

DRAFT Terms of Reference

Lower Taieri Liaison Group Flood Protection & Drainage Schemes

Purpose of Liaison Groups

Liaison Groups are informal committees established to:

- facilitate effective communication between the scheme ratepayers, key infrastructure providers and Otago Regional Council (ORC);
- be the 'eyes and ears' of the scheme community in relation to scheme performance and stakeholder satisfaction;
- provide feedback to the ORC through the liaison group on proposed scheme operational and capital programmes;
- provide feedback on the scheme levels of service;
- provide feedback on the development of infrastructure strategy, asset management plans and rating/funding proposals as relevant to the schemes.

Liaison Group Status

The Groups shall be established by ORC and shall operate in accordance with these Terms of Reference. Liaison Groups have no authority to make decisions on behalf of ORC. However, issues or recommendations arising from Liaison Group meetings will either be addressed by the ORC or referred to the ORC's Safety and Resilience Committee or full Council as appropriate.

Meeting Frequency

As agreed by members of the liaison committee, but no less than twice a year, to coincide with the development of draft annual plan budgets and following the receipt of public feedback on proposals prior to Council adoption. This will generally be between October and December and May and July. The time and location of meetings shall be agreed by representatives of the liaison group.

Limits of Power

Members of the Liaison Group are able to submit on draft work programmes and rating proposals in the ORC's Annual Plan or Long-Term Plan. The Liaison Group has no authority to commit the ORC to any investment path or capital and operating expenditure.

The Liaison Group will operate in such a way as to not compromise the ORC's freedom to deliberate and make such decisions as it deems appropriate.

Records

The Liaison Group shall maintain records including notices of meetings, agendas, reports to meetings, notes/minutes of meetings/site inspections; records of nominations, and election of members of the Liaison Group. This will be available online to the public.

Principles of Participation

All members of the Liaison Group agree to participate in the following ways:

- contributions are made without prejudice – i.e. nothing said within the Group may be used in subsequent planning or legal processes except for any recommendations or agreements reached by the group;
- members shall show respect for others' views and avoid promoting discord within the Group;
- any public statements by the Group are to be agreed by the Group and made through an agreed spokesperson;
- members of the Group are expected to support decisions and recommendations reached by consensus by the Group in subsequent public discussions; and
- the Chair is responsible for fostering the principles of participation and is expected to be respected as a leader in their role.

Terms of Reference

1. Each Liaison Group should ideally consist of not less than five and not more than ten members and should provide a broad representation of ratepayers and land uses within the scheme area; geographical extent of the scheme; and major infrastructure providers. Additional or fewer members may be appointed according to the needs of a particular scheme, at the ORC's discretion.
2. It is desirable that there may be regular introduction of new members to ensure that new ideas are brought to the table and that there is some growth of scheme operational knowledge within the community.
3. Key infrastructure owners and lifeline utilities may also seek representation¹.
4. ORC shall appoint a Councillor to be a formal representative on the Liaison Group. Other constituent Councillors from the area in which the scheme is located are entitled to attend Liaison Group meetings.
5. Other members will usually be confirmed or nominated by ratepayers at the Annual Scheme Ratepayers' meetings. Group membership will then be confirmed in writing by the ORC's Manager Engineering within a month following the meeting.
6. The ORC staff will arrange meetings of the Liaison Groups in consultation with the respective Group Chairs. Groups will meet at least twice per year and on other occasions as scheme issues dictate. In addition, a public annual general meeting will be held for each scheme and shall be chaired by the Chair of the Liaison Group.

¹ Infrastructure providers that may seek to participate in the Group may include Dunedin International Airport Limited, Aurora, KiwiRail and NZ Transport Agency Waka Kotahi. In addition, Civil Defence and Emergency Management may also seek participation from time to time.

7. Agenda's will be advertised and circulated which will allow for the community to express and interest in speaking at the Liaison Group.
8. Minutes shall be kept of all Group meetings and should record discussion points and agreed actions.
9. The Liaison Group Chair, or in their absence their nominated substitute, will be invited to attend an annual meeting of all Liaison Group Chairs organised by the Chairperson of the ORC's Safety and Resilience Committee, where relevant.
10. Attendance by the Public will not have speaking rights, unless requested through the Liaison Group Chair. When the Agenda is set and advertised the matters to be considered must adhere to the timings set for inclusion.
11. The line of communication between Liaison Group members and the ORC will generally be through the ORC's appointed liaison officer.
12. A quorum for the Liaison Group will be 60% of current members.
13. The term for the Liaison Group will be 3 years until the next triennial election.

Attachment A: Table of proposed minimum representation

Party	Minimum Representation across Parties	Comments
East Taieri	2	
West Taieri	2	
Dunedin International Airport	1	
Mosgiel Taieri Community Board	1	
ORC Councillor	1	
Other representatives	2	
Mana whenua	1	
Total	10	

Attachment B: Standing Meeting Agenda

Date

AGENDA

1. Welcome
2. Apologies
3. Minutes of previous meeting
4. Chairpersons Report
5. Scheme Reports
6. Financial Reports
7. General
8. Any other Business

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