

LTCCP RESIDENTS' PANEL

Draft Terms of Reference

Purpose

To provide a representative group of stakeholders in Wellington City with information about the process of developing the Long Term Council Community Plan and the community's role in this development; and to provide an opportunity for this group to provide input to Council on the content of the Draft Plan, then review the Draft Plan prior to the development of the Final Plan.

Membership

36 – 45 members with an interest in the development of an effective Long Term Council Community Plan and who represent stakeholders in Wellington. Membership of the Panel will provide a balance of gender, age, geography, interest and stakeholder group representation.

Roles and responsibilities

Role of the Facilitator

The facilitator is to be independent of both Council and Panel Members. The role of the Facilitator is to support and assist Panel Members at each meeting and to take responsibility for the processes of information, engagement and deliberation at Panel meetings. The Facilitator is NOT a spokesperson for the Panel.

Role of Panel members

- To read documents provided by Council before Panel Meetings and bring their understanding into the meetings;
- To attend all Panel meetings;
- To articulate their interests, concerns and perspectives, and those of the groups they represent, as clearly as possible in Panel meetings;
- To listen with respectful curiosity to the views and perspectives articulated by other panel members;
- To provide input to Council on the content of the Long Term Council Community Plan and to provide feedback to Council on the Draft Plan;
- To test Council's understanding of community views on particular issues;
- To provide advice on the process Council uses to engage the broader Wellington community and to provide suggestions for improving that process in the future.

Role of Council staff

- To provide balanced and objective information to Panel members;
- To update Panel members on actions undertaken by Council between meetings;
- To ensure Panel members have access to Council on matters relating to the development of the Long Term Council Community Plan;

- To provide appropriate administrative support in the form of summaries of discussions, distribution of documents, meeting space and catering;
- To convey to the Panel decisions made by Council about the Plan and how community input has been used in those decisions.

Operations

Meetings

- Meetings to be held on January 29, February 18, April 22 or 23 (to be decided) and July 1.

Guidelines for Panel Members

- Learn as much as you can from any guest speakers and from your fellow Panel members;
- Even if you disagree with some observations or statements, try to understand by asking questions of the speaker rather than expressing your point of view.
- Don't be afraid to ask for clarification. If jargon is being used you may need to ask for an explanation.
- Try to ask your questions as briefly as possible so that others can ask questions too.
- Be open to changing your mind. With more information, time to think, and time to discuss, it would be surprising if you did not change your mind on some things.
- Please refrain from having side conversations during presentations.
- Bring input from any stakeholders you represent into meetings.
- Be prepared to share what you have learnt. Everyone will pick up different pieces of information – sharing what you have all heard and learnt will make you collectively smarter.
- Be prepared to examine your own assumptions, as well as the assumptions of others.
- We are looking for the wisdom of the whole group. Aggressively arguing for your point of view may affect other people wanting to contribute.

Documentation or output

- Summaries of discussions held at each meeting which will reflect the range of views on issues and any agreements reached.
- Summaries will be distributed to Panel members by email within 3 working days of the meeting.