

Pacific Advisory Group APPENDIX TWO

Terms of Reference – March 2011

1. Introduction

Wellington City Council's Pacific Advisory Group (PAG) was established in 2003 to strengthen the relationship between the Council and Pacific people from Wellington's seven main Pacific nations (Samoa, Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu).

2. Purpose

The purpose of the PAG is to:

- represent Pacific people's views and provide feedback and advice to Council business units on the Council's strategy/policy development, planning, service delivery and activities, as and when required
- ensure Pacific people's opinions are represented in Council
- build Pacific people's knowledge of Council processes to enable them to participate in Council's decision-making processes
- ensure that the Council understands the specific needs of Pacific people (and different Pacific nation groups) and how these can best be addressed.

As an advisory group, the PAG informs the work and activities of the Council. It does not have the mandate or an independent budget to commission work or undertake activities outside of its advisory role.

3. Advisory role

The role of the group is to:

- advise the Council on challenges and issues faced by the Pacific population in Wellington City and relevant trends and opportunities
- advise the Council on engagement and consultation with Pacific people and communities
- liaise and share information with other Council advisory groups
- advise on potential new initiatives to be considered for inclusion in the Council's Long Term Plan and Annual Plan
- where required, present submissions on Council's plans and policies.

Role descriptions for all members of the PAG are included in **Appendix A**.

4. Membership

The group will comprise 15 members in total – three members representing Samoa and two members representing each of the following nations: Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu.

PAG membership should include an 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

The group should include the range of skills and experience required for the group to adequately perform their role.

A Councillor will be appointed to the group to act as a liaison between the group and the Council's other elected members. The appointed Councillor, Council liaison officer and other officers of the Council are not members of the PAG but will support the work of the group.

5. Selection and removal of members

Recruitment of new members will be initiated by Council officers who will work with PAG members to determine any gaps in the group's membership.

Membership of the group shall cease if a member:

- resigns, or
- fails to attend at least three consecutive meetings over the period of one year.

A member can be removed from the PAG under exceptional circumstances where the behaviour of the members is considered detrimental to the effective operation of the group.

If a member resigns or is removed from the group, the Council will work to fill any vacancies as soon as possible.

6. Promotion and selection process

New representative members will be selected by each Pacific nation group according to the process outlined by the Council and provided to each group 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 is undertaken in a transparent manner via a wide range of media and community networks to ensure that all Pacific people in Wellington are aware of the opportunity and the process for applying
- facilitating the selection process with Pacific nation groups (including calls for nominations, information sessions and 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 wishing 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 prior to the election for these positions.

7. Term of appointment

The standard term of appointment will be three years. The term of appointment can be less than three years if a member:

- resigns, or
- misses three consecutive meetings.

A member can apply to be appointed for a second term.
No member will be allowed to sit on the group for more than two consecutive terms.

A PAG member can only hold the position of Chair or Deputy Chair for a maximum of three years. If a Chair/Deputy Chair needs to stand down from their position, then a replacement Chair/Deputy Chair will be appointed from within the PAG by members of the group using the election process described in section 5 of these terms of reference.

8. Operation

Officers will be responsible for the maintenance and servicing (provision of venue, minute-taking, catering) of the group.

8.1 Member induction

All new members joining the PAG will receive an induction pack and information outlining the Council's function and processes and the role of the PAG.

8.2 Conflict of interest

Members will be asked to complete a conflict of interest form prior to election and at the beginning of each year they sit on the group. A conflict of interest log will be maintained by the officer responsible for liaising with the group.

9. Frequency of meetings

The PAG will meet up to a maximum of 12 times a year.

10. Quorum

Half of the total members of the group (not including vacancies) and representatives from at least four of the Pacific nation groups must be present for the group to have a quorum.

11. Payment

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

The Chair will be paid \$150 for every meeting of the full PAG attended. If the group decides to elect Co-Chairs, the additional \$40 available to the Chair will be split between the Co-Chairs.

Payment for any special meetings will be at the discretion of the Manager of City Communities and Grants business unit.

12. Conflict Resolution

Should conflict occur, the Chair/Deputy Chair and the group will be responsible for working together to resolve the conflict in the first instance. If the conflict persists, the Council will only intervene at the request of the majority of the group members.

13. Reporting/Accountability

The PAG, through the Chair, will report to the Council's Strategy and Policy Committee in the last quarter of each year. The report will outline work undertaken, number of meetings held and attendance, the group's achievements and any issues it wishes the Council to consider further.

The PAG, through the Chair, will also present a verbal annual report to each Pacific Forum.

The names and details of all members of the group and minutes of the group's meetings will be available on the Council's website.

Officers will be responsible for promoting the PAG and any Pacific initiatives developed and presented by the Council to the wider public through a range of media including: the Pacific Forum, print and radio promotion and the Council's website and social media.

PAG members are expected to liaise regularly with their communities – providing information to these groups/people and seeking their feedback on items/work listed on the annual PAG work programme.

14. Review

The Terms of Reference will be reviewed as required. All changes to the Terms of Reference will be subject to the approval of the appropriate Wellington City Council committee and Council.

Appendix A: Role Descriptions for the Pacific Advisory Group Chair, Members, Liaison Officers and the Appointed Councillor

The Chair will:

- act as the group's principle spokesperson and contact point with the Council (including officers and the appointed Councillor)
- facilitate open communication where all members can contribute to conversations
- promote informed dialogue
- manage meetings to enable considered yet efficient decision making

Role and responsibilities of the Chair

- To chair the meetings of the group fairly and in a manner that supports the group in fulfilling its role
- To oversee the development and completion of the group's annual work programme
- To represent the views and recommendations of the group as required, including in presentations to the Council and to Pacific Fora.

Role and responsibilities of the Deputy Chair

- To support the Chair in their role.
- To act in place of the Chair should the Chair be unavailable or have a conflict of interest.
- The Chair/Deputy Chair will ensure that the advice provided by the group is communicated by:
 - signing off minutes
 - liaising with the appointed Councillor and officers.

Pacific Advisory Group Members will:

- provide advice on the development and implementation of the Council's policies, projects, planning and service delivery
- liaise regularly with their communities – providing information to these groups/people and seeking their feedback
- actively participate in meetings
- maintain a broad knowledge of issues and opportunities for Pacific people and their communities
- represent broad interests and a 'pan-Pacific' perspective (i.e. not limited to the views of a specific organisation or nation group)
- have good relationships and networks

Officers will:

- be responsible for the 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
- work with the Chair/Deputy Chair to set meeting agenda
- work across Council business units to ensure Pacific people and communities are considered in the development and implementation of policy, strategy, planning and service delivery in the city
- enable other business units to develop effective working and consultation relationships and practices with Pacific people and communities

The Elected member/Councillor

The Councillor appointed to the PAG is not a member. The Councillor's role is to:

- act as a liaison and information conduit between the Council and the Pacific Advisory Group, conveying, if necessary, the concerns of the group
- provide, in conjunction with officers, information, advice and an explanation of the Council's political process and agreed Council policy where required and requested by the group.