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Terms of Reference

Disability-Led Climate Adaptation Pilot: Grant Advisory Panel

2025

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Terms of Reference

The Terms of Reference set out the purpose, role and protocols of the Grant Advisory Panel, and are consistent with those of the Auckland Council demographic advisory panels.

Panel members also abide by the Code of Conduct for members of Auckland Council advisory panels (Appendix A), with the exception that the Grant Advisory Panel is facilitated (rather than chaired) by Cissy Rock as one of the Implementation Partners.

Note that in line with the Code of Conduct; to avoid conflicts of interest, Panel members will not be eligible to apply for grant funding.

The Terms of Reference will be reviewed, amended if required and ratified by the Grant Advisory Panel at their first meeting.

Purpose

The Pilot is part of Auckland Council's Resilient Tamaki Makaurau (RTM) work programme. This includes a broad range of short-, medium- and long-term interventions to keep future generations safe from climate disruption.

The disability community is disproportionately impacted by climate disruption. The community has experienced barriers to meaningful engagement and participation. They are expert adapters and want to be part of climate disruption decision-making and action. The Pilot aims to use a participatory approach that involves the disability community from the start.

The Pilot has three key objectives:

1. To strengthen the enduring capability and capacity of the disability community and empower them to minimise the impact, prepare for, respond to, and recover from climate disruption
2. To strengthen trusting and enduring relationships between Auckland Council and the disability community, and
3. To test the prototype participatory grant-making (PGM) methodology and inform regional policy and the wider use of PGM in the RTM contestable grant scheme.

Auckland Council has \$100,000 for grants to support grassroots projects that assist the disabled community to plan for and adapt to the impacts of climate disruption.

Responsibilities of Panel Members

The Grant Advisory Panel will:

- assess grant applications and make recommendations to Auckland Council for funding
- promote the grant programme to their networks
- consider community ideas from the workshops and provide general guidance on the Pilot
- support applicants to meet the grant criteria, and
- contribute to the Pilot evaluation.

Depending on the identified needs, Panel members may also provide support to the successful applicants to deliver their projects.

Timeframe

The Grant Advisory Panel is temporary and will operate for the duration of the Pilot. Any future role will be considered as part of the evaluation process.

Outcomes

The Grant Advisory Panels' recommendations are supported by Auckland Council.

The Advisory Panel's guidance will help to ensure the overall success of the Pilot, including increased awareness and participation in community workshops, development of applications that meet the criteria, and the success of the funded projects.

Tripartite partnership between Auckland Council, Implementation Partners and the Grant Advisory Panel.

The Panel will be a critical part of the tripartite partnership. The three partners will work closely to plan, establish and deliver the Pilot. They will work with and support the disability community to design, develop, plan, deliver and evaluate the Pilot.

The tripartite partnership is comprised of:

- The **Grant Advisory Panel**
- Two **Implementation Partners** who will provide expertise across all phases of the Pilot and will engage with the community:
 - Liam Sanders – lived experience and community connector
 - Cissy Rock – Panel and workshop facilitator
- **Auckland Council** who will lead and coordinate delivery of the Pilot, including secretariat support for the Implementation Partners and Panel. Council will approve the grant process and criteria, make the final decision on the allocation of grants, and contract the successful applicants.

Secretariat support provided by Auckland Council for the Panel will include:

- Working in partnership with the Implementation Partners and Panel members to plan and deliver the Panel meetings and responsibilities
- Facilitating additional support from Auckland Council staff as required
- Coordinating the application and review process for Panel membership and grants
- Preparing background information and reports for Panel meetings, including onboarding
- Preparing agendas and minutes
- Drafting advice and facilitating decisions by Auckland Council
- Facilitating Panel participation in the Pilot evaluation
- Ensuring linkages between the Pilot and wider Resilient Tāmaki Makaurau programme, and that Auckland Council requirements are met.

Membership and selection process

The Panel of six members will be recommended by the Implementation Partner (Liam Sanders) and appointed by Auckland Council following an EOI process.

Individuals do not need climate change expertise but should be interested in making climate adaptation more inclusive.

The Panel should reflect the diversity of Auckland's disability community.

Individuals are expected to meet the "essential" skills and attributes below. Overall¹ the aim is that, as a group, members of the Panel will have the following skills and attributes:

- **ESSENTIAL:**
 - Lived experience as a disabled person, and/or a deep understanding of disability through leadership, advocacy or work with a Disabled Persons' Organisation (DPO)
 - Live, work, play, or study in Tāmaki Makaurau / Auckland
 - Available for the scheduled meetings between June and December 2025.
- **DESIRABLE** for the Panel as a group (not essential for individual members):
 - Identifies as tangata whaikaha/tangata hauā Māori
 - Has strong connections to iwi/mana whenua
 - Understands and is committed to giving effect to Te Tiriti o Waitangi
 - Can be part of a consensus-building process
 - Experience in community-led projects and/or on advisory panels
 - Knows about climate change/adaptation and resiliency
 - Can be part of Panel that reflects Auckland's diversity, including age, ethnicity (including Māori, Pacific, migrant), LGBTQIA+, rural and disability support needs

Meetings

The Grant Advisory Panel will attend four meetings between June and December 2025²:

- Meeting 1: week beginning 30/06/2025
 - Introduction to the Pilot and agree Terms of Reference
- Meeting 2: week beginning 13/10/2025
 - Overview of grant application process and criteria (as recommended by the workshop participants)
 - Assess grant applications and designate red/orange/green
 - Provide feedback and support for "orange" applications to meet the criteria
- Meeting 3: week beginning 17/11/2025
 - Assess final set of applications
 - Formulate recommendations on funding for Auckland Council
 - Identify how ongoing support needs for successful applicants will be provided
- Meeting 4: week beginning 8/12/2025
 - Evaluation and reflection

¹ Individuals

² Final dates will be confirmed in collaboration with the Panel members.

The meetings will be facilitated by one of the Implementation Partners, Cissy Rock.

The group will work together to reach consensus. Auckland Council has the final sign-off on the allocation of grants, but our expectation is that they will support the recommendations made by the Grant Advisory Panel.

Communications and engagement

The Grant Advisory Panel has a role in promoting the Pilot and availability of grants to the disability community. The Panel may also provide guidance to the partners on engagement and communication with stakeholders.

Members may attend the Pilot community workshops.

The Panel should refer to the Code of Conduct in the event that a panel member receives a request for comment directly from a journalist or media outlet.

Panel resourcing

You will be paid **\$130 per hour** for your time attending the meetings, including preparation time.

During the grant assessment and allocation process, it may be identified that applicants require support in addition to that provided during the workshop and by the Implementation Partner. If you have the appropriate skills and agree to provide coaching/mentoring, then you will be paid at the same hourly rate to provide this support. This must be pre-approved and minuted before the work is undertaken.

We'll cover reasonable costs for travel and accessibility support (e.g. taxis, support workers, interpreters).

Appendix A: Code of Conduct for members appointed to the Grant Advisory Panel

1 Purpose

The Code of Conduct sets out expectations for the general conduct of members of Auckland Council advisory panels.

2 Principles

The principles underlying the expected conduct of members include:

2.1 Honesty and integrity

Members have a duty to act honestly and with integrity at all times.

2.2 Impartiality and accountability

Members should consider issues on their merits, taking into account the views of others. This means co-operating fully and honestly to ensure the best advice is provided to the council.

2.3 Openness

Members should be as open as possible about their actions and advice. This includes having an open mind and a willingness to listen to differing points of view. This means giving reasons for advice given; communicating clearly; not being close-minded and taking personal ownership of comments made publicly.

2.4 Respect

Members should treat others, including staff, with respect at all times. This means not using derogatory terms towards others, or about others, including in public-facing media; not misrepresenting the statements or actions of others (whether they be other individual members, the governing body, local boards, committees or staff); observing the rights of other people; treating people with courtesy, and recognising the different roles others play in local government decision-making.

2.5 Duty to uphold the law

Members should uphold the law and, on all occasions, act in accordance with the trust the public places in them.

2.6 Stewardship

Members should ensure that they and the council use resources prudently and for lawful purposes.

2.7 Leadership

Members should promote and support these principles by example.

3 Relationships

3.1 Facilitator

The meetings will be facilitated by one of the Implementation Partners (Cissy Rock).

3.2 All members

Members will conduct their dealings with each other in ways that:

- maintain public confidence in the office to which they have been appointed
- are open and honest
- focus on issues rather than personalities.

3.3 Employees of Auckland Council

Members will:

- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way
- raise concerns about an employee only through the employee's employer.

4 Media

4.1 Spokesperson

The Facilitator will be the first point of contact for the official view of the panels on any issue.

No other member may comment on behalf of the panels without having first obtained the approval of the tripartite partners

4.2 Response to media enquiries

In the event that a panel member receives a request for panel comment directly from a journalist or media outlet, the member is required to forward the request immediately to the Panel Facilitator who will liaise with the other tripartite partners. Panel members must not respond directly to media without prior agreement.

Where a journalist or media outlet seeks an individual panel member's views, the panel member will:

- make clear that the views presented represent the personal views of the individual member
- ensure that information presented is consistent with information provided to the panel
- maintain the integrity of the panels and Auckland Council at all times.

4.3 Personal views

Members are free to express a personal view in public or in the media, at any time. When doing so, they should observe the following:

- comments must make clear that they represent a personal view and must not state or imply that they represent the views of the panels
- where a member is making a statement that is contrary to a panel policy, the member must not state or imply that his or her statements represent a majority view
- comments to the media must observe the other expectations of general conduct, e.g. not disclose confidential information, or compromise the impartiality or integrity of staff.

5 Confidential information

If members receive information that is confidential, they must ensure it remains confidential. Confidential information is normally deemed to be such because its public release will cause some harm, either to the council or to other parties.

6 Ethics

Members will:

- claim only for legitimate expenses
- not influence, or attempt to influence, any officer or employee to take actions that may benefit the member, or the member's family or business interests
- not use the resources of the panels for personal business
- not solicit, demand, or request any gift, reward or benefit by virtue of the member's position.

7 Members' interests

7.1 Acting in the interests of the advisory panel and the public

Members act in the interests of the panels and not in their own interests.

A financial conflict of interest arises when a member stands to benefit financially, either directly or indirectly, from advice given by the panels.

A non-financial conflict may arise from a personal relationship or association with another organisation or from conduct that indicates prejudice or predetermination. In these situations a member may be influenced by interests that conflict with the duty to act in the best interests of the panels.

Members must declare any private interests or personal benefits relating to their public duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. This means fully disclosing actual or potential conflicts of interest; avoiding any financial or other obligation to any individual or organisation that might reasonably be thought to influence them in the performance of their duties.

8 Complaints

A complaint about a member's conduct will be made to the Panel Facilitator in the first instance, who will counsel the member concerned. Alternatively, concerns about the conduct of any member or Facilitator may be raised with the Project Lead (Debbie Edwards, Auckland Council), who in conjunction with the tripartite partners, who will give advice on options available to resolve the concerns.