

RPS Reference Groups

Terms of Reference

May 2020

1) Background and purpose of the RPS Reference Groups

The Otago Regional Council is reviewing its Regional Policy Statement (RPS). As part of this work, we wish to establish reference groups comprising suitably interested, qualified and/or experienced persons who will provide feedback during the drafting stage by participating in the groups to inform and fine tune the policy direction of the RPS.

There will be 11 Reference Groups, each reflecting a topic/chapter of the new RPS.

2) Objectives

The objectives for the RPS Reference Groups are to:

- Provide input into policy direction based on the knowledge, expertise and experience each member brings to each particular topic.
- Consider the policy implications of policy directions papers on the use, development and protection of natural and physical resources.
- Critically review policy direction papers relevant to the topic/chapter of the new RPS and provide written feedback to the ORC.

3) Number and scope of Reference Groups:

The 11 Reference Groups cover the following subject areas :

- Urban form and development
- Air
- Hazards and risks
- Historical and cultural values
- Natural character
- Natural features and landscapes
- Coastal environment
- Integrated management
- Energy, infrastructure and transport
- Land and freshwater
- Ecosystems and indigenous biodiversity

The scope of these Reference Groups is to:

- Participate in online facilitated workshops
- Provide written feedback to policy direction papers.
- Identify anything missing/issues/additional lens required etc.....

The Reference Group has no policy-making role or powers.

4) Membership

Reference Groups will comprise approximately 10 members each, selected by a panel consisting of ORC's Chairperson and Deputy Chairperson, and two ORC staff

The Panel will be selecting reference group members based on their experience and expertise, while balancing rural and urban needs.

Members are required to work in a collaborative manner and have access and the technical ability to participate in online facilitated discussions using Zoom video conferencing.

If people wish to be selected for more than one reference group, they will need to ensure they can manage the commitment across multiple groups.

5) Roles and responsibilities

The Otago Regional Council will:

- Provide an ORC contact person for the Reference Groups
- Organise all online discussions
- Make policy direction papers available to members at least 3 days before the reference group meeting
- Keep reference group members informed as the project progresses, and if necessary be clarify or seek further feedback.

Members will:

- Ensure they can meet the timeframes of the Reference Groups
- Commit to reading and understanding the policy direction papers prior to the online meeting
- Attend and actively participate in the online facilitated discussions, which may be up to a half day in duration
- Provide written feedback on policy papers within the prescribed timeframe
- Act independently as an expert and not advocate for their organisation or special interests
- Declare any conflicts of interest as soon as they arise

Timeframes

Timeframes for the Reference Groups is outlined below:

<i>Topic</i>	<i>Key skills / expertise</i>
<i>Tranche 1 - consultation period 2 weeks beginning 22 June 2020.</i>	
<i>Tuesday 23 June – facilitated discussion</i>	
Urban form and development	<ul style="list-style-type: none">• Built form• Urban design• Urban planning
Air	<ul style="list-style-type: none">• Discharging industries• Public health• Home heating / combustion• Building consenting
<i>Wednesday 24 June – Facilitated Discussion</i>	

Hazards and risks	<ul style="list-style-type: none"> • Climate change • Hazard science • Engineering • Urban development • Infrastructure provision
Historical and cultural values	<ul style="list-style-type: none"> • Built heritage • Cultural heritage • Land use / farming / historic industry
<i>Thursday 25 June – facilitated discussion</i>	
Natural character	<ul style="list-style-type: none"> • Landscape assessment • Hydrology
Natural features and landscapes	<ul style="list-style-type: none"> • Landscape assessment
<i>Tranche 2 – consultation period 2 weeks beginning 20 July 2020.</i>	
<i>Tuesday 21 July – facilitated discussion</i>	
Coastal Environment	<ul style="list-style-type: none"> • Coastal science • Fisheries • Tourism • Ecology
<i>Wednesday 22 July – facilitated discussion</i>	
Integrated management	<ul style="list-style-type: none"> • Planning • Resource management
Energy, infrastructure and transport	<ul style="list-style-type: none"> • Industry including – oil, port, transport, energy, mining
<i>Thursday 23 July – facilitated discussion</i>	
Land and Freshwater	<ul style="list-style-type: none"> • Land use / farm systems (note we will be looking for representation across each of Councils five Freshwater Management Units and a variety of different land use types) • Urban infrastructure • Water quantity • Water quality • Ecology • Hydrology • Rural catchment groups • Three waters
<i>Friday 24th July – facilitated discussion</i>	
Ecosystems and indigenous biodiversity	<ul style="list-style-type: none"> • Ecology • Rural land use • Cultural

6) Payment

Membership of the Reference Groups is unpaid.

7) Secretariat

The ORC will support the Reference Groups with secretariat and administrative support. Online meetings will be facilitated and recorded, with the facilitator preparing and submitting written reports of the meetings to the ORC.

8) Contestability of advice

The Reference Groups will provide advice to the ORC in good faith, and with regards to the interests of the other. All views will be presented to the ORC, and participation will be respectful towards other members and ORC staff.

9) Confidentiality

It is key to the work of the Reference Groups that all group members and the ORC are able to provide free and frank input and maintain the confidence of the group. Both parties agree to maintain this confidence. Any information that is appropriate to be shared will not be publicly attributed to individual participants.

Members must at all times comply with the requirements of the Privacy Act 1993 and keep information about identifiable individuals confidential.

All information developed or shared in the Reference Groups will be treated as official information under the Local Government Official Information and Meetings Act 1987 (and where applicable the Official Information Act 1982) and, subject to the requirements of those Acts, may be released to the public if there are no grounds for withholding it. If any information is being considered for release under these Acts the ORC may consult with the person who provided the information before making a final decision on release. If any member of the Reference Groups is considering releasing information under these Acts they may also consult with the person who provided the information before making a final decision.

10) Media

The Reference Groups, and Reference Group members acting in that capacity, will not make media statements without the prior agreement of the ORC.

If the Reference Groups are asked to provide comment on any issue relating to the RPS that Reference Group will forward the question or request to the ORC.

11) Conflicts of interest

Members of the Reference Groups will be required to declare conflicts of interest relating to the work of the Reference Group and the review of the RPS for Otago using the ORC's conflicts of interest form. Conflicts may be real, potential or perceived.

The ORC will assess any declared conflicts, determine and advise the appropriate management of that conflict.