

## Flag Selection Advisory Group Terms of Reference

### Background

1. On 28 October 2014, Cabinet agreed to a process to consider the future of the New Zealand Flag. The Responsible Minister, Hon Bill English, appointed the New Zealand Flag Consideration Panel (the **Panel**) in February 2015 to deliver aspects of this process.
2. The role of the Panel is to design and lead the public engagement process on the New Zealand Flag, which will culminate in two binding postal referendums. The Panel is also responsible for selecting four alternative flag designs to be included in the first referendum.
3. The Panel wishes to seek input from design, tikanga Māori and other experts as required, to ensure a range of suitable alternative designs are available, that any proposed designs are workable and that there are no impediments to the choice of proposed designs.
4. The Panel is supported by a project secretariat (the **Secretariat**).

### Purpose of the Advisory Group

5. The purpose of the Advisory Group is to consider and provide advice on a shortlist of alternative flag designs, in order to inform the Panel's decision-making. While Advisory Group members provide advice to the Panel, they have no accountability for any decisions made regarding the four alternative flag designs to be voted on in the first referendum.

### Work required of the Advisory Group

6. On **24 July 2015**, the Secretariat will provide a preliminary long-list of alternative flag designs to members of the Advisory Group to review from a technical, not subjective, perspective. The Advisory Group will be asked to provide feedback on the designs, including noting any problems they identify with any design, and providing comment on any designs they feel are particularly strong.
7. Advisory Group members will meet to discuss the designs in Wellington **from 1.00pm to 5.00pm, 29 July 2015**. Three Panel members, Kate De Goldi (Deputy Chair), Lt Gen (Rtd) Rhys Jones and Nicky Bell will also attend this meeting as observers in order to provide context where required to Advisory Group members, and to report back to the full Panel at its next meeting.

### **Fees and payments to Advisory Group members**

8. While members of the Advisory Group are not Crown appointments, members of the Group will be paid a fee in accordance with the *Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown* set out in Cabinet Office circular CO(12) 6 ([www.cabinetoffice.govt.nz](http://www.cabinetoffice.govt.nz)). It is expected that the time required for Advisory Group members to perform their role will total a maximum of 2 days, including the meeting. The daily rate for all members of the Advisory Group will be \$350 per day and so the maximum to be claimed in fees will be \$700. Further information on how to invoice for fees will be provided. Please note that a fee is not payable to a person who participates in the Advisory Group in the normal course of their employment as a public servant.
9. Actual and reasonable travel costs will be reimbursed. The Secretariat supporting the Panel will book and pay for any domestic flights required for members of the Advisory Group to attend the meeting.

### **Confidentiality and conflicts of interest**

10. Advisory Group members will be required to sign a confidentiality agreement.
11. Advisory Group members must declare any conflicts of interest and must not advise on flag designs where a conflict or perceived conflict is identified. Flag designs, as disclosed to the Advisory Group, will not include any personal information regarding the designer. The Secretariat will maintain a conflicts of interest register which will include a record of steps taken to deal with any conflicts of interest or perceived conflicts of interest that arise.

### **Composition of the Advisory Group**

12. The Advisory Group members, and their areas of expertise, are:
  - Phillip O'Shea, The New Zealand Herald of Arms Extraordinary (heraldry and vexillology)
  - Arch MacDonnell (design)
  - Matt Holmes (design)
  - Simon Morris (visual arts)
  - Jock Phillips (history)
  - Deidre Brown (Māori Trademarks and Maori and Pacific arts)
  - Mui Leng Goh (designer with an Asia-specific perspective)
  - Hemana Eruera (tikanga Māori)
  - Lindah Lepou (visual arts specific to the Pacific Islands)

## Public identification of Advisory Group members

13. Members should note that their names cannot be withheld under the Official Information Act 1982. Therefore, while the identity of Advisory Group members will not be promoted (without the prior approval of the relevant Advisory Group member), this information will be disclosed if the Panel or Secretariat is asked specifically for this information.
14. The following information will be released publically by the Panel if asked generally about the Advisory Group:

*The purpose of the Advisory Group is to consider and provide advice on a shortlist of alternative flag designs, in order to inform the New Zealand Flag Consideration Panel's decision-making. While Advisory Group members provide advice to the Panel, decisions regarding the four alternative flag designs to be voted on in the first referendum are made by the Panel and not the Advisory Group.*

*Members of the Advisory Group were invited by the Panel Chairman having received advice and nominations from a number of organisations.*

*The Advisory Group is composed of:*

- *Two professional designers*
- *Two advisors from the visual arts community, including expertise in Pacific Island art*
- *A tikanga Māori advisor*
- *A New Zealand historian*
- *An designer with an Asia-specific perspective*
- *An advisor with expertise in heraldry and vexillology*
- *A Māori trademarks advisor with a background in art and design.*

*While members of the Advisory Group are not Crown appointments, members of the Group will be paid a fee in accordance with the Fees Framework for Members of Statutory and Other Bodies Appointed by the Crown. The daily rate for all members of the Advisory Group will be \$350 per day and the maximum to be claimed in fees will be \$700. A fee is not payable to a person who participates on the Advisory Group in the normal course of their employment as a public servant.*