

PPTA Tāmaki Makaurau Auckland Regional Management Committee

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Policy 01/03

OPERATIONAL MANAGEMENT POLICY
NGĀ KAUPAPA O NGĀ MAHI

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TIRO WHĀNUI | OVERVIEW

Te Whaktika Rationale

The Management Committee of the New Zealand Post-Primary Teachers' Association Tāmaki Makaurau Auckland Region establishes policies to guide the decisions it makes. These policies empower the Management Committee to deal with problems and issues without relitigating problems and issues each time. The Management Committee uses the standards and performance expectations set out in its policies to monitor and evaluate its performance.

This document is the policy outlining the day-to-day operations of the Region. It should be read in association with the Regional Constitution and with the National Constitution of the Association.

Te Take Purpose

The purpose of this policy is to provide guidelines for the efficient operations of the PPTA Tāmaki Makaurau Auckland Region.

Te Korahi Scope

This policy applies to all members of the New Zealand Post-Primary Teachers' Association employed in the PPTA Tāmaki Makaurau Auckland Region.

The Regional Operations Policy is a codifying of the following separate regional policies and replaces those policies

Management Committee Policy

Complaints and Ethics Policy

Policy Creation Policy

Protected Disclosure Policy

Equity and Diversity Policy

Communications Policy

Food and Catering Policy

NGĀ KAUPAPA | RULES

TE AUAHATI O NGĀ KAUPAPA | POLICY CREATION

Te Take Purpose

1. The Management Committee of the PPTA Tāmaki Makaurau Auckland Region shall maintain a set of policies that are appropriate and relevant to the aims of the Region by adding, deleting, or amending policies as it sees fit.

Ngā Tikanga Tawhito Common Definitions

2. The following definitions shall apply across all policies of the Region:
 - a. "Association," "the Association," "PPTA," and "the PPTA" shall refer to the New Zealand Post-Primary Teachers' Association Te Wehengarua as established under the National Constitution thereof.
 - b. "Association year" shall mean "the twelve calendar months from and including the first day of February up to and including the 31st day of January in the following year."
 - i. Unless otherwise specified, the use of the word "year" in this or any other policy of the Region shall expressly refer to an Association year.
 - c. "Constitution" and "National Constitution" shall refer to the National Constitution of the New Zealand Post-Primary Teachers' Association.
 - i. "Regional Constitution" shall refer to the Regional Constitution of the PPTA Tāmaki Makaurau Auckland Region.
 - d. "Educator" and "educators" shall have the same meaning as "teacher" and "teachers."
 - e. "Executive" and "the Executive" shall refer to the National Executive Committee of the PPTA.
 - i. "Executive member" shall refer to any member of that committee.
 - f. "Management Committee," "Tāmaki Makaurau Auckland Committee," and "TMAC" shall refer to the Management Committee of the PPTA Tāmaki Makaurau Auckland Region as constituted under this policy.
 - g. "NET" shall refer to the Network of Establishing Teachers.
 - i. "A NET" or "NETs" shall refer to members of the Network of Establishing Teachers.
 - h. "Officer" and "regional officer" shall refer to those officers duly elected or appointed as officers of the Region under this policy.
 - i. "Ordinary member(s)" shall refer to those individuals employed at schools within the PPTA Tāmaki Makaurau Auckland Region who are also members of the PPTA.

- i. It shall further include all honorary and lifetime members of the Association resident within the Region.
- j. "Region" and "the Region" shall refer to the PPTA Tāmaki Makaurau Auckland Region as defined under the Regional Constitution thereof.
- k. "Rule(s)" shall refer to the enumerated provisions of this and other policies of the Region.
- l. "School year" shall mean "the twelve calendar months from and including the 28th day of January up to and including the 27th day of January in the following year."
- m. "School" shall refer to any school in New Zealand as defined under s 145(1) of the Education Act 1989 (New Zealand).
- n. "TMAC members" shall refer to any members of the TMAC, and shall include regional officers and all ex-officio members thereof.
- o. "Ward(s)" shall mean those sub-divisions of the Tāmaki Makaurau Auckland Region as established under the Regional Constitution.

Aratohu Whānui General Provisions

- 3. All policies and amendments shall be reflective of the principles of the Treaty of Waitangi.
- 4. All policies and amendments shall be aligned to the Regional and National Constitutions of the Association, and shall not contradict either Constitution.
- 5. All policies and amendments must be approved by a motion of the TMAC.
- 6. The TMAC shall be responsible for leading policy development and review, provided that
 - a. Any individual member or employee of the Association may suggest new policies or policy amendments to any officer of the Region and may construct a draft policy, but this shall not bind the TMAC to adopt any such policies or policy amendments.
 - b. The TMAC shall reserve the right to edit any policies or policy amendments drafted under Rule 6(a) herein as it sees fit.
- 7. Unless specifically stated to the contrary, any reference to any policies or policy, whether named or unnamed, in any policy of the Region shall refer to policies or a policy of the Tāmaki Makaurau Auckland Region in particular and not to any policies or policy of the Association in general.
- 8. All policies shall be written in plain language.
- 9. All sections of a policy (that is, the rationale, purpose, scope, definitions, guidelines, related policies, and review details) shall form part of the policy.

Te Uiuītanga Consultation

- 10. The TMAC considers that consultation helps to achieve quality outcomes when developing or reviewing policy.
- 11. The TMAC shall determine the extent of any consultation required.

12. Consultation shall involve all affected stakeholders, and shall be conducted in a timely and appropriate fashion.

13. Where appropriate, external advice on policy matters may be sought.

Te Tātari Puka Review

14. All policies shall be reviewed at least every three years, and individual policies may be reviewed more frequently as determined by the TMAC.

15. The TMAC may produce a policy review schedule to assist with the programming of policy reviews for TMAC meetings.

Ngā Tikanga Procedures

16. The TMAC shall publish any procedures attached to or associated with any policy.

17. The TMAC shall ensure that any published procedures comply with and support the associated policy.

Āheitanga Accessibility

18. All policies shall be made available for access by all members of PPTA in the Region, and by all employees of the Association.

19. All policies and any attached or associated procedures shall be provided to all members of the TMAC upon election or co-option to the TMAC.

TE RŌPŪ WHAKAHAERE | MANAGEMENT COMMITTEE

Te Take Purpose

- 21.** The purpose of these provisions is to provide for:
- a. the establishment and operation of the Management Committee of the PPTA Tāmaki Makaurau Auckland Region; and
 - b. the role of the Management Committee in the wider PPTA Tāmaki Makaurau Auckland Region

Te Titonga Composition

- 22.** The TMAC shall consist of the following positions:
- a. the elected regional officers, namely
 - i. the Regional Chairperson; and
 - ii. the Deputy Regional Chairperson; and
 - iii. the Regional Secretary; and
 - iv. the Regional Treasurer; and
 - v. not more than two representatives from each of the four wards; and
 - vi. one Te Reo-a-Rohe from each of the four wards; and
 - vii. the regional coordinator for the Network of Establishing Teachers; and
 - viii. the regional coordinator for Pasifika Teachers; and
 - ix. the regional coordinator for Women Teachers; and
 - x. the regional coordinator for teachers employed at intermediate schools; and
 - xi. the regional coordinator for Rainbow Teachers; and
 - b. the ex-officio members, namely
 - i. the representatives for each of the wards on the national Executive Committee; and
 - ii. the convenor of the Regional Campaign Strategy Committee where that person is not already a member of the TMAC; and
 - iii. the representatives for Tāmaki Makaurau on Te Huarahi Māori Motuhake; and
 - iv. any representatives from Tāmaki Makaurau Auckland on Komiti Pasifika; and
 - v. the President, Senior Vice-President, and Junior Vice-President of the Association when employed at a branch in the PPTA Tāmaki Makaurau Auckland Region

23. Notwithstanding any other provision in this or any other policy or in the Regional or National constitutions, there shall be no requirement that all positions on the TMAC be filled at any one time.
24. Notwithstanding any other provision in this or any other policy or in the Regional or National constitutions, all regional roles may be job-shared by a maximum of two individuals, provided that:
 - a. both individuals are elected or co-opted to that role; and
 - b. the total number of ward chairs in each ward be fixed at two.
25. Notwithstanding any other provision in this or any other policy or in the regional or national constitutions, an individual may hold several positions on the TMAC concurrently.

Ngā Kōwhiri Elections

355.54+358.14

26. Elections for all regional officers shall be held in accordance with the provisions outlined in the Regional Constitution.
27. The date for elections for regional officers shall be determined by the Regional Chairperson in consultation with the administrative staff of the Tāmaki Makaurau Auckland Field Office of the PPTA.

Te Whakaingoatia Co-option

28. Any member of the Association employed at a branch in the region may be co-opted as a member of the TMAC as required by the TMAC.
29. A person shall only be co-opted to the TMAC provided that a motion of co-option has been passed at a meeting of the TMAC.
30. A motion of co-option shall take the following form: *That the TMAC co-opt [name] as a member of the TMAC in the capacity of [role], to serve as a member of the TMAC until [specific date OR elections can be held].*
31. A co-opted member of the TMAC shall have all the privileges of any member of the TMAC.

Te Kaupeka Term of Office

32. The term of office for members of the TMAC, except where otherwise provided, shall be the Association year following the Association year in which they were elected.
33. In cases where a member is co-opted to the TMAC during the year, except where otherwise provided, their term shall begin from the date on which the motion to co-opt them is passed by the TMAC until the end of the current Association year.

Te Rihainatanga Resignation

- 34.** Any regional officer may resign their position by giving notice to this effect in writing to the Regional Chairperson at any time.
- 35.** Any member of the TMAC who resigns their membership in the Association shall immediately cease to be a member of the TMAC.

Te Hēhē Loss of membership

- 36.** All members of the TMAC, excepting ex-officio members, shall be expected to attend all meetings of the TMAC.
 - a. The convenor of the Regional Campaign Strategy Committee where that person is not already a member of the TMAC shall be expected to attend all meetings of the TMAC.
- 37.** Any regional officer who fails to attend three consecutive ordinary meetings of the TMAC without notification to the Regional Chairperson shall be deemed to have vacated their position as a regional officer.
 - a. People who do not attend a meeting will be contacted to see if they are aware of the policy, and to check if they require support.
- 38.** The vacation of office shall be dated on the first day of the month succeeding the most recent meeting they did not attend.
- 39.** In the event of such a vacation of office, the Regional Chairperson shall act to either provide for a by-election to replace the regional officer (in consultation with the administrative staff of the Tāmaki Makaurau Auckland Field Office of the PPTA), or to co-opt a suitable person.
 - a. Should the vacation of office occur close to an ordinary regional election, the Regional Chairperson may choose to leave the position vacant.

Ngā pānui o ngā hui Notice of meetings

- 40.** All members of the TMAC shall be entitled to attend all ordinary and extra-ordinary meetings of the TMAC.
- 41.** Notice of any meeting of the TMAC, either ordinary or extraordinary, shall be provided in writing to each member of the TMAC by the Regional Chairperson.
- 42.** At least ten working days notice shall be given of any ordinary meeting of the TMAC.
- 43.** In the case of any extra-ordinary meeting, at least two working days notice shall be given.
- 44.** Unless proper notice has been given, no formal meeting of the TMAC may occur.
- 45.** Notwithstanding any other provision in this or any other policy or in the regional or national constitutions, the Deputy Regional Chairperson shall not convene any meeting of the TMAC without the prior written approval of the Regional Chairperson.

Ngā hui kupumahi Ordinary meetings

46. An ordinary meeting of the TMAC shall be held at least once every calendar month in a regular cycle, beginning in January and ending in November.
47. A goals and planning meeting shall be held annually, in the week immediately preceding the penultimate week of the summer break.
 - a. This meeting shall be considered an ordinary meeting of the TMAC and shall be considered the first meeting of the year.

Ngā hui rerekē Extra-ordinary meetings

48. An extra-ordinary meeting of the TMAC may be convened by the Regional Chairperson or Deputy Regional Chairperson provided due notice is given by the Regional Secretary.

Te kōrama Quorum

49. Quorum shall consist of either the Regional Chairperson, the Deputy Regional Chairperson, or an executive member, and any other five members of the TMAC who may be either regional officers or ex officio members.
50. Quorum shall not be varied.
51. These rules of quorum shall apply to all meetings of the TMAC, whether ordinary or extra-ordinary.
52. Provided quorum is established, a meeting of the TMAC may take place.
53. Quorum shall be maintained throughout the meeting.
54. Any vote or decision taken by the TMAC while inquorate shall be invalid.

Te Tātāriki The Chairperson

55. Meetings of the TMAC shall be chaired by the Regional Chairperson, or in their absence by the Deputy Regional Chairperson.
56. If both the Regional and Deputy Regional Chairpersons are absent, then the meeting shall be chaired by the longest-serving executive member present.

Te Mārakerake Attendance at meetings by people not members of the TMAC

57. All meetings of the TMAC shall be open to all members of the Association and to all employees of the Association.
58. Any member of the Association or employee of the Association present at any meeting of the TMAC shall be entitled to speak with the permission of the person chairing the meeting, but they shall not be entitled to any vote.

Te Whanonga Conduct at meetings

- 59.** All rules in the second schedule to the national constitution of the Association shall apply and shall not be varied.

NGĀ PĀNUI | COMMUNICATIONS

Te Take Purpose of this section

60. The TMAC:

- a. recognises that timely and accurate communication with ordinary members and with media is good practice, and is a key part of ensuring the reputation of the TMAC and the Region is upheld; and
- b. acknowledges that it is essential to have a strong presence across social media; and
- c. supports the use of social media to discuss, advocate, and argue for public education in New Zealand, and for the issues that affect its members.

Aratohu Whānui General Provisions

61. For the purposes of this section:

- a. "Communications" shall refer to:
 - i. any contact, either on or off the record, with any representative of any media outlet; and
 - ii. any official notice to ordinary members
- b. "Duly authorised officer(s)" shall refer to those members of the TMAC who have been authorised by the TMAC to have access to any databases or lists of contact details of ordinary members that are maintained by the TMAC and/or access to any email programmes for the purposes of distributing any information to ordinary members.
- c. "Media" refers to any individual, group, or organisation such as newspapers, blogs, radio channels, or television channels capable of being accessed by members of the public.
- d. "Social media" refers to any online network or community whose primary purpose is for the sharing of information and the development and maintenance of social or professional relationships.

62. TMAC members may maintain such lines of communication with ordinary members covered by their portfolios as they see fit.

63. Any formal communication made to any ordinary member:

- a. shall be fit for purpose; and
- b. shall be professional in tone and appearance; and
- c. shall not bring the Region, Association, or any individual into any disrepute; and
- d. shall reflect the aims of the Association in general and any specific goals of the Region.

64. The TMAC will endeavour to prevent formal communications made to ordinary members from becoming excessive or disruptive.

- 65.** For the purposes of this policy, the TMAC shall maintain a database of contact details of ordinary members that may be accessed by any member of the TMAC.
- a. Any such database and all details contained therein shall be subject to the privacy provisions herein.

Ngā Karere Rorohiko Emails

- 66.** Emails may be sent to ordinary members pursuant to Rules 62, 63, and 64 herein provided that such emails are sent only by duly authorised officers.
- 67.** The TMAC shall designate any member(s) of the TMAC to be duly authorised officers for the purposes of this policy.
- a. In general, the Regional Chairperson, Deputy Regional Chairperson and the Regional Secretary shall be considered duly authorised officers.
- 68.** Any duly authorised officer may cease to be so authorised if, in the opinion of the TMAC, they have acted contrary to the guidelines in this or any other TMAC policy.
- 69.** Any TMAC member, employee of the Association, or ordinary member may draft any email to be sent to ordinary members, or request any notice or item of information be forwarded to ordinary members, and request that such an email, notice, or item of information be distributed to ordinary members by any duly authorised officers.
- a. Duly authorised officers shall reserve the rights to refuse to distribute such emails, notices, or items of information to ordinary members for any reason.
- b. Duly authorised officers shall reserve the right to amend, edit, or rewrite such emails, notices, or items of information for any reason.
- 70.** The TMAC may direct that any email, notice, or item of information be distributed to ordinary members by duly authorised officers without regard to any objection by any duly authorised officer.

Te Hunga Pāpāho Media

- 71.** Only the Regional Chairperson (or, in their absence, the Deputy Regional Chairperson) shall be authorised to speak to any media for any reason.
- 72.** Ward chairs may speak to media outlets about events or incidents affecting their ward, but shall notify the Regional Chairperson before they do so.

Te Pae Pāpāho Pāpori Social Media

- 73.** The TMAC recognises that all PPTA members have the legal right to express themselves in any way in any forum.
- 74.** Notwithstanding the above rule, this policy shall apply to any interaction on any social media platform (including Twitter, Facebook, and on any blog or website) in which a TMAC member or ordinary member can be clearly identified as such.
- a. This policy shall apply in particular to any interaction, message, comment, graphic, image, or video posted in any forum designated an official TMAC, Regional, or Association space.

- 75.** For the purposes of this policy, “official space” shall include but shall not be limited to:
- a. any tweet using an official or identifiable PPTA hashtag; and
 - b. any Facebook page or group set aside for any group of members of PPTA and established by the Association, TMAC, or any regional officer acting under the direction of the TMAC.
- 76.** TMAC members and ordinary members are encouraged to use social media to promote the objects of the Association in general, and any goals or campaigns of the TMAC in particular.
- 77.** Neither TMAC members nor ordinary members shall be authorised to establish any groups, pages, or social media accounts, or maintain any presence on any social media platforms that will function or may be construed to function as official or authorised groups, pages, or accounts without a motion approving such an action at any ordinary meeting of the TMAC.
- 78.** In general, any groups on any social media platforms established by the TMAC shall be closed and not accessible to the public.
- 79.** Any interaction, message, comment, graphic, image, or video posted in any forum by any TMAC member when acting in their capacity as an officer of the Association shall not be contrary to or have the potential to be construed as contrary to the objects of the Association in general or to any goals or campaigns of the TMAC in particular.
- 80.** Interactions, messages, comments, graphics, images, or videos posted by a TMAC member when acting in their capacity as an officer of the Association in any forum must not be nor should have the potential to be seen as:
- a. offensive, derogatory or demeaning;
 - b. harassing any individual or group; or
 - c. libelous; or
 - d. sexual or otherwise inappropriate in content; or
 - e. threatening or otherwise invasive.
- 81.** Any interactions, messages, comments, graphics, images, or videos posted by a TMAC member when acting in their capacity as an officer of the Association in any forum shall be professional in tone and appearance.
- 82.** No TMAC member shall make an official comment or statement on any social media platform on behalf of the Association in general or the TMAC in particular, except that the Regional Chairperson (or, in their absence, the Deputy Regional Chairperson) shall be authorised to do so on behalf of the TMAC and/or the Region pursuant to Rule 71 herein.

TE NOHO MATATAPU ME NGĀ KŌAMUAMU | PRIVACY AND COMPLAINTS

Te Take Purpose of this section

83. The TMAC acknowledges:

- a. that it has an obligation to comply with the Privacy Act 1993; and
- b. that, from time to time, it may receive complaints about PPTA members, including members of the TMAC.

Aratohu Whānui General Provisions

84. For the purposes of this section:

- a. “Collect” means the gathering or receiving of information solicited by or on behalf of the Executive, but does not include any unsolicited information.
- b. “Fraud” shall mean any deceit undertaken to gain a pecuniary advantage.
- c. “Misconduct” means any improper or illegal conduct by any PPTA member.
- d. “Personal information” and “information” means any information about an identifiable member, and is not limited to private or sensitive information.
- e. “Protected disclosure” is the right by which any individual may report serious wrongdoing or misconduct and be guaranteed that such disclosure shall be protected.
- f. “Serious wrongdoing” is any of the following:
 - i. an unlawful, corrupt, or irregular use of funds or resources; or
 - ii. any act, omission, or course of conduct that constitutes a serious risk to health, safety, or the environment; or
 - iii. any act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences; or
 - iv. an act, omission, or course of conduct that constitutes an offence under any law in New Zealand.
- g. “Theft” shall refer to the deliberate and unauthorised removal or possession of any assets owned by the Association or Region thereof.

Te Kohikohi Mōhihio Collection of information

- 86.** In providing personal information for collection from time to time by the Region, ordinary members are taken to have given consent to the collection, retention, and use of their personal information by the TMAC in accordance with this policy.
- 87.** The TMAC shall only collect such information from members that is necessary for it to:

- a. meet the aims and objects of the Association as defined in the National Constitution; and
 - b. to protect and advance the rights and interests of members.
- 88.** The TMAC shall only use collected information to meet the aims established by Rule 87 herein.
- 89.** Any information the Region collects may include:
- a. a member's name; and
 - b. a member's school; and
 - c. any local, regional, or national roles in the Association that member may have; and
 - d. a member's contact telephone number; and
 - e. a member's contact email address; and
 - f. any other such information as identified as necessary by the TMAC.
- 90.** The TMAC shall not collect any information about any member that is sensitive or otherwise private or which is irrelevant to their role as a PPTA member.
- 91.** Information shall only be collected directly from members, unless:
- a. the information is already publicly available; or
 - b. permission has been provided from that member to collect the information from someone else; or
 - c. it is not reasonably practicable to collect the information directly from the member.
- 92.** When collecting information, members shall be informed of:
- a. the fact information is being collected; and
 - b. the type of information being collected; and
 - c. why information is being collected; and
 - d. who will be given the information; and
 - e. their right to access, alter, and revoke access to such information at any time.

Te Rokirokitia o Te Mōhihio Preservation and disclosure of information

- 93.** The TMAC shall not disclose any collected information, except to:
- a. an employee of the Association; and
 - b. the New Zealand Police and any other government agency; and
 - c. the member about whom the information is concerned.
- 94.** The TMAC shall not use or disclose any collected information without taking reasonable steps to ensure such information is accurate, complete, relevant, and not misleading.

- 95.** The TMAC shall retain any collected information until the member about whom the information is concerned requests that it be removed or deleted, or resigns or otherwise does not renew their membership in the Association.
- 96.** In general, the TMAC shall exercise caution in the use of collected information, especially the use of email addresses.
 - a. The TMAC shall operate systems that enable members to refuse to receive notices or other communications, pursuant to Rule 64 herein.
- 97.** When sending bulk emails to members, the TMAC shall ensure those emails are sent as blind carbon copies, or use mail software that hides recipient email address.
- 98.** The TMAC shall ensure all collected information is stored securely and that reasonable measures have been taken to protect the information against:
 - a. being lost; and
 - b. being accessed, used, changed, or released without proper authority; and
 - c. being misused in any other way.
- 99.** For the purposes of Rule 98(b) of this policy, “proper authority” shall mean:
 - a. the member about whom the information is concerned; or
 - b. the Regional Chairperson for all information held by the TMAC about any member upon request by the New Zealand Police or other government agency.

Ngā Kōamuamu Complaints

- 100.** All complaints, including allegations of serious wrongdoing, unethical behaviour, or misconduct, shall be made in writing to the TMAC, and must include:
 - a. an outline of the incident under complaint; and
 - b. the name or names of the people involved; and
 - c. any relevant and known facts and details relating to the incident under complaint.
- 101.** Any person may make a complaint.
- 102.** All complaints shall be considered protected disclosures. Protected disclosure shall include:
 - a. Assured and complete confidentiality; and
 - b. The right to not suffer any retaliatory action from any member of either the TMAC specifically or the Association generally; and
 - c. an undertaking from the TMAC to not pursue any civil or criminal actions against any individual presenting any report of serious wrongdoing; and
 - d. the ability to access the relevant provisions of the Human Rights Act 1993 and the Protected Disclosures Act 2000.
- 103.** Any protections shall not apply to any person making any allegation they know to be false, or where it is shown they have not acted in good faith.

- 104.** All complaints shall be taken seriously.
- 105.** Upon receipt of any complaint, a special meeting of the Regional Ethics Committee shall be convened as soon as practicable.
- 106.** The Regional Ethics Committee shall consist of:
 - a. the Regional Chairperson (or, in their absence, the Deputy Regional Chairperson); and
 - b. at least one member of the National Executive of the Association; and
 - c. any other members of the Regional Ethics Committee as may be duly elected during the annual elections held by the Region.
- 107.** The Regional Ethics Committee shall ensure that:
 - a. the complaint is about serious wrongdoing, unethical behaviour, or misconduct by a PPTA member in their capacity as a PPTA member, or by the Region or TMAC in general; and
 - b. the person making the complaint believes on reasonable grounds the information is true or is likely to be true; and
 - c. the person making the complaint wishes the serious wrongdoing, unethical behaviour, or misconduct to be investigated.
- 108.** Upon being satisfied that the complaint falls within the scope of this policy, the Regional Ethics Committee shall undertake such investigations and deliberations as necessary, and thereafter shall determine any recommendations for action.
 - a. In the event any complaint is received about any member of the TMAC, that member shall recuse themselves from all discussions about the complaint.
- 109.** Regardless of any actions taken or not taken pursuant to Rule 108 herein, the Regional Ethics Committee shall present a report to the TMAC at the earliest opportunity. Such a report shall include:
 - a. the nature of the complaint; and
 - b. any action(s) taken as a consequence of the investigation; and
 - c. any recommendations for further action

TE KANORAU ME TE TŌKEKE | EQUITY AND DIVERSITY

Te Take Purpose of this section

- 110.** The TMAC respects and values the diversity of all members of the Association in the Tāmaki Makaurau Auckland Region, and is fully committed to the promotion of equality of access and opportunity for all members.
- 111.** The TMAC recognises:
- a. that it has a duty to ensure that the Tāmaki Makaurau Auckland teaching community is able to draw upon the abilities and the contributions of all sectors of its diverse population; and
 - b. that regional officers and members active in the Tāmaki Makaurau Auckland Region reflect the diversity of members in the region.

Aratohu Whānui General Provisions

- 112.** For the purposes of this section:
- a. “Equity” shall mean those principles and practices that ensure fairness of all Association members regardless of any individual member’s:
 - i. gender and gender identity; or
 - ii. ethnic or national origin; or
 - iii. religious or philosophical belief or political opinion; or
 - iv. marital or family status; or
 - v. age; or
 - vi. employment status; or
 - vii. sexual orientation; or
 - viii. disability; or
 - ix. any other thing
 - b. “Diversity” shall mean:
 - i. the understanding and recognition of individual differences; and
 - ii. the inclusion of individuals regardless of any factors

Te Whakawhāiti Inclusion

- 113.** Notwithstanding anything in this or any other policy, the TMAC shall not operate quotas to enforce diversity on the TMAC or any other committee (whether ward, network, or branch) active in the Region.

- 114.** The TMAC shall endeavour to ensure that all regional officers reflect the diversity of members in the Region.
- 115.** The TMAC shall encourage branches to ensure that their recruitment practices reflect Tāmaki Makaurau Auckland's growing diversity.
- 116.** The TMAC shall encourage branches to recognise and address systemic disadvantage.

Te Rerekētanga o Te Mahi Diversity in activism

- 117.** The TMAC recognises that the following groups in particular should be targets for recruitment into activist roles within the Association:
 - a. Maori; and
 - b. Pasifika; and
 - c. teachers with disabilities; and
 - d. ethnic or cultural groups identified by the TMAC as being under-represented in activist roles; and
 - e. teachers in lower socio-economic areas.
- 118.** The TMAC shall, where practical, ensure any recruitment for the Association undertaken in the Region targets those teachers who are part of groups under-represented in the Association.
- 119.** The TMAC recognises that the following groups in particular are may require additional support in their branches:
 - a. Maori; and
 - b. Pasifika; and
 - c. teachers with disabilities; and
 - d. ethnic or cultural groups identified by the TMAC as being under-represented in activist roles; and
 - e. teachers in lower socio-economic areas; and
 - f. any individual working in any role within their branch in which they are under-represented or otherwise disadvantaged.
- 120.** The TMAC or a delegated subcommittee thereof shall, in consultation with branches and individual members, determine what, if any, additional support particular members of any group(s) mentioned in Rule 119 herein may require.

NGĀ KAI ME NGĀ INU | CATERING AT TMAC AND REGIONAL EVENTS

Te Take Purpose

- 121.** The purpose of this section is to provide rules for the provision of food and beverages at meetings of the Region, TMAC, or any ward or network of the Region, or at event organised by any TMAC member.

Aratohu Whānui General Provisions

- 122.** “Burden of duties associated with providing food and beverages” shall:
- a. include but not be limited to:
 - i. the setting up of any space for the purposes of consuming food and/or beverages, including the setting out of any tables, chairs, crockery, or utensils; and
 - ii. the clearing and washing of any crockery or utensils; and
 - iii. the returning of any space used to the condition prior to the event or meeting.
 - b. exclude the preparation of any food.
- 123.** “Responsible TMAC member” means the TMAC member having organisational oversight of an event or meeting.
- a. For regional hui and meetings of the TMAC, it shall be the Regional Chairperson unless expressly delegated otherwise.
- 124.** In general, the provision of food and/or beverages at any meeting of the Region, TMAC, or any ward or network, or at event organised by any TMAC member, shall be at the discretion of the responsible TMAC member.
- a. Light snacks shall always be provided at all meetings of the TMAC.
- 125.** At any such meeting or event at which food and/or beverages are required, it shall be the duty of the responsible TMAC member to ensure sufficient and appropriate food and/or beverages are provided.

Ngā Tikanga Kai Food

- 126.** Any food used at any meeting of the Region, TMAC, or any ward or network, or at event organised by any TMAC member shall:
- a. be healthy; and
 - b. be ethically and sustainably sourced where possible; and
 - c. cater for whatever dietary requirements are known to be needed.
 - i. At least one vegan food item shall always be available.

- 127.** Notwithstanding anything in Rule 100 herein, the nature of any food provided shall be the choice of the responsible TMAC member.

Ngā Tikanga Waipiro Alcoholic Beverages

- 128.** Alcoholic beverages may be served at any meeting or event if approval from the TMAC has been received.
- 129.** If alcohol is being served, it shall be in a limited quantity.
- 130.** The responsible TMAC member shall ensure that no person present drinks to excess, or becomes a danger to themselves or others.
- 131.** If alcohol is being served, food shall always be served.
- 132.** Non-alcoholic beverages shall always be provided.

Ngā Pīkaunga Burden of duties

- 133.** Where a meeting or event is held at a branch, the responsible TMAC member shall endeavour to prevent the burden of duties associated with providing food and beverages falling on the members of that branch.
- a. For Regional Hui, the burden of duties throughout any particular Association year shall rotate through the wards following the compass in a clockwise direction, beginning with the Northern Ward.
- 134.** The provisions in Rules 133 and 133(a) herein shall hold regardless of the branch or ward in which the meeting or event is held.
- 135.** Where a meeting or event is held at a site other than a branch that does not provide staff, the responsible TMAC member shall ensure that the burden of duties associated with providing food and beverages do not fall repeatedly on the same individuals or groups of members.
- a. In particular the responsible TMAC member shall ensure that the burden of duties is shared by people of all genders present.