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**REPORT 7**

**2014 REVIEW OF COUNCIL'S ADVISORY GROUPS AND FORUMS**

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**1. Purpose of Report**

This report outlines the review of Advisory Groups and forums. It recommends changes to Advisory Groups' Terms of Reference and proposes jointly agreed annual work programmes to better target the work of Advisory Groups to the Council's (i.e. City's) priorities.

The first part of this paper proposes solutions to the biggest issues common to all Advisory Groups and discusses forums. The second part (Appendix 1) outlines the detailed issues and proposals, including those unique to different groups.

**2. Executive Summary**

Officers have reviewed, (in collaboration with advisory groups and Councillors) the Council's four advisory groups recruited from different communities. Those groups are the:

- Accessibility Advisory Group (AAG)
- Environmental Reference Group (ERG)
- Pacific Advisory Group (PAG)
- Youth Council (YC).

There is also a Safe and Sustainable Transport Reference Group (SASTRG) that operates more like a forum and is dealt with separately in this report.

**Purposes of Advisory Groups**

The general purposes of advisory groups Advisory Groups are to:

- advise Council officers working on relevant policies, strategies and operations on how to improve outcomes for the City and communities, based on their experience and knowledge
- pass information on issues relevant to communities between Council and advisory groups.

Each advisory group has specific purposes that is a variant of the above.

## **Clear expectations and sharper focus to increase Advisory Groups's contributions**

Officers propose making expectations clearer by helping Advisory Groups to focus their work on a few key priorities under the Council's annual and long-term plans. This includes clearer Terms of Reference and Council officers and Advisory Group members jointly agreeing objectives and work programmes for the year.

A more focused work programme to City priorities will also:

- help officers engage with Advisory Groups at earlier stages and on the substantive work- streams where the groups can contribute most
- enable the groups to have deeper involvement on key priorities.

## **Other small tidy-ups**

There are various other small tidy-up resulting from this review outlined in Appendix 1. For example, renaming the Safe and Sustainable Transport Reference Group the Safe and Sustainable Transport Forum to reflect that this group is much more like a forum than the other Advisory Groups.

## **3. Recommendations**

*Officers recommend that the Governance, Finance and Planning Committee:*

- 1. Receive the information.*
- 2. Note that officers have reviewed the Terms of Reference for Council's following five Advisory Groups:*
  - Accessibility Advisory Group
  - Environmental Reference Group
  - Pacific Advisory Group
  - Youth Council
  - Safe and Sustainable Transport Reference Group.
- 3. Note the need for clearer direction and expectations so the work of these groups is better targeted to the priorities that matter most for our City.*
- 4. Agree upon the annual objectives and a joint work programme with each Advisory Group to help target their advice towards the Council's priorities.*
- 5. Agree that the joint work programmes are finalised between the Group Chair, Deputy Chair or Co-Chair and relevant Manager.*
- 6. Agree to the revised Terms of Reference and Code of Conduct (attached in Appendix 3) to provide greater clarity around expectations.*

7. *Agree to increase the maximum number of paid meetings for Environmental Reference Group to 12 per year, in-line with the current numbers of Accessibility Advisory and Pacific Advisory Group meetings, accounting for an extra \$10,140 per year.*
8. *Agree to allow the Pacific Advisory Group to comprise of more Pacific communities that live in Wellington, by having one more member from each of the Micronesian and Melanesian communities respectively, accounting for an extra \$2,640 per year.*
9. *Agree to increase Youth Council member pay by 50% to \$30 per meeting, accounting for an extra \$4,000 per year.*
10. *Note that the above funding increases total a maximum of \$16,780 per year that is currently provided for and not spent in the Council's budget. No extra budget is needed.*
11. *Agree to reduce the number of community forums from twice a year (or more) to once a year.*
12. *Agree that Council officers leading projects (as required) target, set-up and fund issues-based forums, inviting the Council's Advisory Groups and communities to help find solutions.*
13. *Agree to rename the Safe and Sustainable Transport Reference Group the Safe and Sustainable Transport Forum.*

## **4. Background**

### **Background to the Review**

The Council has periodically created Advisory Groups to provide advice to Council officers on diverse work-streams. For example, ideas to make buildings more accessible, or targeting an alcohol strategy towards young people.

The groups are recruited from different communities (e.g. youth or Pasifika) or who have relevant knowledge / experience (e.g. on accessibility or environmental issues).

The Council currently has five Advisory Groups, these are the:

- AAG, ERG, PAG and Youth Council, and
- SASTRG – this is more like a forum than the other Advisory Groups and will be discussed at the end of this section.

The Council's new Engagement Improvement Plan specifies that the Council will review its Advisory Groups in 2014.

Officers are very grateful for the time advisory group members have taken to collaborate on this review and for their on-going advisory work.

## 5. Discussion

### **Advisory Groups add greatest value where their work is tailored to priorities that matter most**

These groups have become a semi-permanent part of the Council. The Council spends around \$70, 000<sup>1</sup> on Advisory Groups each year and wants them to contribute to their fullest potential. This is consistent with the wishes of many Advisory Group members who want to add even more value to the priorities that matter most for our City.

This review has found that the effectiveness of Advisory Groups has been hindered by a lack of clarity and unrealistic expectations that:

- Advisory Group members are the “voice” of communities or “experts”. The perspectives of Advisory Group members are normally more limited than full community engagement or expert advice
- Advisory Groups have the mandate to direct work of Council officers, when they were set-up to advise Council and provide alternative advice.

Lack of clear expectations can sometimes lead to the work of Advisory Groups taking a different direction to priorities facing wider communities and where the Council wants to take the City.

### **Increase clarity and focus through a targeted annual work programme, issues-based forums and clearer Terms of Reference**

Officers propose introducing:

- **A collaborative annual work programme** - to ensure that groups work more in-depth on fewer but more substantive Council priorities, where members can add the greatest value.

This work programme will be informed by the Council’s Annual Plan priorities, the Forward Programme, and joint communications between the Advisory Group members, the relevant Council Manager and other Council officers.

All involved will have opportunities to help shape their work programme and review it during the year. The programme will be formalised by a letter of collaborative objectives from the relevant Director. An example of the letter is provided in Appendix 2. This programme will also enable Council officers responsible for projects to engage with Advisory Groups earlier, more consistently in the correct ways.

- **A better mix of forums** – The Council holds several forums each year. These are large public meetings that give communities the chance to feed their ideas into the work of the Council.

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<sup>1</sup> This includes staff and catering costs.

For example, the Pacific, Multi-Cultural, and Accessibility forums. Some forums are also issues-based and open to all communities.

Some forums are focussed on specific communities and other forums are intended for people from all communities to come together and solve specific issues. Examples of focus areas at issue-based forums are to increase housing affordability or reduce household's energy consumption. In officer's experience, issue-based forums add greater value than forums focussed on specific communities. This is consistent with focusing the work of Advisory Groups on substantive City priorities.

Officers therefore propose to have more issues-based forums that can be in different formats. For example, the "Dragon's Den" at Smart Energy Challenge or "Innovation cafes" as operated by Enspiral. People from all communities, including Advisory Groups and their networks could attend those forums. Issue-based forums will be led and financed by areas of Council leading the relevant project.

- **Clearer Terms of Reference for each Advisory Group** – Advisory Groups will have their Terms of Reference updated to more clearly reflect Council's expectations of how groups will work. This includes allowing the process to finalise annual work programmes. Terms of Reference will also include clarifying expectations of officers, Advisory Group members (within their capabilities and any legitimate time/resource constraints) and Councillors. This also includes emphasising the value of Advisory Group members constructively helping officers to address priority issues and where possible, identifying solutions and evidence.
- **Code of Conduct** – Whilst there have been very few instances of behaviour that have been significantly detrimental to how the Advisory Groups work, it is generally standard practice to have a Code of Conduct for Advisory Groups. For example, Auckland Council's Advisory Groups have a code of conduct and this is standard practice for officers. The Code of Conduct would help Advisory Group members and Council officers to work well together all of the time.

### **Reduce resource disparities between Advisory Groups**

There are disparities in pay and meeting frequencies between the groups. The ERG is paid to meet up to 6 times a year, but has a similar work load to AAG and PAG that both meet up to 12 times a year. Council's work in the environmental field is growing in importance. Officers therefore recommend increasing paid meetings for the ERG to up to 12 times a year to address this disparity and resource ERG to have more regular and in-depth input into Council's big environmental priorities (including the "Our Living City" project). This would cost an additional \$10,140 per year, but is likely to increase overall value for money. This funding is currently provided but not spent, as is funding for the other proposed resource changes below. No additional budget is needed.

Youth Council members are currently paid markedly less than the other advisory groups at \$20 per meeting. Officers therefore recommend increasing pay for Youth Council members from \$20 to \$30 per meeting. In return for this pay increase, it is expected that Youth Council members will further increase their activities around connecting young people into City projects, including inputting into the City Council's strategic work around youth. This increased budget of \$4000 per year for the Youth Council is limited by budget constraints and the large number of Youth Council members.

### **Expanding the composition of PAG to Melanesian and Micronesian communities**

Members of the current PAG currently are only drawn from Polynesian communities. For some time, the need has been raised for presence from the other two major Pacific regions (Melanesia and Micronesia) that have communities in Wellington. Officers therefore propose expanding the PAG to include 1 member from both Melanesian and Micronesian communities. This would cost an additional \$2,640 per year.

This can be supported by Council, at its discretion, by providing extra resources to Advisory Groups (including for planning, training, publicity and marketing) on a case-by-case basis, and where those extra resources enable the group to meaningfully contribute to Council's objectives. Extra resources will be funded by the Research, Consultation & Planning (RCP) Team's budget from approximately \$10,000 freed-up by RCP funding fewer forums for specific communities.

Officers had also previously considered annual payments to Advisory Groups not tied to meeting attendance but tied to the performance of members and outcomes that Advisory Groups produce. In practice, this may be difficult to implement so has not been considered further.

### **Need for other Advisory Groups**

This review has considered the need for more Advisory Groups. Our criteria for whether to introduce new Advisory Groups include:

- Advisory Groups being members of communities that the Council finds hard to get feedback from;
- Council not having an effective alternative channel (to advisory groups) to engage with particular communities;
- Advisory Group members being likely to have the time to commit to meeting periodically over three years (typical term of an AG); and
- Scale and cost of a new group.

Currently, we do not see the need for more Advisory Groups. There are many ways that this Council actively reaches out to and gets feedback from communities, including project-specific focus groups, open forums and officers

physically going out into communities. For example, the Māori Engagement Team, working with businesses to grow our economy, inter-agency forums, on-going meetings and networking with local organisations.

Given Council's extensive processes for engaging with most community groups, to-date, no other community groups have emerged as being particularly hard for Council to get feedback from. Many of the people and organisations the Council engages with from communities may also find it difficult to commit to on-going meetings over 3 years as part of an Advisory Group.

### **Safe and Sustainable Transport Reference Group (SASTRG)**

The SASTRG is different to the other Advisory Groups. The Council does not pay SASTRG members to attend SASTRG meetings, who attend as part of their own jobs. It operates more like a networking forum between government Departments and transport organisations. To more accurately reflect the nature of this this group, we propose changing its name to the "Safe and Sustainable Transport Forum" and not making any other changes (e.g. to Terms of Reference or work programme).

#### **5.1 Consultation and Engagement**

Officers have presented to the Advisory Groups at their meetings, held workshops for Councillors and officers, spoken to other Councils and external organisations, such as the Boys' and Girls' Institute, and the Ministry of Youth Development. This has included feedback from Advisory Groups on their Terms of Reference. That feedback and proposed responses are included in the list of issues and proposed solutions in Appendix 1.

#### **5.2 Financial considerations**

More paid ERG meetings, higher pay for Youth Council members, and two additional PAG members will increase funding of Advisory Groups by a maximum of \$16,780 per annum. This assumes full attendance and maximum meetings. The additional funding can be provided for within existing budgets.

#### **5.3 Climate change impacts and considerations**

No direct climate change impacts or considerations, although the ERG's targeted work-programme may help generate more ideas around addressing or managing Climate Change issues.

#### **5.4 Long-term plan considerations**

There are no Annual Plan or Long Term Plan implications.

Contact Officer: *Mark Jones, Senior Policy Advisor, Policy.*

## SUPPORTING INFORMATION

### 1) Strategic fit / Strategic outcome

*Wellington 2040 Strategy: Smart Capital is the Council's overall strategy for ensuring our City's success in the future. Targeting the work of Advisory Groups through the proposals in this paper is consistent with this Strategy.*

### 2) LTP/Annual Plan reference and long term financial impact

*No implications for Annual and Long-Term Plans. Under these proposals, expenditure on Advisory Groups will increase by a maximum of \$16,780 per annum that can be funded within existing budgets. This funding is currently provided but not spent.*

### 3) Treaty of Waitangi considerations

*This Policy does not raise any Treaty of Waitangi implications.*

### 4) Decision-making

*Under the Council's Significance Policy, this framework has been assessed as being of low significance.*

### 5) Consultation

#### a) General consultation

*Officers have presented to the Advisory Groups at their meetings, held workshops for Councillors and officers, spoken to other Councils and external organisations, such as the Boys' and Girls' Institute, and the Ministry of Youth Development. This has included feedback from Advisory Groups on their Terms of Reference. That feedback and proposed responses are included in the list of issues and solutions in Appendix 1.*

#### b) Consultation with Maori

*These proposals have no direct implications for mana whenua.*

### 6) Legal implications

*The proposals have no legal implications.*

### 7) Consistency with existing policy

*There are no issues of inconsistency with other policies.*



## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
It is sometimes unclear what the Council expects from Advisory Group (AG) members and this can lead to some lack of work focus – raised by AG members and officers	This paper, Terms of Reference and joint annual work programmes would clarify what AG members could aim to provide and provide greater work focus.
Many AGs members regard themselves as volunteers and want to determine some of their own work during the year – raised by AG members	The process of setting collaborative annual work objectives and programmes would enable AG members to make their own suggestions of own work areas. Officers would take account of this. As also explained in this paper’s “Discussion” section, the work programme can be reassessed during the year to incorporate new work areas.
Concern that the joint process of determining annual objectives and joint work programmes will create unnecessary bureaucracy that could get in the way of work done by AG members – raised by some officers and some AG members	It is not the intention to create an overly resource intensive process. Collaborative work programmes and objectives will help AGs add even higher value to the work of Council and will be efficiently implemented.
When communities raise priorities, some AG members want their annual work programme to be able to immediately respond to those new priorities – raised by AG members	The work programme can be reassessed during the year to incorporate new work areas that are Council priorities.
Variable participation / contribution among different members, with some members contributing more than their fair share - raised by AG members and officers	Clarify in terms of reference that AG members will be accountable for their attendance, including arriving on time, behaviour and contributions (within their capabilities and any legitimate time / resource constraints).
Terms of Reference are worded like a job contract with the expectations and liabilities being too demanding for an (essentially) volunteer group. Members volunteer many extra hours outside of meetings - raised by AG members	AG members are paid to sit on AGs. Council devotes substantive resources to AGs. However, the Terms of Reference can be clarified that expectations are subject to AG member’s capabilities and any legitimate time / resource constraints.
Attendance – there may be good reasons why a member could miss 4 or more meetings in a year. For example, for medical reasons. The member may also contribute significantly outside of scheduled meetings – raised by AG members	Change that a member’s membership will cease if they miss 4 or more meetings within one year to “may cease” to allow for exceptional circumstances.
Occasional incidences that require clarification of how AG members, officers and Councillors should behave and work together – raised by officers	Code of Conduct to ensure that AG members and Council officers can work well together most of the time.
Occasionally some AG members bring individual service delivery issues to AG meetings – raised by officers	Clarify in Code of Conduct the responsibility of the Chair and Council liaison officer to ensure that individual service delivery issues are not discussed at AG meetings, but are

## Appendix 1 – Detailed Issues and Proposed Solutions

Issue	Proposed Solution
	best dealt with by going through the Council's Services Centre.
Allow, in the Code of Conduct, for members to express a view of an external organisation (while stating that the view is the external organisation's) – raised by AG members.	Make an addition to the Code of Conduct to allow for this.
Sometimes AG members regard their role as directive and not advisory – raised by Councillors and officers.	Clarify that AG members are there to offer practical ideas to help solve priority issues for the Council rather than bringing more opinions on what the Council should be doing.  Clarify also that AG members form part of the advice the Council gets on policies and that the Council is not obliged to comply with what AGs advise.
AG members cannot always identify solutions or evidence around different issues – raised by AG members	Clarify that AGs will provide constructive advice – on Council projects and policies, where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of people within their communities.
AGs (especially AAG, PAG and Youth Council) sometimes do not feel they pass enough information between Council and their community networks (e.g. by email). AG members are sometimes not visible enough in their communities – raised by Councillors and AAG members.	Improve visibility of AG members in wider communities, including targeted communications.
There are sometimes too few resources for AGs to engage with their community networks (e.g. websites, videos, marketing and engagement advice). AGs (especially AAG, PAG and Youth Council) would like to do more engagement – raised by Councillors, officers and AAG members.	Clarify the extent that AGs are expected to engage with their communities – AGs are not resourced to carry out full consultation with their communities. This is ultimately the responsibility of Council. However, the Terms of Reference will clarify how we expect AGs to communicate information between their communities and Council and engage where appropriate. We see the Youth Council as being the most proactive AG for engaging communities (indicated under the Youth Council-specific sections below).  Extra resources to undertake engagement can be funded through a pool of funding from reducing the amount of community-based forums.
Some concern that AGs shouldn't fit Council processes if this gets in the way of adding value to communities – raised by some AG members and some	Clarify that Council processes and outcomes are there to add value to the communities. AGs working well within Council processes is therefore consistent with adding value to

## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
officers.	communities. For example, community-focussed action plans are some effective ways to work with AGs.
Some issues that AGs / Forums raise are more relevant for Central than Local Government - raised by Councillors.	As part of AG's training, ensure they are aware of the role of the Council and limitations of what the work of the Council can achieve.
There can be some uncertainty as to what constitutes a Conflict of Interest - raised by AG members.	Clarify a Conflict of Interest in the Terms of Reference as:  "where a member advises on work-streams that impact on:  - money or other resources the member has invested outside the Council  - the member's family, or  - official positions the member holds on groups or bodies outside of the Council"
Work-streams are sometimes brought to AGs at late stages when AG can't add much. For example, just before consultation when many decisions have already been made – raised by AG members, officers and Councillors.	As part of setting joint work programmes, AG liaison officers will clarify that officers need to engage with AGs at early stages of the policy/ planning process.
Many Council officers have limited awareness that AGs exist and of their role – raised by AG members and officers.	Increase officer awareness, through profiling AGs on the Council's website.
Lack of incentives for officers to bring work to AGs that is relevant to the AG's annual work programmes. Often officers are busy and may sometimes try to resist the extra work of seeking input of AGs – raised by Officers.	As part of setting the joint work programmes, relevant officers will proactively ensure that business units bring work-streams to AGs at the correct stages and in the most productive ways, including engaging with managers.
AGs are often not aware on how their advice to officers progresses. This can be demotivating – raised by Councillors and AG members.	Improve the communication loop between RGs and officers – e.g. Council officers will report back to the ERG on how advice was considered, and whether or not officers choose to act on that advice with reasons given. Add this to the Terms of Reference.
Officers unclear about how to engage AGs for advice. This includes tailoring questions and providing the AGs with information in the right format. For example, AGs sometimes need to repeat the same requests to officers – raised by AG members.	The Council to maintain an online resource for officers that clarifies the role and some of the main needs of AGs.
AGs are often groups that officers go to as part of ticking the box to say that they've consulted with the community	Clarify (particularly to officers that do not know much about AGs) that:

## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
and regard the advice groups give as expert opinion – raised by Officers and AG members.	<ul style="list-style-type: none"> <li>- AGs are too small to represent all perspectives in their communities and cannot provide expert opinion;</li> <li>- AG members can draw on their lived experience and individual knowledge;</li> <li>-there is a need for officers to consult with other groups in addition to AGs as part of full consultation / engagement.</li> </ul>
Councillors want to help AGs determine their work programmes, including bringing work priorities to relevant Council Committees – raised by Councillors.	Provide Councillors with the opportunity to identify any of their priorities for AG's to work on. This would be done at during the Annual Planning stage and after AGs report back to Council Committees on their previous year's work.
AGs need to be more interactive with portfolio Councillors – raised by Councillors.	Invite portfolio Councillors to attend AG meetings on relevant projects / work streams.
Councillor advocating for issues should be a role description in the AG's terms of reference – raised by Councillors and AAG members.	Councillors already generally have roles and powers to advocate for specific issues. We see this as taking place outside of AG meetings to be consistent with AG's having an advisory and not advocacy role.
<p>Improve succession planning. This includes:</p> <ul style="list-style-type: none"> <li>- retaining knowledge in AGs themselves and,</li> <li>- after membership of an AG expires, recruiting skilled members for Council positions - raised by Councillors.</li> </ul>	<p>There is already reasonably high knowledge retention within the AGs themselves. In practice, many AG members serve for more than one term and terms overlap between AG members. This helps with knowledge retention.</p> <p>Recruiting skilled members for City Council positions would further increase the Council's capabilities and provide more incentives for AG members to contribute. For example, internships for Youth Council members to work on Youth Strategy or permanent Council positions.</p>
Not enough administrative resources for AGs by Council liaison officers - for taking minutes, preparing for meetings, etc. For example, the AAG has asked for a dedicated Council minute taker and the Youth Council has asked that the Council liaison officer be resourced to spend more time on Youth Council meetings- raised by AG members and officers.	The new arrangements for determining work programmes with fewer areas of focus may reduce the administrative resources needed by Council liaison officers. Resource requirements in this area will be monitored and can be adjusted outside the Terms of Reference.
During busy periods of the year not having enough meetings - raised by AG members.	The proposed Terms of Reference allow flexibility to adjust the frequency of meetings throughout the year.
Need to better train AG members	Develop targeted training. This will be

## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
around how to best engage with Council processes, engage with their networks and contribute to the work of the Council. For example, some members are very skilled but less certain about how to participate in meetings – raised by AG members, Councillors and officers.	resourced by a pool of money from having fewer community-based forums.
<b>More Advisory Groups</b>	
Explore representativeness of other groups e.g. Maori and Business / Economy – raised by Councillors.	The Council already has good processes for engaging with such groups. For example, the Maori Engagement Team, Multi-Cultural Forums, inter-agency meetings on social issues, and ensuring arts projects have community-wide buy-in.
<b>Forums</b>	
Current Forums could be more effective and better targeted – raised by AG members, officers and Councillors	Move to more issues-based forums that are structured around members contributing, inviting all of AG's networks to attend. Fewer community-based forums.
<b>AAG-specific</b>	
AAG often needs to remind officers to submit documents in a more accessible format – raised by AAG and officers.	The Council to maintain an online resource for officers that clarifies the role and some of the main needs of AGs. This will capture some of AAG's needs.
The word 'disability' is used too much in the Terms of Reference – raised by AAG and officers.	Where possible in Terms of Reference, use term 'impairment' rather than 'disability'.
AAG now reports to Council Committees annually not biannually as stated in their Terms of Reference – raised by AAG.	Annual reporting to Council Committees in Terms of Reference to reflect current practice and consistency with other AGs that report annually.
Some AAG members have knowledge of accessibility needs but not experience. Knowledge can be just as valuable as experience – raised by the AAG Chair.	Change in Terms of Reference to – instead of "Have experience of living with an impairment" change to "experience / knowledge around people living with impairments".
Suggested additional duties for the Accessibility Advisor, including offering support for communicating certain issues between the wider Council and the AAG, informing the AAG of wider Council issues and facilitating opportunities for engagement – raised by AAG members.	The Accessibility Advisor is currently just employed for 20 hours per week and has several duties. The AAG's suggestions that are within the Accessibility Advisor's capacity have been added.
ELT Champion – specify this role in the Terms of Reference – raised by AAG	The AAG is currently unique in having an Executive Leadership Team (ELT)

## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
members.	Champion, Greg Orchard. However, this resource cannot at this stage be guaranteed indefinitely. The decision of whether to be an ELT Champion for an AG is ultimately up to ELT members themselves and will vary by circumstance. Therefore, the ELT Champion's role will not be specified in the Terms of Reference.
Replacement of vacancies – condition in Terms of Reference - It is impractical that any new member who replaces another member part way through the old member's term can only sit on the AAG until the old member's term expires. For example, if a replacement member can only sit on the AAG for 2 months – raised by AAG members.	Condition removed from Terms of Reference.
<b>ERG - specific</b>	
ERG feels that Terms of Reference is too narrow and doesn't take into account wider aspects of the environment – raised by ERG members and Councillors.	Extend ERG's Terms of Reference to include biodiversity, urban design and transport management.
Too few meetings for ERG (6 per year). Currently reflected in the disparity of annual fees between ERG, AAG and PAG – raised by ERG members, officers and Councillors.	Increase ERG meetings to 12 per year, consistent with PAG and AAG that have similar work-loads.
Ensure that in the Terms of Reference's Purpose adequately reflects the ERG's role of protecting and enhancing the local environment - raised by ERG members.	Terms of Reference changed to reflect this.
Feedback received on Joint Annual Work Programme – as expressed in a draft joint Letter of Joint Objectives. For example, ERG may not be best placed to help Council develop engaging events or advise on the Spatial Plan (as proposed in a draft letter), and advice on Our Living City may go beyond Climate Change - raised by ERG members.	The joint process will allow sufficient discussion and opportunities for ERG to help determine its annual work programme.
Make specific mention of ERG being involved in reviewing the Council's environment programme - raised by ERG members.	This can be considered as part of setting the Joint Annual Work Programme.
Unsure about an annual payment as opposed to payment per meeting–	Officers are now proposing to retain the status quo of payment per meeting.

## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
raised by an ERG member.	
Maximum consecutive time on ERG should not be six years. It can take a while for a member to be useful to the group, there are difficulties in filling empty spaces, and there is a need to consider succession – raised by an ERG member.	Retain the maximum six year period. This is consistent with other AGs and enables more people from communities to sit on ERG over any given time period. Providing ERG with more resources will hopefully enable members to be effective sooner in their terms. Knowledge retention / succession has not generally been a problem among AGs.
Clarify whether Mana Whenua representative are included, or additional to, the 15 members – raised by an ERG member.	The Mana Whenua representative is not an appointed member and can attend in addition to the 15 members.
<b>PAG – specific</b>	
PAG has too narrow representation around Pacific Islands – need for 5 more members from Kiribati, Vanuatu, Papua New Guinea and the Solomon Islands – raised by members of the previous PAG.	Increase membership by two people to include 1 extra Melanesian and 1 Micronesian member. Do not increase membership by five people as proposed, given the group is already large at 15 members and the relatively small size of Wellington’s Melanesian and Micronesian communities.
Work of PAG is not sufficiently targeted – raised by officers.	Further clarify the work of PAG through the proposed Joint work programme setting process and a new Pasifika Action Plan for PAG and the Council to partner around specific actions.
PAG members should take more of a City leadership role – raised by Councillors.	Help PAG members better communicate to and from their networks on Council issues. For example, communicate with Church Ministers.
There should be no maximum membership period. Length of membership is currently limited to a maximum of two consecutive 3 year terms – raised by members of the previous PAG.	The maximum two-terms period will be retained to enable more people from communities to sit on PAG over any given time period. This has been agreed by the current PAG.
PAG does not consider that the proposal of fixed annual payments not tied to meeting attendance is suitable to the way the group operates. PAG prefers the status quo of being paid per each meeting attended – raised by members of the current PAG.	Officers are now proposing to retain the status quo of payment per meeting.
The amount of payment per member has not been increased for some time and the Group would like Council to consider a 10% increase – raised by members of the current PAG.	Resources for AGs have already been increased to make pay of ERG equal to the AAG and PAG, increase the pay of Youth Council members, and increase the number of PAG members. There will also be additional training and other resources for AG members where AGs meaningfully

## Appendix 1 – Detailed Issues and Proposed Solutions

Issue	Proposed Solution
	contribute to the Council’s objectives. If pay for PAG members increased by 10%, this would also need to apply to the other AGs. Current budgets could not accommodate an across-the-board increase of 10%.
In the Terms of Reference, under “Elections”, add that when electing, the community should consider the life and work experience for each potential new member and whether there is a mix of suitable skills – raised by members of the current PAG.	Added to Terms of Reference.
<b>SASTRG</b>	
SASTRG is different from other AGs. The Council does not pay SASTRG members to attend SASTRG meetings, who attend as part of their own jobs. SASTRG operates more like a networking forum where representatives from different Government Departments and transport organisations share their approaches to addressing transport priorities – raised by officers.	Current arrangements are working well. Do not change the SASTRG terms of reference.  Change the name of SASTRG to the SAST Forum to reflect the Forum-based nature of this group.
<b>Youth Council – specific</b>	
Inequity of pay to other AGs and payment comes from different area of Council compared to the other AGs – raised by Youth Council members and Councillors.	Increase payment to Youth Council members by \$10 per member per meeting to \$30. The budget constraints and the large number of Youth Council members limits the rate paid to each member.
Youth Council has both an advisory role and a role of leading youth engagement. Leading engagement is particularly important where young people in the community would not feel comfortable sharing their stories or adding to the process if engagement is conducted by Council officers – raised by the Youth Council.	Amend the Youth Council’s Terms of Reference to specify what the engagement role involves. This could include Youth Council-led engagement projects when agreed by the City Council.
Youth Council has a role to develop the capabilities of its own members (youth development) and to build the capacity of young people to engage with Council – raised by the Youth Council.	Reflect this role in the Youth Council’s Terms of Reference.
A very modest budget of up to \$5,000 be allocated for Youth Council-led engagement and consultation – raised by the Youth Council.	Resources can be made available for Youth Council-led engagement and consultation on a case-by-case basis where this contributes to the City Council’s objectives. Resources will come from having fewer community-based forums.



## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
The Youth Council is limited in that the liaison officer is not always able to spend the time required to ensure that the Youth Council is the best and most effective group it can be, and that it continues to grow in the future – raised by the Youth Council.	The new arrangements for determining work programmes with fewer areas of focus may reduce the administrative resources needed by Council liaison officers. Resource requirements in this area will be monitored and can be adjusted outside the Terms of Reference
The Letters of Joint Objectives proposal (setting the joint annual work programme) is removed, or heavily changed, so that it reflects the Youth Council’s status as an external advisory group to Council, working in partnership with the Council. The Youth Council sees that the current way of determining the annual work programme is working well – raised by the Youth Council.	The Youth Council is an internal Council AG. The proposed process of setting joint annual work programmes has been changed to reflect feed-back from different AGs, including the Youth Council. Officers feel that there would be good opportunities for Youth Council members to make their own suggestions of own work areas. As also explained in this paper’s “Discussion” section, the work programme can be reassessed during the year to incorporate new work areas.
Youth Council prefers the status quo of being paid per each meeting attended rather than annual fixed payments– raised by the Youth Council.	Officers are now proposing to retain the status quo of payment per meeting.
The current application and recruitment process is different to that currently specified in the Terms of Reference. There is also no specific clause to allow Youth Council to fill vacancies arising through recruiting from previously short-listed applicants – raised by the Youth Council.	Terms of Reference – Appendix C- changed to address these issues.
Lack of information about who will be involved in reviewing the Youth Council’s Terms of Reference – raised by the Youth Council.	Specify in the Terms of Reference that they will be reviewed as required in consultation with the Youth Council.
Appendix A Role Descriptions in the current Terms of Reference duplicates some text within the rest of the document and should be merged – raised by the Youth Council.	Merge Appendix A Role descriptions with the rest of the document in the proposed Terms of Reference.
The following statement implies a pre-definition of ‘youth-related issues’ by persons elsewhere before they are brought before YC: “Provide advice on youth –related issues linked to the development and implementation of the Council’s policies, projects, planning and service delivery” – raised by the Youth Council.	Remove the words “youth-related issues” in the Terms of Reference.
There are greater requirements around managing minors who are under 14. For	Specify the minimum age of Youth Council members as 14. There is a need to balance

## Appendix 1 – Detailed Issues and Proposed Solutions

<b>Issue</b>	<b>Proposed Solution</b>
example, there are more legal issues around not having child under 14 years old supervised by a vetted adult compared to when a child is 14 years old or more. Some members of the Youth Council are aged between 12 and 13 - raised by officers.	having older youth with opportunities to train up younger members over the medium / long term.
YC wants to have more meetings – (e.g. 40 per year compared to the current 20 meetings per year) to enable them to devote more time to their large amount of work – raised by the Youth Council.	WCC does not have the resources to increase the annual number of meetings at this time. Twenty meetings a year is significantly more than for the other AGs.
YC feels that without a logo, it is limited in how well it can build its identity with community organisations – raised by Youth Council members and some Councillors.	To have a logo, the YC would need to continue to raise its profile and make connections with youth organisations across the City, including the BGI, University students, schools and young professionals. The Youth Council would also need to make a case for its logo and work on the design of its logo.
The concept of secondments and Council roles proposed in the draft Terms of Reference needs to be explained and a process developed for this – raised by the Youth Council.	This process will be developed outside the Terms of Reference.
Remove the role description of the Deputy Chair “signing off minutes from the previous meeting”. This has not been a feature of the Youth Council – raised by the Youth Council.	Remove from Terms of Reference

## Appendix 2 – Example of a Letter of Collaborative Objectives

**This letter is a draft example only. Objectives and work-streams will be collaboratively determined by both AG members and Council officers.**

19 June 2014

Chair – Accessibility Advisory Group  
Wellington City Council  
101 Wakefield Street, PO Box 2199  
WELLINGTON 6140, New Zealand

Dear Chair

### **Re: Letter of Collaborative Objectives and Work Areas**

Purpose of this letter

I am writing to you as the Chair to invite you to consider your group's joint work objectives over the year and the work areas where your group, relevant Council officers and Councillors could collaborate on.

The AAG is part of Council and I know that your group wants to contribute in the best possible way to our City. This letter will help focus the work of the group early so that Council officers can engage with you at an early stage and in an effective way.

### **AAG's work over the next 12 months**

The City Council recently finalised our Annual Plan (AP) and is working on drafting the Long Term Plan (LTP). Ideally, the work of your Advisory Group will align with the priorities of the AP, LTP, and the Forward Work Programme.

We suggest you bring your experience as a group to, where possible, help solve problems and find solutions for the work streams below. This is consistent with your group having deeper and more-ongoing involvement with the work-streams of greatest priority to the City.

### **\*Priority work-streams to come – informed by the Annual Plan, Long Term Plan and Forward Work Programme.**

As part of Council's wider engagement, the Council will also consult with other groups on the issues that we bring to AAG. Further information on how we see AAG operating is set out in the Terms of Reference.

**Meeting to discuss and agree the work programme**

Once you have discussed the priorities and suggested work-streams outlined in this letter with the other members of your group, officers will meet with you to jointly agree the AAG's objectives and work programme for the year. This could include discussing other projects. You would need to demonstrate how other projects could contribute to Council and City priorities in order for them to be considered as part of your work programme.

Please also respond to in writing ..... by .....2014 to highlight how your group's preferred work areas differ from the work-streams proposed in this letter and the reasons for this.

I look forward to hearing from you.  
Yours sincerely

Relevant ELT member

## Appendix 3 – Draft Terms of Reference

### Accessibility Advisory Group Terms of Reference – June 2014

*“Disability is not something individuals have. What individuals have are impairments... Disability is the process that happens when one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have.”*

NEW ZEALAND DISABILITY STRATEGY 2001

A Glossary of Terms is in Appendix D

#### **1. Purpose of the Accessibility Advisory Group (AAG)**

- Advise Council officers on how to help grow a great and accessible City, where barriers to people with impairments are minimised
- Bring lived experience and knowledge to Council around accessibility issues in the context of Council’s roles and priorities.

The AAG will not be seen as representing all views on accessibility in the City.

#### **2. Expectations**

Members will be accountable for their efforts to provide<sup>2</sup>:

- Constructive advice – on Council projects and policies, where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of people with impairments.
- Communication – engage with the Council and relevant communities to increase information flow and build knowledge of Council processes to increase involvement in Council decision-making.
- Involvement of communities - work with council staff to help the Council involve more people with impairments and from wider communities in the setting and meeting of city-wide objectives. The Council is ultimately responsible for full community consultation.

The specific work areas where members will contribute will be set out in the annual work programme. That annual work programme will be determined jointly between the AAG and Council officers, taking into account the Council’s priorities as well as the skills,

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<sup>2</sup> Within their capabilities and any legitimate time / resource constraints.

## Appendix 3 – Draft Terms of Reference

experience, interests and commitments of AAG members. This will enable members to have early input into the Council's work<sup>3</sup>.

Council officers will report back to the AAG on how advice was considered, and whether or not officers choose to act on that advice with reasons given.

The Council liaison officer will track meeting attendance and contribution to workflows. The Chair or Co-Chairs will monitor the contribution of AAG members at the yearly review and will raise any concerns with the appropriate Council Officer. Concerns could include:

- Punctuality and attendance of meetings
- Behaviour in relation to the role and Code of Conduct
- Degree of active involvement in the work of the group.

### 3. Reporting

The AAG will publicly report to the appropriate Council Committee within the last four months of each financial year. The report will outline the agreed work plan and progress against this over the previous year, and any issues it wishes to raise with Council.

The names of members, their attendance and minutes of the group's meetings will be available on the Council website and annual report.

### 4. Meetings

There will be up to 12 paid meetings per year of the full AAG. A provisional meeting schedule will be agreed once the work programme is finalised. This schedule can be varied throughout the year.

### 5. Training for members

The Council will provide members with:

- An induction explaining the Council's function and processes and the role of the AAG
- Training or resources as necessary to fulfil their roles as an AAG member. For example, Chairing, contributing at meetings, understanding the role of local government and presentation skills as needed or on request.

### 6. Key membership criteria

The AAG will include up to 9 members.

Members need to:

- have the experience or knowledge around people living with impairments
- have a broad knowledge of 'accessibility' as well as being able to advise on the wider needs and issues affecting people with impairments
- have good relationships and networks with a range of communities
- reside within Wellington City Council's boundaries.

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<sup>3</sup> Work of Council includes Council's strategy and policy development, planning and service delivery.

## Appendix 3 – Draft Terms of Reference

Subject to the above, the Council will during recruitment, have regard to maintaining an appropriate balance of impairment types, age and gender mix, Māori and other ethnic communities needs and issues.

Further details of the roles and accountabilities of members (including Chairs) and non-members that support the AAG are in Appendix A.

### 7. Terms of Appointment

The standard term of appointment will be three years. An AAG member's membership will cease if that member resigns and may cease if that member:

- misses more than three consecutive meetings without apology or 4 meetings within one year
- does not work proactively during any one-year review period, or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of the AAG.

A member can be nominated for two consecutive elections.

No member can sit on the group for more than two consecutive three year terms.

A member may be nominated for a future term not immediately after them completing two consecutive terms.

AAG will have rolling membership to ensure that the group has some experienced members at all times.

### 8. Payment

Members will be paid \$110 for up to 12 meetings per year they attend of the full AAG.

The Chair will be paid \$150 for every meeting per year of the full AAG attended. If the group decides to have more than one member in the role of Chair, the additional \$40 available to the Chair will be split between the Co-Chairs.

The Council will also support the group by providing refreshments at up to 12 meetings per year.

Council at its discretion will consider providing extra resources to AAG on a case-by-case basis and where those extra resources enable the group to meaningfully contribute to the Council's objectives.

### 9. Budget

The AAG is an advisory group set up to inform the work and activities of the Council. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

## Appendix 3 – Draft Terms of Reference

### 10. Support funds to enable members to fully participate at meetings

Members will be reimbursed for reasonable travel expenses required to allow members to travel to meetings and participate in AAG based activities.

If a support person is required for a member to fully participate in the group's discussions, the Council can pay this person up to \$40 per hour.

The above payments will be at the discretion of the relevant Council directorate.

Payments will not be made to members to provide care for children or other family members to allow attendance at AAG meetings.

The Council will ensure Council-based meeting venues are fully accessible with accessible toilets and that other required assistance (such as New Zealand Sign Language interpreters) is available.

### 11. Conflict Resolution

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict.

If there are any concerns, members should raise them:

- with the Chair of the group if concerns are about other members
- with the responsible Councillor and/or senior Council officer if concerns are about the Chair of the group
- with the Chair of the group (who will decide whether to raise them with an appropriate senior Council officer) if concerns are about employees.

### 12. Conflict of interest

Members will be asked to complete a conflict of interest form when they join the AAG and at the beginning of each year they sit on the group. This will be provided by the Council liaison officer.

Members are also expected to notify the liaison officer of any new or emerging conflicts of interest at the start of each meeting where the liaison officer is present.

For the purpose of the AAG, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council
- the member's family, or
- official positions the member holds on groups or bodies outside of Council.



## **Appendix 3 – Draft Terms of Reference**

### **13. Review of Terms of Reference**

The Terms of Reference will be reviewed as required. AAG will be involved in any review. All changes to the Terms of Reference will need approval by the appropriate Council Committee and the Council.

**Appendix A: Role descriptions for the AAG Chair, members, Liaison Officers, Responsible Council Manager and Appointed Councillor**

**Members**

<b>Member position</b>	<b>Roles and accountabilities</b>
<b>Chair/Co-Chairs</b>	<ul style="list-style-type: none"> <li>• encourage open communication where all members can effectively contribute</li> <li>• work with Council officers to compile meeting agendas</li> <li>• work with Council officers and AAG members to develop, complete and implement the group’s annual work programme referred to in section 2</li> <li>• be the AAG spokesperson representing the views and recommendations of the group</li> <li>• work with the Council liaison officer to review the contribution of AAG members at the yearly review and raise any concerns with the appropriate Council Officer</li> <li>• sign off minutes from the previous meeting</li> <li>• Members of the AAG will elect a Chair and Co-Chair (if applicable) annually each October.</li> </ul>
<b>All AAG Members  (including Chair and Deputy Chair)</b>	<ul style="list-style-type: none"> <li>• be prepared for meetings and consider issues with an open mind</li> <li>• actively participate in AAG meetings and contribute to the actions in the agreed annual work programme</li> <li>• keep a broad knowledge of accessibility issues and issues affecting people with impairments</li> <li>• turn up to meetings on time</li> <li>• be available and attend any other training/meetings that may be planned</li> <li>• establish, maintain and make the most of existing relationships with other groups around the City</li> <li>• be committed to appropriately providing information to the range of organisations and communities supporting or including people with impairments –and seeking their feedback</li> <li>• not take individual issues to AAG that can be dealt with via general enquiries to Council’s information Centre</li> <li>• comply with the new Code of Conduct in Appendix B</li> <li>• have their contributions reviewed annually against the current “Terms of Appointment”.</li> </ul>

### Non-Members who will work with AAG

Member position	Roles
<b>Council liaison officer</b>	<ul style="list-style-type: none"> <li>• administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group</li> <li>• work with the Chair/Co- Chair to set the meeting agenda</li> <li>• work with the Chair officer to track attendance and review the contribution of AAG members at the yearly review</li> <li>• work across Council business units to help them effectively engage with the AAG in the right ways and at the right stages of a work-stream (development and implementation of policy, strategy, planning and service delivery)</li> <li>• ensure officers presenting to the AAG are informed of, and present information to the group, in accordance targeted to the group's needs</li> <li>• Progress projects agreed between AAG and officers</li> </ul>
<b>Responsible Council Manager</b>	<ul style="list-style-type: none"> <li>• approve the AAG's annual work programme</li> <li>• help the Council liaison officer ensure officers with AAG in the right ways and stages.</li> </ul>
<b>Accessibility Advisor</b>	<ul style="list-style-type: none"> <li>• offer support on an 'as required' basis for communication of certain issues between the wider Council and the AAG</li> <li>• work closely with AAG, including attending meetings and reporting back on AAG's work-streams.</li> <li>• ensure that issues raised are discussed with the AAG and any outcomes/developments are reported back on.</li> </ul>
<b>Councillor</b>	<ul style="list-style-type: none"> <li>• act as a communication link between Councillors and the AAG</li> <li>• provide (with officers) information, advice and explanation of the Council's political process and agreed Council policy when required.</li> </ul>

### Appendix B: Code of Conduct

Having a Code of Conduct is standard practice for Councillors, officers and Advisory Groups in other territorial authorities.

#### 1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between members as a group and with Councillors and Council staff
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Wellington City Council reference and advisory groups.

#### 2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity
- focus on issues rather than personalities
- avoid aggressive, offensive and abusive conduct
- maintain confidence in their group.

#### 3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer
- not seek to improperly influence staff in the normal undertaking of their duties.

### 4. Contact with the media

Groups may have the opportunity to input into a number of different initiatives and for consistency it is important that a single point of contact is established to respond to any media enquiries.

- All media enquiries shall be redirected to Council staff.
- If it is agreed with Council staff that it is appropriate for a view to be expressed by the group, only the Chair, or the Chair's proxy, can represent the group to the media. The Chair will work with the Council's External Relations team in relation to any public comments.
- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to the Chair or Co-Chair.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

### 5. Confidential Information

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

### 6. Individual queries

Members will not bring individual issues to their advisory groups that can best be dealt with by going through the Council's Services Centre.

### 7. Honesty and Integrity

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

### 8. Complaints

Any complaints about other group members, officers or Councillors should be addressed confidentially to the Chair who can then raise the issue with relevant Council officers.

## Appendix C – Recruitment and Selection Process

### **Appendix C: Recruitment and Selection Process**

Recruitment of new members will be managed by the Council liaison officer (Appendix A).

The Council will call for nominations using contacts with disability consumer groups, the Council's website and local print media.

Applications will be reviewed and shortlisted by a selection panel consisting of:

- the Council liaison officer
- two members of the AAG
- Council's Accessibility advisor.

The role description for members included in Appendix A will be used for the selection process. The selection panel will make the final decision about all appointments to the AAG.

### **Replacement of Vacancies**

If a member resigns or is removed from the group, the Council will work to fill any vacancies if required.

## Appendix D – Glossary of Terms

### Appendix D: Glossary of Terms

Accessibility	A general term used to describe the degree to which a product, device, service or environment is accessible by as many people as possible. It can consider physical accessibility, social accessibility, people's attitudes and actions etc. In the context of these terms of reference, the Accessibility Advisory Group will provide advice on Council policy, planning and activities considering physical and social accessibility from the perspective of people living with disabilities.
Disability	The New Zealand Disability Strategy (NZDS) describes disability as a process that occurs when 'one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have'. 'Impairments' include physical, sensory, neurological, psychiatric, intellectual and any other impairment, and encompass people with permanent, intermittent, temporary and perceived impairments.
People first	A worldwide advocacy movement that focuses on individuals, not a disability. It uses people-first language.
Social model	A view of disability that recognises people are disabled by barriers in society (systems, attitudes, architecture, services) that exclude or prevent them from participating fully.

#### Key Guiding Documents

**NZ Disability Strategy 2001** - <http://www.odi.govt.nz/nzds>

**UN Convention on the Rights of Persons with Disabilities** - (New Zealand signed this in 2007. It was ratified in 2008) - <http://www.un.org/disabilities>

**Human Rights Act 1993** -

[http://www.legislation.govt.nz/act/results.aspx?search=ts\\_act\\_human+rights\\_rese&p=1](http://www.legislation.govt.nz/act/results.aspx?search=ts_act_human+rights_rese&p=1)

# Environmental Reference Group

## Terms of Reference – June 2014

### 1. Purpose of the Environment Reference Group (ERG)

- Advise Council officers on how to improve Wellington's quality of life by building economic opportunities whilst protecting and enhancing the local environment
- Bring knowledge and insight into Council around the environment, including water, energy, waste, biodiversity, urban design and transport management, in the context of Council's roles and priorities.

The ERG will not be seen as representing all views on the environment in the City.

### 2. Expectations

Members will be accountable for their efforts to provide<sup>4</sup>:

- Constructive advice – on Council projects and policies, where possible identifying evidence and solutions, whilst taking into account of wider needs, issues and views.
- Communication - where practical, provide information about the work of the Council to their networks and provide information from their networks back to the Council.
- Advice on Council engagement – work with the Council staff to help Council involve more people from Wellington's communities in the setting and meeting of city-wide objectives. The Council is ultimately responsible for full community consultation.

The specific work areas where members will contribute will be set out in the annual work programme. That annual work programme will be determined jointly between the ERG and Council officers, taking into account the Council's priorities as well as the skills, experience, interests and commitments of ERG members. This will enable members to have early input into Council's work<sup>5</sup>.

Council officers will report back to the ERG on how advice was considered, and whether or not officers choose to act on that advice with reasons given.

The Council liaison officer will track meeting attendance and contribution to workflows. The Chair will monitor the contribution of ERG members at the yearly review and will raise any concerns with the appropriate Council Officer. Concerns could include:

- Punctuality and attendance of meetings
- Behaviour in relation to the role and Code of Conduct
- Degree of active involvement in the work of the group.

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<sup>4</sup> Within their capabilities and any legitimate time / resource constraints.

<sup>5</sup> Work of Council includes Council's strategy and policy development, planning and service delivery.



## **Appendix – Environmental Reference Group**

### **3. Reporting**

The ERG will publicly report to the appropriate Council Committee within the last four months of each financial year. The report will outline the agreed work plan and progress against this over the previous year, and any issues it wishes to raise with Council.

The names of members, their attendance and minutes of the group's meetings will be available on the Council website and annual report.

### **4. Meetings**

A provisional meeting schedule will be agreed once the work programme is finalised. This schedule can be varied throughout the year.

### **5. Training for members**

The Council will provide members with:

- An induction explaining the Council's function and processes and the role of the ERG
- Training or resources as necessary to fulfil their roles as an ERG member. For example, Chairing, contributing at meetings, understanding the role of local government and presentation skills as needed or on request.

### **6. Key membership criteria**

The ERG will include up to 15 members.

Members need to have:

- a familiarity with the natural or built environment of Wellington City
- some involvement (or knowledge of) practical environmental initiatives
- demonstrated awareness of and enthusiasm for natural or built environmental issues
- links into the community and a willingness to make use of those links for contributing to the agreed work programme
- an ability to give a balanced view that aims to find solutions.

Subject to the above, the Council will try to include in ERG an appropriate balance of experience and expertise and of men, women and youth.

In addition, a representative from Council's mana whenua partners will be invited to be a member of the ERG. Council officers will maintain a communication link between mana whenua partners and the ERG.

Further details of the roles and accountabilities of members (including Chairs) and non-members that support the ERG are in Appendix A.

### **7. Terms of Appointment**

The standard term of appointment will be three years. An ERG member's membership will cease if that member resigns and may cease if that member:

## **Appendix – Environmental Reference Group**

- misses more than three consecutive meetings without apology or 4 meetings within one year
- does not work proactively during any one-year review period, or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of the ERG.

A member can apply to be appointed for a second term.

No member can sit on the group for more than two consecutive three year terms.

### **8. Payment**

Members will be paid \$110 for up to 12 meetings per year that they attend of the full ERG.

The Chair will be paid \$150 for every meeting of the full ERG attended per year. If the group decides to have more than one member in the role of Chair, the additional \$40 available to the Chair will be split between the Co-Chairs.

The Council will also support the group by providing refreshments at up to 12 meetings per year.

Council at its discretion will consider providing extra resources to ERG on a case-by-case basis (including for planning) and where those extra resources enable the group to meaningfully contribute to the Council's objectives.

### **9. Budget and representation issues**

The ERG is an advisory group set up to inform the work and activities of the Council. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

### **10. Conflict Resolution**

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict.

If there are any concerns, members should raise them:

- with the Chair of the group if concerns are about other members
- with the responsible Councillor and/or senior Council officer if concerns are about the Chair of the group
- with the Chair of the group (who will decide whether to raise them with an appropriate senior Council officer) if concerns are about employees.

### **11. Conflict of Interest**

Members will be asked to complete a conflict of interest form when they join the ERG and at the beginning of each year they sit on the group. This will be provided by the Council liaison officer.

## **Appendix – Environmental Reference Group**

Members are also expected to notify the liaison officer of any new or emerging conflicts of interest at the start of each meeting where the liaison officer is present.

For the purpose of the ERG, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council
- the member's family, or
- official positions the member holds on groups or bodies outside of Council.

### **12. Review of Terms of Reference**

The Terms of Reference will be reviewed as required. ERG will be involved in any review. All changes to the Terms of Reference will need approval by the appropriate Wellington City Council committee and the Council.

## Appendix A: Role Descriptions for ERG Chair

### Appendix A: Role descriptions for the ERG Chair, members, Liaison Officers, Responsible Council Manager, and Appointed Councillor

#### Members

<b>Member position</b>	<b>Roles and accountabilities</b>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• encourage open communication where all members can effectively contribute</li> <li>• work with Council officers to compile meeting agendas</li> <li>• work with Council officers and members of the ERG to develop, complete and implement the group's annual work programme referred to in section 2</li> <li>• be the ERG spokesperson representing the views and recommendations of the group, including presentations to Council and other groups as required</li> <li>• work with the Council liaison officer to review the contribution of ERG members at the yearly review and raise any concerns with the appropriate Council Officer</li> <li>• sign off minutes from the previous meeting.</li> </ul> <p>The Chair will hold the position for a maximum of three years. After this another Chair will be nominated by the ERG.</p>
<b>Co-Chair</b>	<ul style="list-style-type: none"> <li>• support the other Co-Chair in their role</li> <li>• act in place of the other Chair if the other Chair is unavailable or has a conflict of interest</li> </ul>
<b>All ERG Members (including Chair and Deputy Chair)</b>	<ul style="list-style-type: none"> <li>• be prepared for meetings and consider issues with an open mind</li> <li>• actively participate in ERG meetings and contribute to the actions set in the agreed annual work programme</li> <li>• keep a broad knowledge of issues affecting the natural and built environment</li> <li>• turn up to meetings on time</li> <li>• be available and attend any other training/meetings that may be planned</li> <li>• be committed to appropriately providing information between their networks and council</li> <li>• not take individual issues to ERG that can be dealt with via general enquiries to Council's information Centre</li> <li>• comply with the new Code of Conduct in Appendix B</li> <li>• have their contributions reviewed annually against the current "Terms of Appointment".</li> </ul>

## Appendix A: Role Descriptions for ERG Chair

### Non-Members who will work with ERG

Member position	Roles
<b>Council liaison officer</b>	<ul style="list-style-type: none"> <li>• administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group</li> <li>• work with the Chair/Co-Chair to set the meeting agenda</li> <li>• work with the Chair officer to track attendance and review the contribution of ERG members at the yearly review</li> <li>• work across Council business units to help them effectively engage with ERG in the development and implementation of policy, strategy, planning and service delivery in the city</li> <li>• ensure officers attend to the ERG are informed of, and present information to the group, in accordance with the ERG's presentation guidelines</li> <li>• progress projects agreed between ERG and officers, including ensuring officers across Council's business units engage with ERG in the right ways and at the right stages of a work-stream.</li> </ul>
<b>Responsible Council Manager</b>	<ul style="list-style-type: none"> <li>• approve the ERG's annual work programme</li> <li>• help the Council liaison officer ensure officers with ERG in the right ways and stages.</li> </ul>
<b>Councillor</b>	<ul style="list-style-type: none"> <li>• act as a communication link between Councillors and the ERG</li> <li>• provide with officers, information, advice and explanation of the Council's political process and agreed Council policy when required</li> </ul>

### Appendix B: Code of Conduct

#### 1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between members as a group and with Councillors and Council staff
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Wellington City Council reference and advisory groups.

#### 2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity
- focus on issues rather than personalities
- avoid aggressive, offensive and abusive conduct
- maintain confidence in their group.

#### 3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer
- not seek to improperly influence staff in the normal undertaking of their duties.

#### 4. Contact with the media

Groups may have the opportunity to input into a number of different initiatives and for consistency it is important that a single point of contact is established to respond to any media enquiries.

- All media enquiries shall be redirected to Council staff.
- If it is agreed with Council staff that it is appropriate for a view to be expressed by the group, only the Chair, or the Chair's proxy, can represent the group to the media. The Chair will work with the Council's External Relations team in relation to any public comments.

## **Appendix B: Code of Conduct**

- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to the Chair or Co-Chair.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

### **5. Confidential Information**

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

### **6. Individual queries**

Members will not bring individual issues to their advisory groups that can best be dealt with by going through the Council's Services Centre.

### **7. Honesty and Integrity**

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

### **8. Complaints**

Any complaints about other group members, officers or Councillors should be addressed confidentially to the Chair who can then raise the issue with relevant Council officers.

## **Appendix C: Recruitment and Selection Process**

### **Appendix C: Recruitment and Selection Process**

Recruitment of new members will be managed by the Council liaison officer (Appendix A).

The Council will call for applications from within the city's boundaries via a number of different media (newspapers, social media, the Council website, community radio etc).

New members will be selected by the ERG liaison officer and the Chair or Co-Chairs of the ERG to fill any gaps in the group's membership.



# Pacific Advisory Group

## Terms of Reference – June 2014

### 1. Purpose of the Pacific Advisory (PAG)

- Advise Council officers on how to help grow a great City, where Pasifika peoples thrive and contribute to Council's priorities
- Bring knowledge and extra insight into Council about how the different needs of Wellington's Pasifika communities can be addressed in the context of Council's roles and priorities.

### 2. Expectations

Members will be accountable for their efforts to provide<sup>6</sup>:

- Constructive advice – on Council projects and policies, where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of communities from the Pacific nations that PAG members are from.
- Communication – engage with the Council and Pasifika communities to increase information flow and build knowledge of Council processes to increase involvement in Council decision-making.
- Involvement of communities - work with council staff to help Council involve more people from Wellington's Pasifika communities in the setting and meeting of city-wide objectives. The Council is ultimately responsible for full community consultation.

The specific work areas where members will contribute will be set out in the annual work programme. That annual work programme will be determined jointly between the PAG and Council officers, taking into account the Council's priorities as well as the skills, experience, interests and commitments of PAG members. This will enable members to have early input into Council's work<sup>7</sup>.

Council officers will report back to the PAG on how advice was considered, and whether or not officers choose to act on that advice with reasons given.

The Council liaison officer will track meeting attendance and contribution to workflows. The Chair will monitor the contribution of PAG members at the yearly review and will raise any concerns with the appropriate Council Officer. Concerns could include:

- Punctuality and attendance of meetings
- Behaviour in relation to the role and Code of Conduct
- Degree of active involvement in the work of the group.

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<sup>6</sup> Within their capabilities and any legitimate time / resource constraints

<sup>7</sup> Work of Council includes Council's strategy and policy development, planning and service delivery.

## **Appendix – Pacific Advisory Group Terms of Reference**

### **3. Reporting**

The PAG will publicly report to the appropriate Council Committee within the last four months of each financial year. The report will outline the agreed work plan and progress against this over the previous year, and any issues it wishes to raise Council.

The names of members, their attendance and minutes of the group's meetings will be available on the Council website and annual report.

The PAG, through the Chair, will also present a verbal report to Pacific Forums that occur.

### **4. Meetings**

Members will be paid \$110 for up to 12 meetings per year that they attend of the full PAG. A provisional meeting schedule will be agreed once the work programme is finalised. This schedule can be varied throughout the year. At least half of the current number of members, not including vacancies, and at least four of the Pacific nation groups must be to approve decisions.

### **5. Training for members**

The Council will provide members with:

- An induction explaining the Council's function and processes and the role of the PAG
- Training or resources as necessary to fulfil their roles as a PAG member. For example, Chairing, contributing at meetings, understanding the role of local government and presentation skills as needed or as requested.

### **6. Key Membership criteria**

The PAG will include up to 17 members.

Three members will be from Samoan communities.

Two members will be from each of the following communities: Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu.

One member will be from a Melanesian community and one member will be from a Micronesian community.

The Council will take reasonable steps to fill these places. Where one or more place is not able to be filled, the remaining PAG members will still continue to meet.

#### **6.1 Elections**

Members will be elected by their communities. Appendix C provides more details.

It is expected that people who vote for the members will consider:

- how well members can contribute to the actions in section 2 for the three years after elections

## **Appendix – Pacific Advisory Group Terms of Reference**

- the life and work experience of each potential member and there being a mix of suitable skills within the PAG
- the appropriate balance of representation from:
  - men and women as well as youth and senior Pacific people
  - Pacific people born in New Zealand and in the Pacific.

Further details of the roles and accountabilities of members (including Chairs) and non-members that support PAG are in Appendix A.

### **7. Term of Appointment**

The standard term of appointment will be three years. A PAG member's membership will cease if that member resigns and may cease if that member:

- misses more than three consecutive meetings without apology or 4 of meetings within one year
- does not work proactively during any one-year review period, or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of PAG.

A member can be nominated for two consecutive elections.

No member can sit on the group for more than two consecutive three year terms.

A member may be nominated for a future term not immediately after them completing two consecutive terms.

### **8. Payment**

Members will be paid \$110 for up to 12 meetings per year they attend of the full PAG.

The Chair will be paid \$150 for every meeting per year of the full PAG attended. If the group decides to have more than one member in the role of Chair, the additional \$40 available to the Chair will be split between the Co-Chairs.

The Council will also support the group by providing refreshments at up to 12 meetings per year.

Council at its discretion will consider providing extra resources to PAG (including for planning) on a case-by-case basis and where those extra resources enable the group to meaningfully contribute to the Council's objectives.

### **9. Budget**

The PAG is an advisory group set up to inform the work and activities of the Council. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

### **10. Conflict Resolution**

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict.

## **Appendix – Pacific Advisory Group Terms of Reference**

If there are any concerns, members should raise them:

- with the Chair of the group if concerns are about other members
- with the responsible Councillor and/or senior Council officer if concerns are about the Chair of the group
- with the Chair of the group (who will decide whether to raise them with an appropriate senior Council officer) if concerns are about employees.

### **11. Conflict of Interest**

Members will be asked to complete a conflict of interest form when they join the PAG and at the beginning of each year they sit on the group. This will be provided by the Council liaison officer.

Members are also expected to notify the liaison officer of any new or emerging conflicts of interest at the start of each meeting where the liaison officer is present.

For the purpose of the PAG, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council
- the member's family, or
- official positions the member holds on groups or bodies outside of Council.

### **12. Review of Terms of Reference**

The Terms of Reference will be reviewed as required. PAG will be involved in any review. All changes to the Terms of Reference will need approval by the appropriate Council committee and the Council.

## Appendix A – Role Descriptions for PAG Chair

### Appendix A: Role descriptions for the PAG Chair, members, Liaison Officers, Responsible Council Manager and Appointed Councillor

#### Members

<b>Member position</b>	<b>Roles and accountabilities</b>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• encourage open communication where all members can effectively contribute</li> <li>• run the meeting efficiently</li> <li>• work Council officers to compile meeting agendas</li> <li>• work with PAG members and Council officers to develop, complete and implement the group’s annual work programme referred to in section 2</li> <li>• be the PAG spokesperson representing the views and recommendations of the group</li> <li>• work with the Council liaison officer to review the contribution of PAG members at the yearly review and raise any concerns with the appropriate Council Officer</li> <li>• sign off minutes if the Deputy Chair was not present at the previous meeting</li> <li>• The Chair and Deputy Chair will hold their position for a maximum of three years</li> <li>• If a Chair/Deputy Chair needs to stand down from their position, then a replacement Chair/Deputy Chair will be appointed by other PAG members using the election process in Appendix C.</li> </ul>
<b>Deputy Chair</b>	<ul style="list-style-type: none"> <li>• support the Chair in their role</li> <li>• act in place of the other Chair if the Chair is unavailable or has a conflict of interest</li> <li>• sign off minutes of the previous meeting.</li> </ul>
<b>All PAG Members (including Chair and Deputy Chair)</b>	<ul style="list-style-type: none"> <li>• be prepared for meetings and consider issues with an open mind</li> <li>• provide advice on the development and implementation of the agreed annual work programme</li> <li>• actively participate in PAG meetings and contribute to the actions in the agreed annual work programme</li> <li>• turn up to meetings on time</li> <li>• be available and attend any other training/meetings that may be planned</li> <li>• proactively establish, maintain and make the most of existing relationships with Pasifika groups and diverse Pacific individuals in the City, including Church Ministers, young and old Pacific persons, people who were both Island-born and born in New Zealand</li> <li>• maintain a broad knowledge of issues and opportunities for Pacific people and their communities</li> <li>• advise from a ‘pan-Pacific’ perspective (i.e. not limited to the views of a specific organisation or nation group)</li> <li>• comply with the new Code of Conduct in Appendix B</li> </ul>

## Appendix A – Role Descriptions for PAG Chair

	<ul style="list-style-type: none"> <li>• have their contributions reviewed annually against the current “Terms of Appointment”.</li> </ul>
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### Non-Members who will work with PAG

Member position	Roles
<b>Council liaison officer</b>	<ul style="list-style-type: none"> <li>• administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group</li> <li>• work with the Chair/Co- Chair to set the meeting agenda</li> <li>• work with the Chair officer to track attendance and review the contribution of PAG members at the yearly review</li> <li>• work across Council business units to help them effectively engage the PAG in the development and implementation of policy, strategy, planning and service delivery in the city</li> <li>• Progress projects agreed between PAG and officers, including ensuring officers across Council’s business units engage with PAG in the right ways and at the right stages of a work-stream.</li> </ul>
<b>Responsible Council Manager</b>	<ul style="list-style-type: none"> <li>• approve the PAG’s annual work programme</li> <li>• help the Council liaison officer ensure officers with PAG in the right ways and stages.</li> </ul>
<b>Councillor</b>	<ul style="list-style-type: none"> <li>• act as a communication link between Councillors and the PAG</li> <li>• provide (with officers), information, advice and explanation of the Council’s political process and agreed Council policy when required.</li> </ul>

### Appendix B: Code of Conduct

Having a Code of Conduct is standard practice for Councillors, officers and Advisory Groups in other territorial authorities.

#### 1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between members as a group and with Councillors and Council staff
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Wellington City Council reference and advisory groups.

#### 2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity
- focus on issues rather than personalities
- avoid aggressive, offensive and abusive conduct
- maintain confidence in their group.

#### 3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer
- not seek to improperly influence staff in the normal undertaking of their duties.

#### 4. Contact with the media

Groups may have the opportunity to input into a number of different initiatives and for consistency it is important that a single point of contact is established to respond to any media enquiries.

- All media enquiries shall be redirected to Council staff.
- If it is agreed with Council staff that it is appropriate for a view to be expressed by the group, only the Chair, or the Chair's proxy, can represent the group to the media. The Chair will work with the Council's External Relations team in relation to any public comments.

## **Appendix B – Code of Conduct**

- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to the Chair or Co-Chair.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

### **5. Confidential Information**

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

### **6. Individual queries**

Members will not bring individual issues to their advisory groups that can best be dealt with by going through the Council's Services Centre.

### **7. Honesty and Integrity**

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

### **8. Complaints**

Any complaints about other group members, officers or Councillors should be addressed confidentially to the Chair who can then raise the issue with relevant Council officers.



## Appendix C: Recruitment and Selection Process

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### Appendix C: Recruitment and Selection Process

Council will determine how new members will be selected by each Pacific nation group. This will be resourced by Council officers.

The Council will support the selection process by:

- preparing clear role descriptions for Members, the Chair and the Deputy Chair
- working with Pacific nation groups to identify appropriate candidates for membership
- ensuring promotion of the selection process is transparent via a wide range of media and community networks to ensure that all Pacific people in Wellington are aware of the opportunity and how they can participate
- running the selection process with Pacific nation groups (which may include calling for nominations, information sessions and running voting processes.)

PAG members will elect the Chair and Deputy Chair by ballot at the first meeting once member elections have been completed.

All members who want to nominate themselves for the role of Chair or Deputy Chair will submit a basic resume to Council officers for distribution to all PAG members before the election for these positions.

#### Replacement of Vacancies

Should vacancies arise, the PAG may recruit from previous nominees who scored the next highest number of votes at the elections for the existing members. However, those new vacancies will be for the remaining time of the old member's term. For example if a member needed to resign after one year of his/her three year term, PAG will only appoint the replacement member for the remaining two years (not another full three years).

The replacement member will only be able to sit on PAG until the next PAG election, unless they are elected to sit on PAG at the next full term.

# Youth Council

## Terms of Reference – June 2014

### 1. Purpose of Youth Council

- Advise Council officers on how to help grow a great City where young people thrive and contribute to Council's priorities
- Bring extra insight to Council (a youth perspective) to solve problems facing a changing world
- Develop the capabilities of its members (including leadership and engaging wider youth).

The Youth Council will not be seen as representing all young people in the City.

### 2. Expectations

Members will be accountable for their efforts to provide<sup>8</sup>:

- Constructive advice – on Council projects and policies, where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of young people.
- Communication – engage with the City Council and a range of young people from communities to increase information flow and build knowledge of Council processes to increase involvement of young people in Council decision-making and Civic life. This could include Youth Council-led engagement projects when agreed by the City Council.
- Involvement of communities - work with council staff to help City Council involve more young people in the setting and meeting of city-wide objectives. The City Council is ultimately responsible for full community consultation.

The specific work areas where members will contribute will be set out in the annual work programme. That annual work programme will be determined jointly between the Youth Council and City Council officers, taking into account the City Council's priorities as well as the skills, experience, interests and commitments of Youth Council members. This will enable members to have early input into the City Council's work<sup>9</sup>.

Council officers will report back to the Youth Council on how advice was considered, whether or not officers choose to act on that advice with reasons given.

The City Council liaison officer will track meeting attendance and contribution to workflows. The Chair will monitor the contribution of Youth Council members at the yearly review and will raise any concerns with the appropriate City Council Officer. Concerns could include:

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<sup>8</sup> Within their capabilities and any legitimate time / resource constraints.

<sup>9</sup> Work of Council includes Council's strategy and policy development, planning and service delivery.

## Appendix : Youth Council Terms of Reference

- Punctuality and attendance of meetings
- Behaviour in relation to the role and Code of Conduct
- Degree of active involvement in the work of the group.

### 3. Reporting

The Youth Council will publicly report to the appropriate City Council Committee within the last four months of each financial year. The report will outline the agreed work plan and progress against this over the previous year, and any issues or initiatives it wishes to raise with Council.

The names of members, their attendance and minutes of the group's meetings will be available on the Council website and annual report.

### 4. Meetings

Members will be paid \$30 for up to 20 meetings per year that they attend of the full Youth Council. A provisional meeting schedule will be agreed once the work programme is finalised. This schedule can be varied throughout the year.

### 5. Training for members

In return for their commitment, the City Council will provide members with:

- An induction explaining the City Council's functions and processes and the role of the Youth Council
- Training or resources as necessary to fulfil their roles as a Youth Council member. For example, Chiring, contributing at meetings, understanding the role of local government, and presentation skills as needed or on request
- Opportunities to attend conferences/seminars and be a youth representative on various working parties/project teams.

### 6. Secondments and Council roles

Secondments and City Council roles may be offered for high performing Youth Council members as part of the Youth Council's Youth development role.

### 7. Key membership criteria

The Youth Council will include up to 20 members. Role descriptions for members are included in **Appendix A**.

#### 7.1 Criteria for membership

Members need to:

- be between 14-24 years of age
- live within the boundaries of Wellington City Council
- have the ability to work with other people and work in a team.

Subject to the above, Wellington City Council will, during recruitment, have regard for the aims for Youth Council membership to include a broad range of Wellington City's youth

## **Appendix : Youth Council Terms of Reference**

population, including diversity of culture, gender, sexual orientation, impairments, interest, subject-matter experience and occupations.

Further details of the roles and accountabilities of members (including the Chair's) and non-members that support the Youth Council are in Appendix A.

### **8. Terms of Appointment**

The standard term of appointment will be one year. Members may request their membership be extended for additional terms. Extended terms of appointment must be approved by both the Chair of the Youth Council and an officer of the City Council. A Youth Council's membership will cease if that member resigns and may cease if that member:

- misses more than three consecutive meetings without apology or 4 meetings within one year
- does not work proactively during any one calendar year review period, or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of the Youth Council.

### **9. Payment**

Members will be paid \$30 for up to 20 meetings per year they attend of the full Youth Council.

The City Council will also support the group by providing refreshments and assistance with travel to or from the paid meetings of the group.

The City Council at its discretion will consider providing extra resources to Youth Council on a case-by-case basis (including for planning) and where those extra resources to enable the group to meaningfully contribute to the Council's goals.

### **10. Budget**

The Youth Council is an advisory group set up to inform the work and activities of the City Council. The group will not be given an independent budget to commission work or undertake activities outside of work that is agreed with the City Council.

### **11. Conflict Resolution**

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict.

If there are any concerns, members should raise them:

- with the Chair of the group if concerns are about other members
- with the responsible Councillor and/or senior Council officer if concerns are about the Chair of the group
- with the Chair of the group (who will decide whether to raise them with an appropriate senior Council officer) if concerns are about employees.

## **Appendix : Youth Council Terms of Reference**

### **12. Conflict of Interest**

Members will be asked to complete a conflict of interest form when they join the Youth Council and at the beginning of each year they sit on the group. WCC's Council liaison officer will be responsible for providing members with a conflict of interest form as part of new member induction packs and to all members at the beginning of each year.

Members are also expected to notify the liaison officer of any new or emerging conflicts of interest at the start of each meeting.

For the purpose of the Youth Council, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council
- the member's family, or
- official positions the member holds on groups or bodies outside of Council.

### **13. Review of Terms of Reference**

The Terms of Reference will be reviewed as required. Youth Council will be involved in any review. All changes to the Terms of Reference will need approval by the appropriate Council committee and Council.

## Appendix A: Role Descriptions for Youth Council Chair

### Appendix A: Role descriptions for the Youth Council Chair, members, Liaison Officers, Responsible City Council Manager and Appointed Councillor

#### Members

Member position	Roles and accountabilities
<b>Chair</b>	<ul style="list-style-type: none"> <li>• encourage open communication where all members can effectively contribute</li> <li>• work with Youth Council members and City Council officers to compile meeting agendas</li> <li>• work with Youth Council members and Council officers to develop, complete and implement the group's annual work programme referred to in section 2</li> <li>• be the spokesperson for Youth Council and represent the views and recommendations of the group</li> <li>• work with the Council liaison officer to review the contribution of Youth Council members at the yearly review and raise any concerns with the appropriate Council Officer</li> </ul> <p>Members of the Youth Council will elect a Chair and Deputy Chair. The Chair and Deputy Chair will hold their position for a maximum of twelve months.</p>
<b>Deputy Chair</b>	<ul style="list-style-type: none"> <li>• support the Deputy Chair in their role.</li> <li>• act in place of the other Chair if the other Chair is unavailable or has a conflict of interest</li> </ul>
<b>All Youth Council Members (including Chair and Deputy Chair)</b>	<ul style="list-style-type: none"> <li>• be prepared for meetings and consider issues with an open mind</li> <li>• actively participate in Youth Council meetings and contribute to the actions agreed in the annual work programme</li> <li>• pass minutes at meetings</li> <li>• arrive at meetings on time</li> <li>• establish, maintain and make the most of existing relationships with other groups around the City</li> <li>• provide Youth Council &amp; City Council information to their networks</li> <li>• bring youth issues and opportunities to the Youth Council and assist the City Council to canvass youth views</li> <li>• not take individual issues to Youth Council that can be dealt with via general enquiries to the City Council's information Centre</li> <li>• comply with the Code of Conduct in Appendix B</li> <li>• have their contributions reviewed annually against the current "Terms of Appointment".</li> </ul>

## Appendix A: Role Descriptions for Youth Council Chair

### Non-Members who will work with the Youth Council

Member position	Roles
<b>City Council liaison officer</b>	<ul style="list-style-type: none"> <li>• administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group</li> <li>• work with the Chair/Deputy Chair to set the meeting agenda</li> <li>• work with the Chair officer to track attendance and review the contribution of Youth Council members at the yearly review</li> <li>• work across Council business units to help them effectively engage the Youth Council in the development and implementation of policy, strategy, planning and service delivery in the city</li> <li>• Progress projects agreed between Youth Council and officers, including ensuring officers across Council's business units engage with Youth Council in the right ways and at the right stages of a work-stream</li> <li>• liaise with other Council officers around presentations and the development of projects, plans, etc</li> <li>• liaise with families for minors</li> <li>• ensure safety of minors.</li> </ul>
<b>Responsible City Council Manager</b>	<ul style="list-style-type: none"> <li>• approve the Youth Council's annual work programme</li> <li>• help the City Council liaison officer ensure officers with Youth Council in the right ways and stages.</li> </ul>
<b>Councillor</b>	<ul style="list-style-type: none"> <li>• act as a communication link between City Councillors and the Youth Council</li> <li>• provide (with officers) information, advice and explanation of the Council's political process and agreed Council policy when required.</li> </ul>

### Appendix B: Code of Conduct

Having a Code of Conduct is standard practice for Councillors, officers and Advisory Groups in other territorial authorities.

#### 1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between members as a group and with Councillors and Council staff
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Wellington City Council reference and advisory groups.

#### 2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity
- focus on issues rather than personalities
- avoid aggressive, offensive and abusive conduct
- maintain confidence in their group.

#### 3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer
- not seek to improperly influence staff in the normal undertaking of their duties.

#### 4. Contact with the media

Groups may have the opportunity to input into a number of different initiatives and for consistency it is important that a single point of contact is established to respond to any media enquiries.

- All media enquiries shall be redirected to Council staff.
- If it is agreed with Council staff that it is appropriate for a view to be expressed by the group, only the Chair, or the Chair's proxy, can represent the group to the media.



## **Appendix B: Code of Conduct**

The Chair will work with the Council's External Relations team in relation to any public comments.

- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to the Chair or Co-Chair.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

### **5. Confidential Information**

In the course of their duties members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

### **6. Individual queries**

Members will not bring individual issues to their advisory groups that can best be dealt with by going through the Council's Services Centre.

### **7. Honesty and Integrity**

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

### **8. Complaints**

Any complaints about other group members, officers or Councillors should be addressed confidentially to the Chair who can then raise the issue with relevant Council officers.

## **Appendix C: Recruitment and Selection Process**

### **Appendix C: Recruitment and Selection Process**

Wellington City Council will call for expressions of interest from 14-24 year olds from within the city's boundaries via a number of different media. Young people interested in being a Youth Council member will complete an application.

#### **Annual Intake**

After having called for expressions of interest and a given application period, the Youth Council can shortlist applicants for interviewing, when agreed by the Chair and Council officer who will select shortlisted applicants. Interviews will be conducted based upon Shortlisted applicants will be interviewed by the Youth Council Chair, Deputy Chair and one Council officer.

#### **Replacement of Vacancies**

Should vacancies arise, the Youth Council may recruit from previously shortlisted applicants to bring the full number of members back to 20.