



Report 09.334
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Committee Transport & Access Committee
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Review of the Greater Wellington Disability Reference Group

1. Purpose

To review the Greater Wellington Disability Reference Group.

2. Significance of the decision

The matters for decision in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

In 2008 the Council approved the establishment of the Greater Wellington Disability Reference Group (GWDRG), to provide guidance and opinion to Greater Wellington on disability issues relating to the Council's functions. The GWDRG's terms of reference, attached as **Attachment 1**, provide for a review of the GWDRG six months after its inception.

The GWDRG has held three meetings to date. In addition, it visited the Matangi mock-up, providing comments which have been taken into account in the cabin configuration.

At its second meeting, the GWDRG appointed Thomas Bryan, representing the Wellington City Council Disability Reference Group, as its Chair.

4. Comment

At this time it is still early days for the GWDRG. To date, while most matters put before the GWDRG have been transport-related, the GWDRG has also provided input into the Parks Network Strategy and the review of the Greater Wellington website.

Comments were sought from the GWDRG for the review. The GWDRG considered that no changes to its terms of reference were required. It noted that there is the potential for a broader range of Greater Wellington issues to be put to it for consideration, and for the GWDRG, itself, to identify pieces of work for Greater Wellington to undertake.

With effect from the May 2009 meeting of the GWDRG, special meeting protocols are in place to assist the smooth running of GWDRG meetings. A copy of these protocols is attached as **Attachment 2**.

Officers consider that the current terms of reference for the GWDRG are appropriate to enable the GWDRG to effectively undertake its responsibilities.

5. Communication

No external communications are required as a result of this report.

6. Recommendations

That the Committee:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Confirms the existing terms of reference for the Greater Wellington Disability Reference Group.*

Report prepared by:

Report approved by:

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Attachment 1: Terms of Reference for the Greater Wellington Disability Reference Group

Attachment 2: Special Protocols for the Greater Wellington Disability Reference Group

Terms of Reference for the Greater Wellington Disability Reference Group

August 2008

1. Membership

The membership of the Greater Wellington Disability Reference Group shall be made up of six members representing existing local disability advisor groups in the Wellington region and one member who holds the position of Chair of the Transport and Access Committee as set out below:

- One member, being the Chair, Transport and Access Committee
- One member, representing the Wellington City Council Disability Reference Group
- One member, representing the Disabled Persons Assembly
- One member, representing the Kapiti Disability Reference Group
- One member, representing the Hutt Valley Disability Reference Group
- One member, representing FOCUS (Wairarapa)
- One member, representing the Porirua Health and Disability Forum.

The quorum is four members.

2. Term of Appointment

A member's term of appointment will cease at the end of the current 2007-2010 triennium. A member's term of appointment may cease before this time if a member:

- resigns; or
- misses two consecutive meetings without tendering an apology.

3. Chair

The Group's Chair will be appointed by the Group.

4. Status

The Greater Wellington Disability Reference Group is an advisory body; it does not form a part of the Council's sub-ordinate governance structure.

5. Role

The Greater Wellington Disability Reference Group's main focus will be to provide guidance and opinion to Greater Wellington when requested.

The Group will also be a conduit, through which issues raised by the disabled community related to Greater Wellington functions can be fed to the Council; this may include submissions to the Council's LTCCP, Annual Plans and other policies and plans. It will be able to recommend that pieces of work be undertaken and request Greater Wellington officers to determine if some issues can be achieved within current budgets.

The Group will usually report through the Transport and Access Committee but may report to another Council committee if a matter is directly relevant to that committee.

6. Meeting procedures and frequency

All members have equal speaking and voting rights (one per member). Greater Wellington's Standing Orders do not apply.

The Greater Wellington Disability Reference Group will meet quarterly, with additional meetings arranged, if required.

7. Remuneration

The six members of the Group who represent existing local disability advisor groups in the Wellington region will receive Greater Wellington's standard daily meeting fee and mileage allowances payable to non-elected members of council committees for each meeting that they attend.

8. Duration of Greater Wellington Disability Reference Group

The Group will be reviewed six months after its inception. In the absence of direction otherwise, the Group will be deemed to be dissolved at the end of the 2007-2010 triennium.

14 May 2009

Special Protocols for Greater Wellington's Disability Reference Group

1. Include the names of authors on the agenda page.
2. Introduce who is present at the meetings and who enters/leaves during the course of the meeting.

(Suggest Secretariat to have a list of expected arrivals/departures throughout meeting – one key announcer of introductions)

3. Any presenters who have slides should briefly describe what is up on the screen as they go through their presentation (e.g. “This slide shows what the home page of the new Metlink website will look like”).
4. The meetings are not open to the public. The Group's chair may agree in advance to have visitors present for specific parts of the meeting. Any such visitors should leave once their participation is finished.
5. Group members are able to contribute items for the agenda, subject to the agreement of the Group's chair.
6. Meetings are informal but agendas and papers will be provided in advance.