

## **Pacific Advisory Group**

### **Minutes for the meeting held 14 October 2015**

**(6pm – 8.30pm)**

- Venue:** Committee Room 2, Council offices, Wakefield Street
- Present:** Sai Lealea (Fiji & Chairperson), Ledua Taucilagi (Fiji), Herbert Bartley (Tokelau), Kimi Higginson (Cook Islands), Anthony Leaupepe (Samoa), Merio Marsters (Cook Islands), Alapeta Faletau (Tonga), Siofilisi Tafo'ou (Tonga), Ida Faiumu-Isa'ako (Samoa), Councillor Free and Councillor Eagle.
- Guests:** Councillor Justin Lester, George Thompson, Department of Public Health, University of Otago, Wellington
- Officers:** John McGrath (Acting Director, Strategy and External Relations), Deborah Howse (Acting Manager, Democratic Services), Crispian Soon (Governance Team Leader), Kate Irvine (Senior Engagement and Consultation Advisor) and Gunther Wild (Manager, Policy and Reporting)
- Apologies:** Alvin Mitikulena (Niue), Meremine Taiaopo Auelua (Samoa), Sharon Samasoni (Tokelau), Nicole Rex (Niue), Leina Isno (Vanuatu) and Silika Kofe (Tuvalu)
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#### **Opening prayer:**

Sofi gave the opening prayer.

#### **Welcome:**

Sai welcomed everyone to the meeting.

#### **Minutes for last meeting and matters arising:**

The minutes as circulated were agreed.

### **Smoke free outdoor policy project:**

George Thomson from the Department of Public Health, University of Otago, Wellington, presented PAG with information on the work underway to support a review of smoke free policy. This work will include a workshop to be held in November. George invited PAG to send a PAG representative to the workshop.

*Action:*

- *Sai to organise PAG member to represent PAG at the workshop to be held in November.*

### **PAG going forward and joint letter of agreement discussion:**

Gunther introduced key new staff to PAG from the policy and reporting team and the democratic services team. Gunther also discussed the way that the Council wants to work with PAG as an extension of council into the future.

Gunther then ran through the draft joint letter of expectation. The content of this letter provides a high level overview of shared areas of interest between a specific group and Council, and will assist in aligning the work of these groups to the priorities of the Council's 2015-25 Long Term Plan. The agreed content will be used to populate a work programme agenda schedule for PAG, developed in consultation with Sai.

This agenda schedule will help to ensure Council officers are presenting on projects of interest at key milestones throughout the year when input from PAG is sought, and assist each group to frame their agendas in line with the Council's annual work programme. There was extensive round table conversation around the letter and its contents. At the end of the discussion, it was largely agreed with some suggestions for improvements.

*Action:*

- *Sai to meet with Gunther prior to the next PAG meeting to make amendments to the letter to be tabled at the next PAG meeting.*

### **Pacific Advisory Group Forum Debrief:**

The PAG extensively discussed the forum workshop group feedback and agreed to use the information to inform a discussion on a review of the Pasifika Action Plan at November's meeting.

*Actions:*

- *Youth workshop group to circulate forum notes to PAG*

- *At next meeting, PAG to workshop on reviewing Pasifika Action Plan.*

### **Community updates:**

Several PAG members provided community updates.

### **Other Business:**

From the first meeting of 2016, the PAG will meet on the first Tuesday of the month.

Silika has resigned from PAG. The PAG wished Silika well on her travels. Sai and Gunther will discuss the election process with WCC Democratic Services to replace Silika in line with the PAG Terms of Reference.

Gunther has put in his apology for the November meeting as I have a prior commitment. Crispian Soon will attend in his place.

#### *Action:*

- *Sai to send Gunther the official PAG photo to update the Council website*
- *Sai and Gunther to meet with Democratic Services to discuss process for filling PAG vacancies*

### **Closing Prayer**

The meeting closed with a prayer from Sofi.

### **Next meeting:**

The next meeting will be Wednesday 11 November 2015.