

Briefing

To **Hon Bill English**
Deputy Prime Minister

From **John Burrows**
Chair, New Zealand Flag Consideration Panel

Subject **Advisory Group to the NZ Flag Consideration Panel**

Action sought **Note** the composition of the Advisory Group
Note the Terms of Reference for the Advisory Group

Date 18 June 2015

Deadline 23 June 2015

Advice regarding flag designs to the NZ Flag Consideration Panel

- 1 The NZ Flag Consideration Panel (the Panel)'s Terms of Reference states:
"The Panel will also need to seek input from flag experts, design experts, tikanga Māori experts, 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."
- 2 The Panel has discussed options for receiving appropriate advice and agreed to form an Advisory Group of experts who will meet and provide collective advice to the Panel on a shortlist of designs.
- 3 In late July 2015, a preliminary long-list of 50-75 alternative flag designs will be provided to the Advisory Group to review each design from a technical, not subjective, perspective, specifically focusing on any potential issues.
- 4 The Advisory Group is subject to formal acceptance following a letter from Chairman John Burrows, however it is proposed that it will be made up of:

Redacted under s. 9(2)(a) of the OIA

- 5 The Advisory Group will receive designs to review on 24 July 2015 and will meet in Wellington to discuss the designs between 1pm and 5pm, 29 July 2015.

Redacted under s. 9(2)(a) of the OIA

- 6 All Advisory Group representatives will be expected to sign standard confidentiality agreements and disclose any conflicts of interest. A Terms of Reference for Advisory Group members has been developed and is attached for noting as Appendix 1.

Recommendations

- 7 I recommend that you:

- **Note** the composition of the Advisory Group

NOTED

- **Note** the Terms of Reference attached as Appendix 1

NOTED

John Burrows
Chair, New Zealand Flag Consideration Panel

Date: / / 2015

Hon Bill English
Deputy Prime Minister

Date: / / 2015

Appendix 1 – Flag Selection Advisory Group Terms of Reference

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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 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). It is expected that the time required for the Group members to perform their role will total a maximum of 2 days, including the meeting. The daily rate for all members of the 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 on the 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 Group to attend the meeting.

Confidentiality and conflicts of interest

10. Advisory Group members will be asked to sign a confidentiality agreement.
11. Advisory Group members will be expected to declare any conflicts of interest and not comment on designs where a conflict or perceived conflict is identified. Designs 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 or perceived conflicts of interest that arise.

Composition of the Advisory Group

12. The Advisory Group members, and their areas of expertise, are¹:
Redacted under s. 9(2)(a) of the OIA

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 prior approval), 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:

- *Three professional designers from varied backgrounds*
- *Two advisors from the visual arts community to include expertise in Pacific Island art*
- *A tikanga Māori advisor*
- *A New Zealand historian*
- *An advisor with expertise in heraldry and vexillology*
- *A Māori trademarks advisor with a background in art and design.*

¹ Please note that the membership of the Advisory Group is subject to formal acceptance.

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 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 group in the normal course of their employment as a public servant.