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**REPORT 6**  
(1215/52/IM)

## **ADVISORY GROUPS' TERMS OF REFERENCE REVIEW**

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### **1. Purpose of Report**

This paper presents findings from the review of the following Council advisory groups' terms of reference:

- Pacific Advisory Group (PAG)
- Youth Council
- Environmental Reference Group (ERG)
- Safe and Sustainability Transport Reference Group (SASTRG).

It also presents revised terms of reference for each group.

Revised terms of reference for the Accessibility Advisory Group (formerly known as the Disability Reference Group) were approved in June 2010 and have not been reviewed again.

### **2. Executive Summary**

This paper presents revised terms of reference and feedback from the review of four of the Council's advisory groups: the *Pacific Advisory Group*, *Youth Council*, *Environmental Reference Group* and the *Safe and Sustainable Transport Reference Group*. Key changes are marked in red in the attached terms of reference.

Although a larger review of advisory groups was envisaged in the 10 June 2010 'Review of the Disability Reference Group Terms of Reference and a new approach for Advisory Group reviews' paper, only minor amendments have been made to the attached terms of reference. A larger review would have required consideration of other Council engagement (such as Fora and Ward Clinics). This work will be undertaken by the Consultation and Engagement team in 2011 as part of a review of the Council's wider community engagement.

### **3. Recommendations**

Officers recommend that the Committee:

1. *Receive the information.*
2. *Recommend to Council that it agree to adopt the attached revised terms of reference for the:*
  - (a) *Pacific Advisory Group (Appendix One)*
  - (b) *Youth Council (Appendix Two)*
  - (c) *Environmental Reference Group (Appendix Three)*
  - (d) *Safe and Sustainable Reference Group (Appendix Four).*

### **4. Background**

Regular reviews of the Council's advisory groups have been undertaken every two to three years in accordance with each advisory group's terms of reference.

This paper provides feedback from the review of four of the Council's advisory groups: the *Pacific Advisory Group*, *Youth Council*, *Environmental Reference Group* and the *Safe and Sustainable Transport Reference Group*. It recommends minor amendments to the attached terms of reference and that other issues raised by groups are considered as part of a wider review that will be undertaken by the Consultation and Engagement Team.

### **5. Discussion**

#### **5.1 General comments**

##### **5.1.1 The role of advisory groups**

Advisory groups have been established to provide advice to the Council on a broad range of issues from the perspective of a particular community. They are not, however, the sole mechanism used by the Council to receive advice on its policies and programmes.

In some cases, advisory group members' understanding of their role has been different to that of the Council. Officers will ensure that the role and responsibilities of each group are clearly explained as part of annual inductions to increase member engagement and the overall effectiveness of the groups.

### **5.1.2 Developing annual Advisory Group Work Programmes**

Officer engagement with advisory groups is considered crucial to their success. Annual Advisory Group Work Programmes will be developed with advisory groups based on the Council's Policy Programme and key projects where officers require advisory group input.

The current terms of reference for all advisory groups allow for those groups to report back to the Strategy and Policy Committee on their work. Report-backs will be scheduled for the last quarter of each year.

### **5.2 Pacific Advisory Group (PAG)**

The Pacific Advisory Group was established in 2003. Its purpose 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.

The group's membership includes two representatives from Fiji, Tokelau, Tuvalu, Cook Islands, Niue and Tonga and three representatives from Samoa.

The group currently plays a large role in the development of the annual Pasifika Festival (initiated in 2008) and provides feedback and advice on policy, planning and projects (the PAG supported workshops on the City Housing Upgrade and Climate Change in 2010). PAG members support the annual Pacific Forum by promoting the event to their communities.

#### **5.2.1 PAG review findings**

Officers met with members of the PAG on 25 August 2010 to review the terms of reference. Members supported most of the current terms including the purpose, role and responsibilities of the group and individual members, however the group raised concerns about the following areas:

- **Composition of membership** – members questioned Samoa having greater representation on the PAG (three rather than two members that all other nations have). Proportional representation was a contentious issue when the PAG was first proposed in 2002. At that time it was decided that an additional member to represent Samoa would be appropriate to service the larger Samoan population in Wellington. Representation and the most appropriate composition of the group to achieve meaningful outcomes for Wellington's Pacific community has not been addressed in the revised terms of reference but should be reviewed as recommended below.

- **Rolling membership** – Members of the PAG are currently elected by their community to represent their nation. All members join and leave the PAG at the same time. Current PAG members asked for rolling membership to be considered in the terms of reference review to ensure continuity and retention of institutional knowledge in the PAG.

It is recommended that the PAG be asked to give further consideration to appropriate representation on the advisory group and rolling membership, after the next election, currently scheduled for March 2011.

The revised terms of reference for the PAG with minor amendments is attached at **Appendix One**.

### **5.3 Youth Council**

The Youth Council was established in 2000. The group's purpose is to:

- provide a youth perspective and advice on issues, policy, planning and projects, especially when they will directly impact on young people
- promote and encourage youth involvement in planning and the development of Council services
- ensure the views of young people are canvassed and conveyed to the Council.

Members include youth between 12-24 years of age from across Wellington City.

In 2010 the Youth Council worked on submissions to: the Liquor Control Bylaw; Restoring the Golden Mile - Bus Route and Street Changes; and the Proposed Changes to Manners Mall and Lower Cuba Street. They attended the LGNZ hui on Youth and supported the *Almost Amazing Race 2.0* – a treasure hunt/orienteering/ all-day challenge for 12 – 20 year olds. The group also worked to improve their profile across the Council.

#### **5.3.1 Youth Council review findings**

Officers met with members of the Youth Council on 11 August 2010 to review the terms of reference. Members supported most parts of the current terms but raised concerns about the following areas:

- **Promoting the opportunity to be on the Youth Council** – many members of the Youth Council were concerned that there was not wider promotion of the Youth Council and how to apply. They requested greater promotion for the next call for applications. More information around the process of promotion and selection has been included in the revised terms of reference.
- **Council process** – Youth Council members asked for a greater level of consultation at an earlier stage. While members made a number of submissions in 2010 – their involvement at earlier stages of policy and/or project development would have been more beneficial. The development of an annual Youth Council Work Programme and improved induction

process has been included in the revised terms of reference to ensure Youth Council members know when Council policies and projects will be considered through the year and to try and facilitate greater youth participation in policy and planning development.

The revised terms of reference for the Youth Council with minor amendments is attached at **Appendix Two**.

#### **5.4 Environmental Reference Group (ERG)**

The Environmental Reference Group was formed in mid-2001 to provide Council with a peer-review group to look at issues relating to the management of the natural environment. The ERG's terms were revised again in August 2005 to include energy and waste issues.

The ERG includes members from environmental groups (such as Forest and Bird), government departments (such as Department of Conservation and the Energy Efficiency and Conservation Authority) as well as field experts in areas such as climate change.

In 2010, the ERG provided feedback and advice on key areas of Council policy including: the 2010 Climate Change Action Plan; the draft Water Conservation Plan; the recycling review; Waste Management and Minimisation Plan; and household sustainability (particularly energy efficiency).

##### **5.4.1 ERG review findings**

Officers met with members of the ERG on 29 March and 21 June 2010 to discuss the terms of reference review. The group was generally supportive of the current terms but requested the following changes:

- **Purpose of the ERG** – members requested the inclusion of water (storm, sewage and potable) in the purpose of the ERG as they are already involved in work looking at water as well as energy, waste management and natural environment. Water has been included as part of the group's purpose statement in the revised terms of reference.
- **ERG role** – members requested a change to the terms of reference to enable them to make submissions on draft policies and plans if required. Advisory groups have been established by the Council to provide advice and therefore have access to different channels to make their views known rather than using the submission process. However, the section disallowing the ERG from making submissions has been removed to be consistent with other Council advisory groups.
- **Number and composition of membership** – the ERG currently includes 12 committed individuals representing a range of organisations including central government departments and crown entities. While this number and composition has been maintained in the revised terms of

reference, the number of members and make-up of the ERG should be regularly reviewed. A lack of clarity around what Council needs the group to achieve (and subsequent experience and expertise required) has been frustrating for the group in the past. Smaller working groups providing specialist advice on specific policies and projects may be more effective than the current group arrangement.

The revised terms of reference for the ERG with minor amendments is attached at **Appendix Three**.

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

The Safe and Sustainable Transport Reference Group (SASTRG) was originally established in 2001 as a 'Road Safety Reference Group' to replace the Council's Road Safety Subcommittee (formed in 1987). In 2009 the purpose of the group was expanded to include a focus on sustainable transport as well as road safety, and the group's name was changed.

SASTRG is slightly different from other Council advisory groups in that membership is tied to the representation of specific organisations and groups rather than individuals. For this reason the following sections are not included in the terms of reference:

- maximum number of membership
- term of appointment
- removal of members

The majority of SASTRG members are not paid by Council as they attend SASTRG meetings as the paid employees of the organisations they are representing. The Council provides funding for up to five community groups that operate on a fully voluntary basis (i.e. Living Streets Wellington and Cycle Aware Wellington) to attend SASTRG meetings.

#### **5.5.1 SASTRG review findings**

Officers met with members of SASTRG on 22 September 2010 to discuss the terms of reference review. Only 5 out of the 16 organisations on SASTRG were represented at the meeting but all were generally happy with the current terms of reference and requested only minor changes to the operation of the group.

Low attendance numbers provided a catalyst for a discussion about the usefulness of SASTRG. The Council has regular meetings with many of its partners such as Greater Wellington Regional Council, NZ Transport Agency and the Police, and meets with many of the community groups in SASTRG membership at *Road Safety Action Plan* meetings.

Attending representatives thought there was some benefit in maintaining SASTRG meetings as it provided an opportunity for groups to discuss transport issues in Wellington City and maintain regular contact with organisations working in transport across the city, however the effectiveness of the group should be reviewed again as (similar to the ERG) working groups providing

specialist advice on specific sustainable transport projects may be more effective than the current arrangement.

The revised terms of reference for the SASTRG is attached at **Appendix Four**.

### **5.6 Consultation and Engagement**

Officers met with members of the following four Council advisory groups: *Pacific Advisory Group, Youth Council, Environmental Reference Group and Safe and Sustainable Transport Reference Group* as well as the liaison officers and business units associated with each group in the review of each group's terms of reference.

### **5.7 Financial Considerations**

Amendments made in the revised terms of reference are minor and will not have any financial impact on the Council.

### **5.8 Climate Change Impacts and Considerations**

There are no climate change impacts from the amendments recommended in this report.

### **5.9 Long-Term Council Community Plan Considerations**

Amendments recommended in this report will not impact on the Council's Long Term Plan.

## **6. Conclusion**

This paper presents revised terms of reference and findings from the review of the Pacific Advisory Group, Environmental Reference Group, Safe and Sustainability Transport Reference Group and the Youth Council.

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## **Supporting Information**

### **1) Strategic Fit / Strategic Outcome**

*Advisory groups contribute to the aims of the Council's Governance Strategy by supporting Wellingtonians to become more actively involved in the direction of their communities.*

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

*Advisory groups are currently supported through the business as usual budgets of the responsible business units. Meeting fees for the PAG and ERG are paid by Democratic Services, eligible voluntary groups attending SASTRG meetings are paid by the Sustainable Transport business unit and Youth Council meeting costs are paid through City Communities.*

### **3) Treaty of Waitangi considerations**

*This report does not have any implications for the Treaty of Waitangi.*

### **4) Decision-Making**

*This report does not involve a significant decision.*

### **5) Consultation**

#### **a) General Consultation**

*The proposed changes have been discussed with the affected advisory groups.*

#### **b) Consultation with Maori**

*Maori have not been consulted about this paper.*

### **6) Legal Implications**

*There are no legal implications.*

### **7) Consistency with existing policy**

*This report is consistent with other Council policies.*



## **Pacific Advisory Group**

### **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.

## **Youth Council**

### **Terms of Reference – March 2011**

#### **1. Purpose**

The purpose of the Youth Council is to:

- ensure a youth perspective is provided to the Council on the range of issues covered by the Council, as well as issues relating directly to youth
- build young people's knowledge of Council processes to enable them to participate in Council's decision-making processes
- build the Council's knowledge of the needs of young people in Wellington City and how these can best be met.

#### **2. Advisory role**

The Youth Council will:

- advise on youth involvement in the planning and development of Council services and programmes
- advise on how the views of youth can be canvassed and conveyed to Council (including providing advice on formal consultations being undertaken)
- provide advice to the Council on matters of planning and infrastructure (especially if they have a direct impact on young people); and
- advise on matters relating to policy and strategic development.

The Youth Council 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.

The Youth Council is only one mechanism for the Council to obtain input from young people. The group does not remove or reduce the Council's responsibilities to obtain input from other young people through other mechanisms.

#### **3. Responsibilities**

Youth Council members are required to:

- attend Youth Council meetings
- attend training and project meetings
- work on project teams between meetings
- be available to attend any other training/meetings that may occur
- provide Youth Council information to their networks
- bring youth issues and opportunities to the Youth Council
- assist the Council to canvass youth views.

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

- training to fulfil their role as a Youth Council member, including leadership training
- opportunities to attend conferences/seminars
- opportunities to be a youth representative on various working parties/project teams
- assistance with transport to and from meetings
- training on and exposure to the local government political system.

### **3.1 Portfolio responsibilities**

Youth Council members **can** identify portfolio Council strategy areas they are interested in, such as: transport, environment, arts and culture, social and recreation, economic development, governance and urban development.

## **4. Membership**

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

### **4.1 Criteria for membership**

Members need to:

- be between 12-24 years of age
- live within the boundaries of Wellington City Council
- have the ability to work with other people and work in a team
- be proactive
- be committed to attending meetings regularly.

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

It is expected that Youth Council membership will provide a broad representation of Wellington City's youth population, with consideration given to:

- an appropriate gender balance
- an appropriate diverse range of cultural backgrounds
- appropriate representation from youth with disabilities
- the inclusion of youth members from a diverse range of representative organisations within Wellington City (secondary schools, tertiary education providers, youth groups).

### **4.2 Chair/Co-Chairs/Deputy Chair**

Members of the Youth Council will elect a Chair and Deputy Chair on an annual basis at the start of each calendar year.

The Chair and Deputy Chair will hold their position for a maximum of twelve months.

A role description for the Chair/Deputy Chair is included in Appendix A. In the absence of the Chair, the Deputy Chair will run the meeting.

### **4.3 Removal of members**

If a Youth Council member misses more than **three** consecutive meetings, their membership on the Youth Council will cease. **Members can be removed from the group under exceptional circumstances when the behaviour of that member is seen as detrimental to the effective operation of the Youth Council.**

## **5. Term of Appointment**

The standard term of appointment will be one year. Members can ask for their membership to be extended for additional terms. Extended terms of appointment must be approved by the Chair of the Youth Council and an officer of the Council. The term of appointment can be less than one year if a member:

- resigns
- misses three consecutive meetings, or



- is removed by the Council.

If a Youth Council member resigns during the year, the Council will and recruit to attract a new member for the position as part of an annual recruitment drive.

## **6. Promotion and Selection Process**

Wellington City Council will call for expressions of interest from 12-24 year olds from within the city's boundaries via a number of different media (**social media**, newspapers, approaches to schools, the Council website, community radio etc).

Youth interested in being a Youth Council member will be asked to complete an application form and attend a meeting of the Youth Council. Applicants will be interviewed by the Chair and Deputy Chair of the Youth Council and one Council officer at the end of this meeting. Applicants will be selected in accordance with their ability to match criteria listed in section 4.1.

## **7. Operation**

Council officers will oversee the administration of the Youth Council. Officers will take meeting minutes, compile the agenda in collaboration with the Chair and provide general administrative and advisory support.

### **7.1 Member induction and training**

All members joining the Youth Council will receive an induction pack and information explaining the Council's function and processes and the role of the Youth Council.

### **7.2 Frequency of Meetings**

The Youth Council will meet up to 20 times per year.

### **7.3 Conduct**

Members of the Youth Council cannot in any way claim to represent the Wellington City Council or the views of the Wellington City Council.

### **7.4 Conflict Resolution**

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict. A conflict of interest log will be maintained by Council officers.

### **7.5 Quorum**

Half of the current number of members, not including vacancies, must be present for the group to have a quorum

## **8. Reporting**

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



## **9. Payment**

Members will be paid a \$20 allowance for every meeting they attend. Members will be expected to be present for the majority of any meeting to receive the allowance.

## **10. 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 Youth Council Chair, members, Liaison Officers and Appointed Councillor**

### **The Chair will:**

- encourage open communication where all members can contribute to conversations
- not allow individuals or sub-groups to dominate the meeting
- work with Council officers to compile meeting agenda
- oversee the development, completion and implementation of the group's annual work programme
- be the spokesperson for the Youth Council and represent the views and recommendations of the group as required, including in presentations to the Council and other groups as required.

### **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.

### **Youth Council Members will:**

- provide advice on youth –related issues linked to the development and implementation of the Council's policies, projects, planning and service delivery
- actively participate in Youth Council meetings
- attend training and project meetings
- work on project teams between meetings
- be available to attend any other training/meetings that may occur
- provide Youth Council information to their networks
- bring youth issues and opportunities to the Youth Council
- assist the Council to canvass youth views.

### **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 youth 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 young people and Wellington's Youth organisations.

### **The Elected member/Councillor**

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

- act as a liaison and information conduit between the Council and the Youth Council 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.

## **Environmental Reference Group**

### **Terms of Reference – March 2011**

#### **1. Purpose**

The Environmental Reference Group (ERG) will provide the Council with advice and a peer review group on issues relating to the management of the natural environment, including **water**, energy and waste management.

The ERG is an advisory group, however it, will not be considered to be the sole mechanism for representing the community's views on natural environment issues.

#### **2. Role**

The role of the ERG is to:

- provide feedback and advise the Council on its natural environment policy, planning and asset management matters (including the development of the Council's Long Term Plan) in the developmental stages of all relevant projects
- be an information conduit to and from the Council
- identify and comment on the broad spectrum of community expectations and concerns associated with the management of the natural environment.

The ERG will not have an independent budget to commission work or undertake activities outside of the group's advisory role, although it can recommend to the appropriate Council committee that work is undertaken on certain natural environment policy areas.

#### **3. Membership**

##### **Number and make-up of members**

The ERG will have up to 15 members.

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 Council, liaison officer and other officers of the Council are not members of the ERG but support the work of the group.

In addition to the above members, a representative from Council's mana whenua partners will be invited to be members of the ERG. If mana whenua representatives are unable to participate, relevant Council officers will maintain a communication link to assist in providing their perspective in the work of the ERG.

**Role descriptions for members of the ERG, the appointed Councillor liaison and the Council liaison officer are included in Appendix A.**

### **3.1 Criteria for membership**

ERG members will have:

- a familiarity with the natural environment of Wellington City
- a degree of involvement (or knowledge of) practical environmental initiatives
- demonstrated awareness of and enthusiasm for natural environmental issues
- links into the community and a willingness to utilise those links.
- an ability to represent a balanced view.

Membership of the group should include:

- an appropriate balance of men and women and representation from youth where possible
- an appropriate range of experience and expertise required for the group to adequately perform their role.

### **3.2 Chair/Co-Chairs**

The group will be chaired by a member elected by the group. Co-chairs are permitted.

Should the Chair/Co-Chairs not be present for a meeting, the group will elect a Chair for that meeting.

### **4. 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 can sit on the group for more than two consecutive terms.

The Chair will hold the position for a maximum of three years. A nomination process will be conducted at the conclusion of the three years.

### **5. Selection and Removal of Members**

Recruitment of new members will be managed by the ERG liaison officer.

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 Co-Chairs of the ERG to fill 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 ERG 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. Reporting**

The group will report to the Strategy and Policy Committee annually in **the last quarter of the 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 agenda and minutes of the group's meetings will be available on the Council's website.

## **7. Frequency of Meetings**

The group will meet approximately every two months.

## **8. Operation**

The maintenance and servicing of the group will primarily be the responsibility of the appropriate Council directorate. The group will be supported by a Council liaison officer who will be responsible for compiling agendas, writing minutes, maintaining a conflict of interest log and providing other administrative and advisory support to the group.

It is also expected that members of the Council's other business units will liaise closely with the group as appropriate.

### **8.1 Member induction**

**All new members joining the ERG will receive an induction pack and information explaining the Council's function and processes and the purpose and role of the ERG.**

### **8.2 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. The 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.

## **9. Quorum**

**Half of the members of the group (not including vacancies) must be present for the group to have a quorum.**

## **10. Payment**

Members will be paid \$110 and the Chair \$150 for every full ERG meeting they attend, to a maximum of six meetings per year. If the group decides to have co-Chairs, the additional \$40 available to the Chair will be split between the co-Chairs.

The Council will also support the group by providing refreshments.

## **11. Conflict Resolution**

**Should conflict occur, the 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.**

## **12. 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 Environmental Reference Group Chair, Members, Liaison Officers and Appointed Councillor**

### **The Chair/Co-Chairs will:**

- Chair ERG meetings fairly and in a manner that allows the group to fulfill its role
- meet with officers and the appointed Councillor, as required, prior to ERG meetings
- encourage open communication where all members can contribute to conversations
- not allow individuals or sub-groups to dominate the meeting
- work with Council officers to compile meeting agenda
- oversee the development and completion of the group's annual work programme
- act as the spokesperson for the Environmental Reference Group and represent the views of the group as required.

### **Environmental Reference Group Members will:**

- work collaboratively with other members of the group to fulfill the ERG's role and responsibilities
- where appropriate, share ERG information from and with members' networks.
- provide advice on the development and implementation of the Council's policies, projects, planning and service delivery
- actively participate in ERG meetings
- be available to attend any other meetings that may occur
- bring relevant issues and opportunities to the ERG
- canvass individual view on the management of the natural environment within Wellington City as required.

### **Officers will:**

- be responsible for the administration of the group.
- work with members of the ERG to develop an annual ERG Work Programme
- induct new Environmental Reference Group members, compile agendas, write minutes, maintain a conflict of interest log and provide other administrative and advisory support to the ERG.

### **The Elected member/Councillor**

The Councillor appointed to the Environmental Reference Group is not a member. The Councillor's role is to:

- act as a liaison and information conduit between the Council and the ERG, 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.

# **Safe and Sustainable Transport Reference Group**

## **Terms of Reference – March 2011**

### **1. Purpose**

The Safe and Sustainable Transport Reference Group (SASTRG) is the primary forum for providing advice, a sounding board and peer review on road safety and sustainable transport issues (walking, cycling and traffic demand management) to the Council.

The SASTRG is an advisory group, however it, will not be considered to be the sole mechanism for representing the community's views on road safety and sustainable transport issues.

### **2. Advisory role**

The role of the SASTRG is to:

- advise on the development and implementation of relevant road safety and sustainable transport projects, programmes and policies
- advise on community concerns and expectations associated with road safety and sustainable transport in Wellington City.
- assist the Road Safety and Travel Plan co-ordinators in their role
- help develop projects that are included in the Council's Long Term Plan and Annual Plan.

The group will not have an independent budget to commission work or undertake activities outside of this advisory role.

### **3. Membership**

#### **3.1 Number and make-up of members**

Representatives from 16 organisations and agencies interested in road safety and/or sustainable transport are invited to participate in SASTRG meetings including:

- Greater Wellington Regional Council
- Living Streets Wellington
- Cycle Aware Wellington
- New Zealand Transport Agency
- Police
- Automobile Association
- Accident Compensation Corporation
- Injury Prevention Consultants of New Zealand
- Sustainability Trust
- Alcohol and Liquor Advisory Council
- Regional Public Health
- Aged Concern
- Fire Service
- **Bikers' Rights Organisation of New Zealand (BRONZ)**
- Driver Training organisation
- Plunket



Other organisations can be asked to participate in SASTRG meetings.

Representatives of the respective organisations and agencies will generally attend meetings as part of their paid role. The Council will provide payment to a maximum of five volunteer groups and not-for-profit groups where their representatives are not paid for their contribution to SASTRG.

Representatives of the Youth Council, Pacific Advisory Group and Accessibility Advisory Group can also be invited to attend meetings where their members' experience and expertise is required.

### **3.2 Selection of additional members**

Groups, organisations and agencies not mentioned above may be included as members of the group (either at the request of the SASTRG, Council or an organisation).

To be eligible, an organisation/group must:

- **have a base in Wellington City**
- have a city wide focus
- a degree of involvement (or knowledge of) road safety and/or sustainable transport knowledge and practical initiatives
- a demonstrated enthusiasm for road safety and sustainable transport issues
- links into the community and willingness to utilise those links.

Additional members will be selected by Council officers in association with the group's membership.

The group will have at least one appointed Councillor representative, although invitations may be extended to other councillors to participate.

### **3.3 Chair**

The group will be chaired by the Councillor appointed to the group. If the Councillor is going to be absent, members will nominate a Chair for the meeting.

### **3.4 Members' responsibilities**

- Work collaboratively with other members of the group to fulfill the SASTRG's role and responsibilities
- Represent their organisation or agency's perspective to the group
- Share information from their different networks and feed information back to those groups
- Be prepared to participate in project meetings/brainstorming sessions in addition to meetings of the full advisory group
- Raise issues relevant to the group's terms of reference.

## **4. Reporting**

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

The agenda and minutes of the group's meetings will be available on the Council's website.

## **5. Frequency of Meetings**

SASTRG will meet on an as required basis up to a maximum of six times a year. Specific issues may be raised and dealt with electronically (i.e. via email or web-based discussion fora) in between meetings of the full group.

Individual members may also be requested to attend additional meetings if they choose to participate in specific projects or brainstorming sessions.

## **6. Quorum**

At least five of the organisations listed under section 3.1 must be present for the group to have a quorum.

## **7. Operation**

The maintenance and servicing of the group will primarily be the responsibility of the appropriate Council directorate. The group will be supported by an officer who will be responsible for compiling agendas, writing minutes, and providing other administrative and advisory support to the group.

## **8. Payment**

Generally SASTRG members will not receive payment as they attend advisory group meetings in a paid capacity as the representatives of their respective agencies.

The Council will provide payment to a maximum of five volunteer groups and not-for-profit organisations where their representatives are not paid for their contribution to SASTRG. Payment of up to \$440 per group per annum will be made to the group at the end of each financial year. Payment will be appropriately apportioned if the group cannot attend the majority of meetings.

The Council will provide the following support to all members:

- make car parks available in the basement of the Council's buildings upon request
- provide refreshments at the meeting
- other appropriate support as required.

## **9. 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 Council committee and Council.