

## PACIFIC ADVISORY GROUP

### TERMS OF REFERENCE

7 June 2007

#### 1. Purpose and role

The purpose of the Pacific Advisory Group (PAG) is to:

- strengthen engagement between Wellington City Council and Pacific nation groups
- build the Pacific nation groups' knowledge of Council processes to enable them to participate in Council's decision-making processes
- build the Council's knowledge of the needs of Pacific nation groups and how these can best be met.

The role of the group is to:

- **represent** Pacific nation groups' issues to Council
- **communicate** information to Council from Pacific nation groups on their needs and views in relation to Council policies, services and issues raised by Council
- **communicate** information from Council to Pacific nation groups on Council policies, services and issues raised by Pacific nation groups; and
- **operate** in conjunction with the other engagement processes, including:
  - the role of the Advisor Pacific Communities
  - Pacific Forum.

The group is an advisory group that can make recommendations to the Council. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

#### 2. Responsibilities of the group

The group will:

1. work collaboratively to ensure that Pacific nation groups' issues are well-represented to Council and that effective communication happens between Pacific nation groups and Council
2. develop an annual plan, including timelines, for the group
3. develop agreed ways of operating as a group to enable the plan to be achieved, the role of the group to be effectively undertaken and the purpose of the group achieved
4. report back to Pacific nation groups and the Council

The Council has other advisory groups – and is seeking increased cooperation between those groups. PAG members may occasionally be asked to attend meetings of the other groups to share information.

### **3. Responsibilities of individual group members**

Individual group members will:

1. work collaboratively with other members of the group to fulfil the PAG's role and responsibilities
2. communicate with the Pacific nation group they represent, and implement processes for bringing their issues to the PAG and for regularly reporting back to the community on how issues have been addressed.

Members will also be asked to complete Conflict of Interest declarations.

### **4. Roles and responsibilities of the Chair and Deputy Chair**

#### **Role and responsibilities of the Chair**

1. To chair the meetings of the group fairly and in a manner that supports the group in fulfilling its role
2. To oversee the development, completion and implementation of the group's annual plan
3. To represent the views and recommendations of the group as required, including in presentations to the Council and to Pacific forums.

#### **Role and responsibilities of the Deputy Chair**

1. To support the Chair in their role.
2. To act in place of the Chair should the Chair be unavailable or have a conflict of interest.

### **5. Membership of group**

#### **Composition**

The membership of the group should reflect:

- The different Pacific nations in Wellington City – being Samoa, Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu
- The age groups within the Pacific community where Pacific people are predominantly represented
- A balance of the genders
- Both Pacific born and New Zealand born Pacific people
- A range of the required skills (as will be contained in the role description for members)

The group consists of 16 members – three members representing Samoa, two members representing each of the six other Pacific nations noted above, and one elected member.

### **Term of membership**

The term of membership for each member shall be three years. Where a position becomes vacant part way through a term, and there is more than six months remaining in the term, a replacement shall be sought for the remainder of the term through the standard selection process.

### **Term of membership of Chair and Deputy Chair**

The term of membership for the Chair and Deputy Chair shall be three years. Where a position becomes vacant, a replacement shall be sought for the remainder of the term through the standard selection process.

## **6. Selection of members of group**

Selection of members is undertaken by the Pacific nation groups with the Council's support for the process.

In supporting the selection process, the Council will:

- prepare a clear description of the role and the core competencies required to fulfil the roles of member, Chair and Deputy Chair
- support Pacific nation groups in identifying appropriate candidates for membership
- apply a wide range of processes to ensure that all people of Pacific descent in Wellington have the opportunity to be considered for membership
- facilitate the selection process with Pacific nation groups including calls for nominations, information sessions and voting processes.

The Chair and Deputy Chair are appointed by the group from within the group.

## **7. Ceasing membership**

Membership of the group shall cease if a member:

1. Resigns by notifying the Council in writing; or
2. Fails to attend at least 3 consecutive meetings during a year, without tendering apologies.

## **8. Induction of members**

All members joining the group shall undergo an induction process provided by the Council. This will comprise:

1. An overview of the PAG
2. An overview of the Council's structure, services and policy-making processes
3. An introduction to key people in the Council.

## **9. Operation of the group**

### **Annual Plan**

The group will develop an annual plan covering:

- Annual goals for the year
- The key areas of activity for the group's work for the year, including timeframes
- A schedule of meetings for the year.

### **Agreed ways of operating**

The group will agree how it will operate, including:

- how individual members will communicate the work of the group to the Pacific nations they represent
- how they will consult with those nations to identify any issues they wish the group to consider
- how the group will communicate the work of the group to Council, and the group's expectations of Council procedures for communicating with the group
- conduct of meetings.

### **Meetings**

#### *Frequency*

The full PAG shall meet once a month.

#### *Minutes*

Discussion and decisions from group meetings shall be recorded in written minutes, by a minute taker provided by the Council.

#### *Chair*

Meetings shall be chaired by the Chair or the Deputy Chair if the Chair is not available.

#### *Quorum*

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

### **Remuneration**

Members will be paid for each meeting of the full Pacific Advisory Group that they attend, to a maximum of twelve meetings per year. The Chair or Deputy Chair will be paid a higher rate of remuneration for each meeting they chair, in recognition of the additional responsibilities placed on them.

Remuneration will be \$110 per meeting for members and \$150 for the Chair (or Deputy Chair when acting as Chair).

### **Support to PAG**

The Council will support the group's operations and ensure linkage between the work of the group and the Council.

The Advisor Pacific Communities is the key link between the group and Council operations and is responsible for:

- working with the Chair to set the agenda, which includes Council matters requiring PAG input
- working to engage the PAG with various Council business units and teams
- assisting members to meet their responsibilities for reporting back to their communities (this may mean facilitating access to venues, catering and other support that may be identified)
- ensuring minutes are taken
- ensuring venues and catering are provided.

## **10. Accountability**

### **PAG (as a group)**

PAG, through the Chair, shall present a report annually to the appropriate Council committee on its achievements against its annual plan.

PAG, through the Chair, shall present a report to each Pacific Forum.

### **Individual members of PAG**

The representatives of each Pacific nation group shall report to that group on the achievements of PAG against its annual plan in a manner to be agreed by the PAG.

The representatives of each Pacific nation group shall establish appropriate procedures for gathering issues raised by their group about Council policies and services, and for eliciting regular feedback from their group on Council and PAG performance.

### **The Council**

The Council shall provide regular feedback to PAG on action taken in response to issues raised by PAG.

## **11. Review**

The Terms of Reference will be reviewed as required, but at least once every three years. All changes to the Terms of Reference will be subject to the approval of the appropriate Wellington City Council committee and Council.