



SmartGrowth Environment and Sustainability Sector Forum

Terms of Reference

1. Membership Criteria

The Environment and Sustainability Sector Forum is intended to be a voice for the non-government and not for profit sector. Other organisations and government agencies are welcome to attend as participating observers.

2. Purpose

The purpose of the Environment and Sustainability (E&S) Sector Forum ('the forum') is to draw on existing experience and to positively contribute to the on-going evolution and success of the SmartGrowth Strategy ('the Strategy')

The forum will provide a view that reflects the interests of E&S groups across the wider western Bay of Plenty.

The forum will enable E&S groups/organisations and the sector industry direct participation in the strategy implementation and monitoring in order to provide vital sector input, in collaboration with the strategy partners and lead agencies into the wide range of challenges faced in the sub-region, including specific input into:

- Sustaining and improving the environment. (lead)
- Building the Community (support)
- Urban form and design
- The contribution of the E&S sector to economic growth and wellbeing of the people.

3. Role

The Forum will have on-going input into the Strategy thinking, development and implementation including the following specific aspects:

- Providing input and feedback in respect of partner projects relating to strategy actions where such input is sought by the Implementation Management Group (IMG) particularly with regard to sustainable development/management considerations
- Monitoring of relevant strategy actions.

- The development of statutory and non-statutory policies by the SmartGrowth Partners that either arise from the strategy or have the potential to impact on the strategy.
- SmartGrowth representations to regional and national forums and central government.
- Using the grassroots knowledge of the forum to alert SmartGrowth to emerging environmental matters and sustainability developments that may impact on SmartGrowth policy and direction.

4. Membership

The forum membership is representative of the wider community within the western Bay of Plenty and currently has representation from the following organisations:

- E&S Sector forum to provide a membership list to be inserted

5. Other SmartGrowth Forums and the SmartGrowth Implementation Management Group (IMG) – Linkages and Reporting

In order to provide transparency, a member (an alternate can be appointed) of the other SmartGrowth Forums and the

IMG (as selected by those groups) will be invited to attend and participate in the E&S Sector Forum meetings.

The E&S Sector Forum may also appoint a member to attend and contribute to the wider Strategic Partner Forum.

Meeting minutes and reports from each of the SmartGrowth Partner Forums will be made available to the other forums, to IMG and to SGIC.

6. SmartGrowth Implementation Committee (SGIC) – Linkages and Reporting

The forum members are able to present to the SGIC at any of the formal meetings with agreement of SGIC Chair and at any agreed workshops, held between SGIC and the forum.

Annually SGIC hosts a workshop with the forum (or combined with other forums) to discuss a range of matters and issues.

The minutes of the forum meetings are provided to SGIC as part of the regular reporting process and any particular issues are drawn out and highlighted in the bi-monthly report presented to SGIC by the Independent Chair, Implementation Manager and Strategic Advisor.

7. Information Provision and Feedback

Relevant draft reports, ideas, submissions, and proposed initiatives are provided to the Forum for discussion and input prior to matters going to SGIC for decision-making. These may be part of a meeting agenda item, or if between meetings, circulated by email to the Forum Chair, for feedback. This feedback will be presented to SGIC.

8. Meetings

Attendance and Presentations

The Independent Chair, Implementation Manager, Strategic Adviser and Well-Beings Implementation Officer may attend meetings from time to time, provide written reports, advice and seek input on various matters.

SGIC members may also be invited to attend the Forum from time to time.

Frequency

The Forum will meet bi-monthly, prior to the SGIC meeting to provide information and feedback on specific issues directly relating to Strategy implementation.

Servicing

The Forum will be serviced by SmartGrowth through the Implementation Manager, for matters including venues, agenda circulation, minute-taking and report materials.

Chair

A chair will be appointed by the Forum; subject to the Forum considering and approving expectations of the Chair role.



SmartGrowth Environment & Sustainability Forum

Café Function Room, 1.00pm – 3.00pm

Agenda

Tuesday 3rd May 2016

Welcome (Karen Summerhays to Chair meeting until Chair is appointed)

Apologies:

1. Minutes and Matters Arising –NOTE: There no Minutes as this is the inaugural meeting of the Forum but for completeness the notes from the information session regarding the Environment and Sustainability Forum are attached (Paper A)
2. What's hot (*quick updates from around the table*)
3. Analysis of environment chapter of SG13 (**Attachment 1**)
 - What's missing? Create a list of possible future actions for the E&SF
4. Settlement pattern review updates (**Attachment 2**)
5. Updates from other forums (*Karen Summerhays - verbal*)
6. General Business

FORUM MATTERS

7. Formal listing of organisational representation on the Forum
8. Election of a chairperson

From TOR "A chairperson will be appointed by the Forum; subject to the Forum considering and approving expectations of the Chair role."

There is an annual retainer of \$5000.00 available for the Chairperson role.

SmartGrowth office expectations

- Proactive input into the Agenda
- Approval of the minutes

- undertake engagements on behalf of the Forum
- Proactively engage with other SG
- Thought leadership
- No surprises

Forum expectations

- To be collaborative and inclusive
- Work constructively with SG, Envirohub and the members of the Forum
- Anything else

PROCESS: Self nomination or Nominations from the floor (with the agreement of the nominee) if more than 1 nominee provides a 2 minute stump speech on what you bring to the position. Vote a blind vote

Upcoming E & S Meetings & Workshops

<u>Future E&S Meetings</u>
<ul style="list-style-type: none">• 5th July – The Village Hall, Historic Village 1-3pm• 6th September – The Village Hall, Historic Village 1-3pm• 1st November – The Village Hall, Historic Village 1-3pm

Meeting close

Paper A



SmartGrowth Environment and Sustainability Forum 23rd February 2016 Notes

- 9.00am: Registration, Networking and Housekeeping
- 9.30am: Introduction of attendees.
- 9.45am: SmartGrowth Overview by Karen Summerhays, SmartGrowth Well-Beings Implementation Officer, (presentation attached). Included in the presentation was the Environment & Sustainability Forum purpose, and the Terms of Reference.
- Question and answer session regarding development of the forum.
- Stephanie MacDonald (BOPRC) did a quick overview of the areas that BOPRC have been working around e.g. water availability and demand, metering access, marine legislation, biodiversity of private land, recreational fishing reserves, marine spatial plan, harbour and catchments, mountains to sea plan (being progressed in background), estuary and coast care. BOPRC also plan to look at environmental restoration of the Kaituna River, water quality, re-diversion of the Kaituna, further wetlands around that area, existing river strategy. Not currently much going on regarding climate change.
- 10.45am End of meeting and further networking