

# **Terms of Reference for the Greater Wellington Disability Reference Group**

**May 2008**

**Draft**

## Contents

1.	Membership .....	3
2.	Term of Appointment .....	3
3.	Chair .....	3
4.	Status .....	3
5.	Role.....	3
6.	Meeting procedures and frequency.....	4
7.	Remuneration .....	4
8.	Duration of Greater Wellington disability reference group.....	4

Draft

## 1. Membership

The membership of the Greater Wellington Disability Reference Group shall be made up of 6 members representing existing local disability advisor groups in the Wellington region and 1 member who holds the position of Chair of the Transport and Access Committee as set out below:

- TBA
- TBA
- TBA
- TBA
- TBA
- TBA
- TBA

The quorum is 4 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.