

# **Weed Management Political Advisory Group**

## **UPDATED Terms of Reference (July 2018)**

### **1. Introduction**

The Weed Management Political Advisory Group was established in accordance with a resolution of the Regional Strategy and Policy Committee at its meeting on 2 July 2015 (resolution number REG/2014/120).

The governing body members of the Weed Management Political Advisory Group were appointed by Mayor Phil Goff on 8 February 2017. The mayor signaled that the appointment of local board members to the advisory group was to be determined at the 13 February 2017 Local Board Chairs' Forum, and that membership from the Independent Māori Statutory Board would be requested via memorandum.

These Terms of Reference outline the structure, purpose and objectives, and protocols of the Weed Management Political Advisory Group. Members are expected to abide by these Terms of Reference, as well as the Code of Conduct for Elected Members of Auckland Council.

### **2. Purpose and Objectives**

The purpose of the Weed Management Political Advisory Group is to provide governance and oversee the implementation of the Weed Management Policy 2013.

The specific objectives of the Weed Management Political Advisory Group are to:

- a) ensure robust decision-making which takes account of both community and technical considerations
- b) audit the performance of the weed management policy and all relevant operational programme.<sup>1</sup>

### **3. Membership**

The Weed Management Political Advisory Group comprises 13 members, including:

- Councillor Penny Hulse (Chair)
- Brent Bailey – Rodney Local Board member
- Deputy Mayor Bill Cashmore
- Mike Cohen – Devonport-Takapuna Local Board member
- Sandra Coney – Waitākere Ranges Local Board member
- Councillor Alf Filipaina
- Councillor Christine Fletcher
- Danielle Grant – Kaipātiki Local Board Chair
- Nicholas Mayne – Upper Harbour Local Board member
- Councillor Sharon Stewart
- Paul Walden – Waiheke Local Board Chair
- Councillor John Watson
- Independent Māori Statutory Board Member Glenn Wilcox

#### **4. Governance**

- a) The chairperson of the Weed Management Political Advisory Group will be the chair of the Environment and Community Committee, being Councillor Penny Hulse.
- b) The deputy chairperson of the Weed Management Political Advisory Group will be elected by the members.
- c) The Weed Management Political Advisory Group will aim to reach consensus on all of topics of discussion at meetings. However, if this is not possible, the recommendations of the group to the Environment and Community Committee will also record minority views.
- d) At times, as required, the views of the members of the Weed Management Political Advisory Group may be sought by staff through means other than meetings, such as by phone or email.

#### **5. Administration**

##### **a) *Meeting schedule***

Meetings will be scheduled at least twice a year for staff to seek feedback from the Weed Management Political Advisory Group on key decisions relating to implementation of the policy.

##### **b) *Communications between Weed Management Political Advisory Group members***

Most communications will be conducted via email or telephone numbers unless otherwise agreed.

##### **c) *Agendas and minutes***

Meeting agendas and supporting documents will be distributed at least two working days prior to the scheduled Weed Management Political Advisory Group meetings. Minutes will be circulated to members as soon as possible following scheduled meetings. Hard copies will be made available at or in advance of the meeting upon request.

##### **d) *Members' attendance***

Apologies for non-attendance should be communicated in advance of the meeting to:

Tam White – Senior Governance Advisor  
Phone: 09 890 8156  
Email: Tam.White@aucklandcouncil.govt.nz

If a meeting is cancelled at short notice (less than 24 hours prior to the scheduled meeting), members will be contacted directly by phone.

Members must accept the consensus reached by the rest of the Weed Management Political Advisory Group if they cannot attend a meeting.

##### **e) *Other matters***

Weed Management Political Advisory Group meetings will be open to the public.

At the discretion of the chairperson, councillors, local board members, and Independent Māori Statutory Board members who are not members of the Weed Management Political Advisory Group may attend meetings and participate in discussions, although their views will not be reflected in recommendations to the Environment and Community Committee, except by consensus of the Weed Management Political Advisory Group.

## **6. Media Enquiries and Public Communications**

### **a) *Media enquiries***

Auckland Council's Communication and Engagement department will work with other council staff (including staff from council-controlled organisations) and the chairperson to ensure clear and consistent responses to any media requests received.

The collective views of the Weed Management Political Advisory Group will be represented by the chairperson (or in their absence, the deputy chairperson, however this role may be delegated to other Weed Management Political Advisory Group members or senior staff at the discretion of the chairperson).

### **b) *Public and internal communications***

Staff will ensure that members of the Weed Management Political Advisory Group are kept well informed as to implementation of the weed management policy through detailed updates. Members of the Weed Management Political Advisory Group will also be given advance warning of any public communications so that they are well briefed to answer any enquiries they may receive from members of the public.