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# WELLINGTON CITY COUNCIL

Te Kaunihera ō Poneke

## MINUTES

DISABILITY REFERENCE GROUP

COMMITTEE ROOM 2  
101 WAKEFIELD STREET

**WEDNESDAY 11 JANUARY 2006**

4.00PM – 6.00PM

## ORDER OF BUSINESS

### 1 CHAIR'S WELCOME

The new co-chairs, Lorraine Offord and Thomas Byran welcomed the group to the first meeting of 2006

### 2 APOLOGIES (1 min)

Nick Luger

### 3 PRESENT

Lorraine Offord, Co-chair  
 Thomas Byran, Co-Chair  
 Ollie Goulden  
 Ross Livingstone  
 Leonie Gill, Councillor  
 Jenny Rains Disability, Liaison Officer

### 4 GOVERNANCE STRATEGY

The group is particularly interested in being involved in the discussion around the operationalization of the Governance Strategy. In particular, to understand and be part of the discussions involved in reviewing the effectiveness of the advisory groups. It is understood there is some urgency in the timing.

#### Action:

- DLO to send final versions of the 7 Council Strategies
- DLO to set up a meeting with the Council Officers involved in this review and the working group of the DRG. These are: Adele Gibson, Policy Unit, Wellington City Council, Lorraine Offord and Thomas Bryan, co Chairs of the DRG and also Ross Livingstone and Jenny Rains Council Officers in the disability portfolio

### 5 PLANNING FOR THE FORUM

- The date is yet to be confirm but it is planned for mid to late March

#### Action:

DLO is to confirm the date and venue ASAP

It was agreed the theme would be employment and would highlight that encouraging diversity in the work force is Good business.

- It is suggested the forum could involve a business breakfast with Marc Bagnall as an invited speaker. It was suggested that the breakfast could be MC'd by a representative from a supported employment agency and hosted by the Chamber of Commerce. The breakfast could be the same day as the Forum giving continuity to the theme.

**Action:**

- DLO and Ross Livingstone to discuss possibilities and practicalities of the Chamber of Commerce hosting a business breakfast
- DLO to check the availability of Mark
- The CEO of Workbridge was suggested as a good candidate for the role of MC at the breakfast, DLO to discuss to with her
- It was decided the forum will have to be tightly planned and would include perhaps 3 speakers discussing aspects of employment followed up by themed workshops

**Action:**

- The sub Group of the DRG to meet and draft a proposed agenda and list of speakers
- The sub group is: Lorraine Offord, Thomas Bryan, Ollie Goulden and Ross Livingstone

**6 ADVERTISE FOR NEW MEMBERS**

It was agreed the process should begin ASAP following the procedure as indicated in the terms of reference.

The candidates would be short listed by the groups and interviewed by the two co-chairs and the DLO. It is hoped to have the new members on board for the forum.

It was agreed the meeting times be changed to 5.30-7.30pm and be on the 2<sup>nd</sup> Tuesday of each Month

**Action:**

The DLO is to begin the process of requesting expressions of interest to fill vacancies on the DRG.

**7 OTHER BUSINESS**

It was noted that the Minutes were not always reaching the members.

**ACTION:**

The minutes would be sent out by the DLO within a week of the meeting.

The next meeting will be Tuesday 14 February 2006 commencing 5.30pm.