

**Minutes for the meeting held 12 February 2014
(6.13pm – 8.30pm)**

- Venue:** Committee Room 1, Council offices, Wakefield Street
- Present:** Martha Samasoni, Stacey Kokaua-Balfour, Mailigi Hetutu, Siofilisi Taifo'ou, Tina McNicholas (Chair), Violet Ekenasio, Sainimili Pouvalu, Dan Kauraka, Councillor Paul Eagle and Councillor Sarah Free
- Officers:** Martin Rodgers (Manager, Research, Planning, & Consultation)
- Apologies:** Maria Solouota and Manuila Tausi,
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Welcome and opening prayer:

Tina opened the meeting at 6.13pm. Violet Ekenasio shared the opening prayer.

Tina welcomed and introduced Brett Childs who was attending the meeting as a representative of the Melanesian community in Wellington. He is attending as an observer.

Minutes for last meeting

Minutes for the meeting held 29 January 2014 were accepted as a true and correct record.
(Moved by Stacey Kokaua-Balfour. Seconded by Mailigi Hetutu)

Matters arising:

Martha tabled the feedback she had received on Positively Pasifika from other members since the last meeting. Additional feedback was provided at the meeting with a focus on the location of the stage and speakers. Martin reported that Suzanne Tamaki is about to arrange a further meeting of the subcommittee.

Action point: Suzanne Tamaki to arrange a further meeting of the subcommittee

Councillor Update

Councillor Eagle welcomed Brett Childs. Paul spoke about the Draft Annual Plan (DAP - copies were provided to all members present) which Council adopted at the end of last year. He encouraged members to get it out to their communities. He said that he and Cr. Free would be willing to meet with groups that would like to discuss it. He also said that he was getting to know his new Community Development & Sport Committee at Council. He said that he thought the festival had gone very well and recognised the role of Suzanne Tamaki.

Councillor Free noted that some big discussions were coming up on public transport. She invited comment from members and explained the separation of roles between our Council, NZ Bus and the Greater Wellington Regional Council. She also noted the opening of the new Children's Garden at the Botanic Garden and work being done on a Graffiti Strategy. In response to a question, she said that support could be provided to community groups wanting to tackle graffiti in their neighbourhoods.

Forums and Advisory Group Reviews:

Martin summarised the key issues raised in the review of forums undertaken by an external evaluator:

- People wanted community representatives more involved in planning and promoting the forums, and the Council will start doing that straight away.
- People wanted Council to provide feedback more quickly on how the input they gave at a forum influenced decisions and actions. Council will commit to doing this and, at the next forum, participants will be able to add their details to a contact list on each table for this purpose.
- People wanted the open question and answer session at the end of each forum reinstated. Council will be doing this.
- There will also be a questionnaire at the end of the next forum so that people can provide more feedback on how they can be improved.

Martin added that some of the feedback provided to the evaluator of the forums related to how Council worked with the advisory groups. This has been reported back to Council and will be taken into account in the review of these groups. That review is being undertaken by a member of Council's Policy team. The focus is on improving the effectiveness of the current groups. He is in the process of collecting information through meetings with Council staff and Councillors. He is also looking at information from previous reviews and that provided by existing advisory groups. He would like to attend the next meeting of PAG to get input into his work. After that he will present proposed changes to all the reference groups from April. Any changes to the terms of reference would need to be made by Council, which would likely happen in June this year. The development of a code of conduct for all advisory group members is already underway.

Pacific Advisory Group Elections:

Martin updated members on plans for the elections. Provisional key dates are:

- Tuesday 11 March: Nominations open (media release etc)
- Monday 24 March: Nominations close at 12 noon
- Monday 31 March: Election Meeting at 7pm

Martin emphasised that these dates were not confirmed as he wanted to check that these worked from the point of view of PAG. Members were not able to identify any clashes or other issues with the proposed dates. Martin said that Council would now work on finding a venue and the election would then be promoted at the forum.

There was some discussion about the impact of any changes to the terms of reference on the PAG elections. It was suggested that the terms of reference should provide for some transitional arrangements between the previous PAG and the new PAG after an election. It was agreed that PAG members should provide their thoughts on potential changes to the group's terms of reference now, so that these could be taken into account as soon as possible. Martha agreed to collect that information.

Action point: PAG members to provide their thoughts on changes to the PAG terms of reference to Martha by Tuesday 18 February – and copy these to Martin if members wish to.

Pacific Forum:

Martin ran through the proposed programme for the forum. It is proposed that there would be the following components:

- 1) A ceremonial welcome to the new Council
- 2) A welcome and introduction from the Mayor (highlighting key proposals in the DAP)
- 3) A presentation from the Chair of PAG
- 4) Group discussions on how Council's current services can respond better to the needs of Pacific communities and the Pacific Action Plan
- 5) An open Question & Answer session

Members supported this approach and agreed that the Chair of PAG will focus on introducing the Action Plan and inviting feedback. It was agreed that Martin would circulate the agenda and other papers to PAG members before the forum so that they can be prepared to translate / communicate this to members of their community at the forum. It was also suggested that representatives from the Electoral Office attend the forum so that attendees can enrol to vote.

Action points:

Martin to send agenda and other documents for the forum to PAG members before the date
Council to invite Electoral Office to attend the form

Pasifika Action Plan:

Tina gave an update on work undertaken since the last meeting and talked through the current draft plan.

Feedback was received on the current version and members agreed that the outcomes and objectives would be introduced at the forum by Tina. People would then be asked to comment on and identify any gaps in the outcomes and objectives at tables. They will then be asked to identify tasks that could be undertaken to achieve each objective. They would also be asked to prioritise them and identify who should perform the tasks (Council, Government agencies or the community with support).

Tina asked Martin to clarify next steps in terms of the plan being adopted and finalised with Council. Martin said that this depended on the final content of the plan as Council could only commit to actions that were part of its legislative role. He said that he is keeping his manager informed and will be briefing the Mayor and CEO next week. Tina said it was important that the steps to finalise the plan and adopt it are clarified as soon as possible.

Other items:

Violet informed the group of two health-related events coming up that are targeted at Pasifika communities. One is 'Understanding Cancer – A Pacific Men's Health Fono' on 13 February and 'Pinkilicious – Pasifika women celebrating Health and Wellbeing' on Saturday 15 February.

Next meeting:

It was agreed that PAG would meet one more time before the election. This would be on

Wednesday 12 March at 6pm. Agenda items would include the Advisory Group Review, Council's Housing Policy work and the Action Plan.

The meeting closed with a prayer from Sofi at 8.30pm