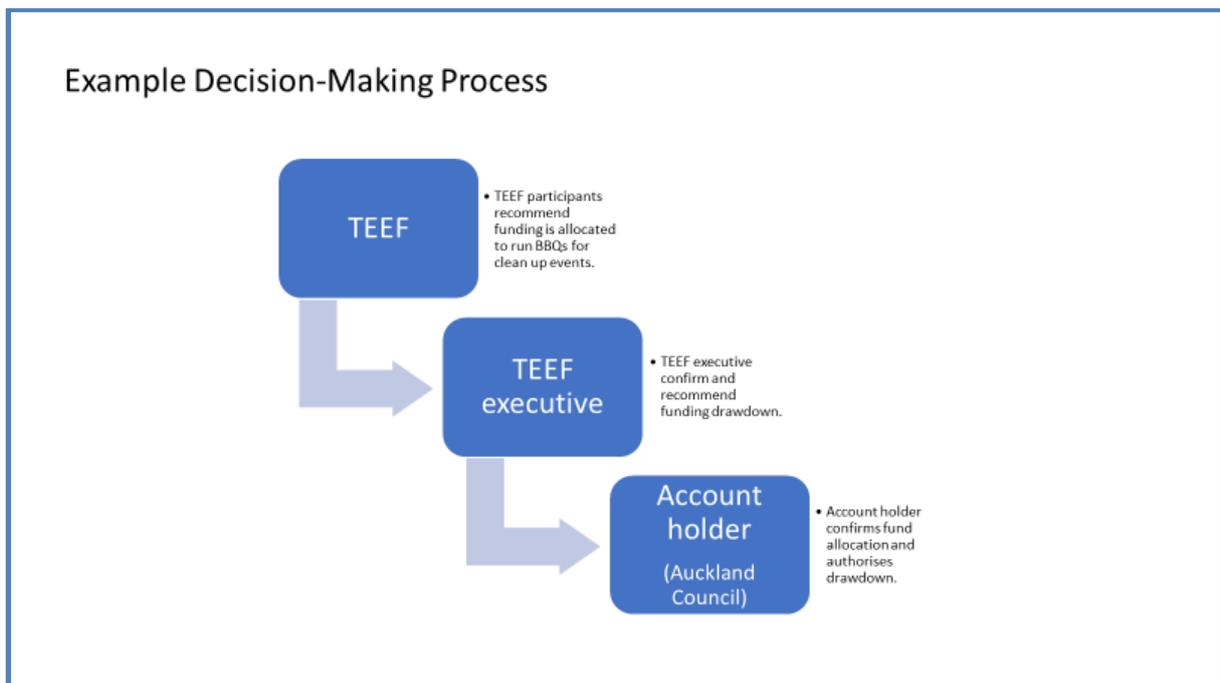
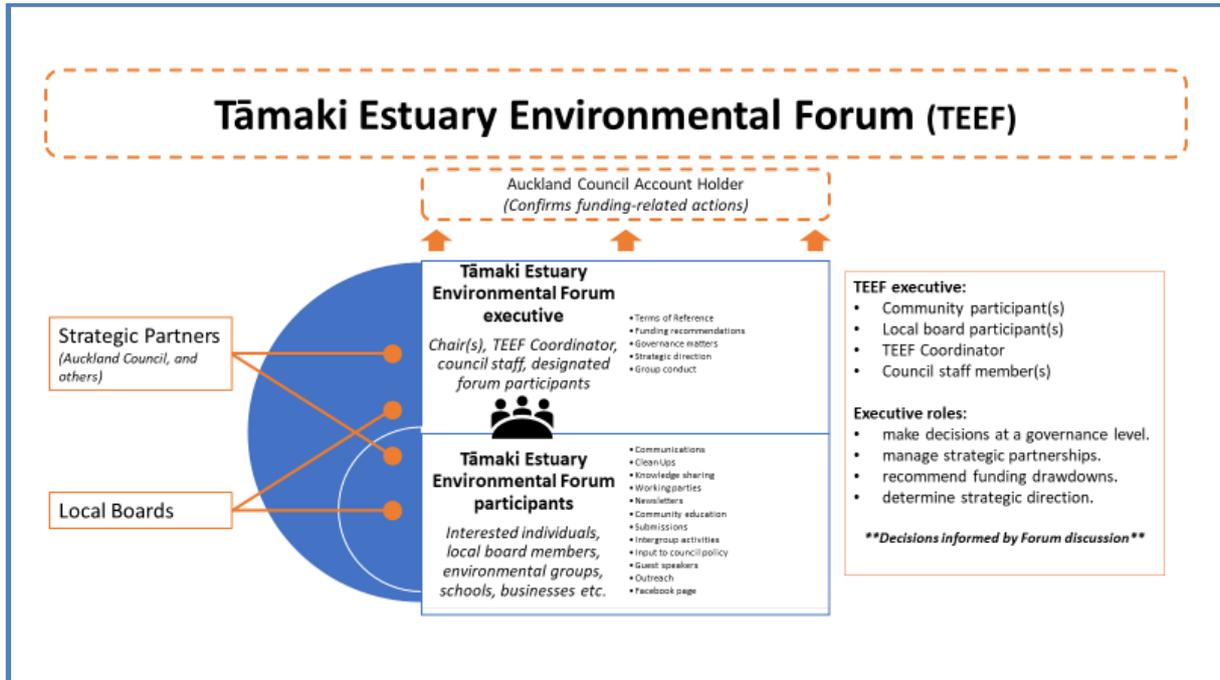
Partnership with Auckland Council

Healthy Waters has agreed to support the Forum (TEEF) in the following ways:

- provide technical advice and subject matter expertise;
- keep the Forum informed of Healthy Waters' projects that have potential to impact on the Tāmaki Estuary;
- attend meetings for relevant agenda items;
- keep the group informed of opportunities to influence local government decision-making processes that are likely to impact the Tāmaki Estuary, for example, upcoming consultation;
- contract management of the Forum coordinator contract (conditional to ongoing local board funding);
- the partnership may be reviewed at any time by either party.

Note: Contract management for the Forum coordinator is part of Healthy Waters commitment to local boards to support delivery of their annual work programmes.

Appendix B: Guide to TEEF structure and decision making



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