

# SmartGrowth Environment and Sustainability Sector Forum

## Terms of Reference

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### 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.
- Building the Community
- Urban form and design
- Housing affordability
- 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 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 SmartGrowth Strategic (Managers) Group (SSG) 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:

- Papamoa Progressive Association
- Master Painters BOP
- Sustainability Options
- Sustainable Business Network
- Envirohub
- Waiariki BOP Polytechnic
- Tauranga Carbon Reduction Group
- Surf Break Protection Society
- Maketu Ongatoro Wetland Society
- Uretara Estuary Managers
- The Rock – Papamoa Community Garden
- Friends of Puketoki and Friends of the Blade
- Welcome Bay Community Centre
- Otanewainuku Kiwi Trust
- Aongatete Forest Restoration Trust
- Federated Farmers
- Fruit Growers Association
- New Zealand Planning Institute
- Royal Forest and Bird Protection Society of NZ
- Te Puke Environment Forum
- The Sustainability Society

#### **5. Other SmartGrowth Forums and the SmartGrowth Strategic (Managers) Group (SSG) – Linkages and Reporting**

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

#### **6. SmartGrowth Leadership Group (SLG) – Linkages and Reporting**

The forum members are able to present to the SLG at any of the formal meetings with agreement of SLG Chair and at any agreed workshops, held between SLG and the forum. Annually SLG 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 SLG as part of the regular reporting process and any particular issues are drawn out and highlighted in the bi-monthly report presented to SLG 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 SLG 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 SLG.

### **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.

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

### **Frequency**

The Forum will meet bi-monthly, prior to the SLG 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